## Resource Pack - Equality, Diversity and Inclusion

Following our 2023 Workforce Equality, Diversity and Inclusion Conference, many attendees asked us for some top tips on what they can do to make their workplace more inclusive.

In this pack, we've shared six key tips.

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| 1 | Know your responsibilities as a manager. To help you in this, we have produced a useful guide to Equality Law for all NHSGGC staff, with a number of helpful case studies. | Equality Law - A Guide to Getting It Right |
| 2 | Take a person centred approach to how you manage your staff. Policies and processes are really important but every member of staff is an individual. The most important thing you can do as a manager is to recognise and support their needs to be the best they can be. To help you in this, we have e produced a leadership guide, including a self-assessment tool you can use. | People Management Guide & Self-Assessment |
| 3 | Put in place adjustments required by staff with disabilities, long-term health conditions or other relevant issues. This will help you to retain staff and reduce sickness absence. Our Workplace Adjustment Passport is a useful tool to support that conversation and will move with employees who change team within NHSGGC. You can get helpful advice from Occupational Health on reasonable adjustments. | Workplace Adjustment Passport |
| 4 | When filling vacant posts, consider who you really need. Having a diverse team, with different perspectives is really valuable in how we best provide services. The recruitment team can provide advice and support on updating job descriptions, role profiles, adverts and recruitment strategies to attract candidates from different backgrounds. | Accessing Recruitment Support |

This guide was produced by the Staff Experience Team in June 2023.

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| ⑤ | Ensure an inclusive workplace, where staff from all different backgrounds feel valued for who they are and feel confident in being their authentic self at work. To help, we've produce a number of tip cards to ensure the language we use, whether verbal or written, gives a clear message that we value diversity and respect individual difference. | [Inclusivity Tip Cards](#) |
| ⑥ | A person centred approach starts with the wellbeing of you and your team. Increase the focus on wellbeing by encouraging everyone to complete the Peer Support Learnpro module GGC 277:Looking After Yourself and Others. Think about how else you can promote Peer Support and wellbeing within your team so everyone is aware of the range of different supports they can draw on to meet their individual needs. | [Peer Support](#)<br><br>[Wellbeing Support](#) |

**I want to do more. What else can I do?**

- Tell your colleagues about what you heard and learnt at the conference. Share this resource pack. You can find more information about our [equalities workstreams here](#). If you have good ideas or know something locally that is working well, please let us know at [ggc.staffexperience@ggc.scot.nhs.uk](mailto:ggc.staffexperience@ggc.scot.nhs.uk)

- You can sign-up for our equalities [follow-on seminars here](#). If you have colleagues who didn't make the conference, encourage them to sign-up.

- You can find out how to join our staff led [equalities Forums here](#). They are for staff with protected characteristics and also for allies, if you want to get involved. Tell your staff about them. Some staff don't know they exist!

- Ask your team to update their personal data on eESS, our HR system. Having an accurate record of this helps us to understand the lived experience of our staff. Here's a [short guide](#) on how to update eESS.

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