



The Association of Traditional Chinese Medicine and Acupuncture UK

EQUALITY AND DIVERSITY POLICY

ATCM
Unit 15 Siddeley House
50 Canbury Park Road
Kingston Upon Thames
KT2 6LX
Tel: 020 4547 6560
Email: info@atcm.co.uk
Website: www.atcm.co.uk

POLICY STATEMENT

The Association of Traditional Chinese Medicine and Acupuncture UK recognizes and values the diversity of its members, employees, and members' clients/patients, and strives to treat all fairly. We are committed to promoting equality and preventing discrimination, harassment, and victimization on the grounds of race, nationality, ethnic or national heritage, age, disability, gender re-assignment, religious faith, political beliefs or practices, marital status, family circumstances, sex, sexual orientation, maternity and pregnancy, spent criminal convictions. We work within the spirit and the practice of the Equality Act 2010 by promoting a culture of respect and dignity and actively challenging any discrimination, should it ever arise. We support our members and employees to demonstrate the principles of diversity and inclusion in their everyday activities, roles and functions.



THE ASSOCIATION OF TRADITIONAL CHINESE MEDICINE AND ACUPUNCTURE UK EQUALITY AND DIVERSITY POLICY

1. POLICY INTRODUCTION

1.1 The Association of Traditional Chinese Medicine and Acupuncture UK, hereafter abbreviated as ATCM, is committed to actively promoting, maintaining and advancing equality and diversity in all aspects of its work, and opposes unlawful or unfair discrimination of any kind. This policy outlines our commitment to creating an inclusive and welcoming environment for all members, employees, and stakeholders. It specifically covers unreasonable discrimination in respect of race, nationality, ethnic or national heritage, age, disability, gender re-assignment, religion, political beliefs or practices, marital status/civil partnership, family circumstances, sex, sexual orientation, maternity and pregnancy, former criminal convictions.

1.2 To achieve this aim ATCM has overall equality and diversity objectives to provide a focus of awareness on issues that could potentially impact on a positive experience of members and their clients. ATCM will robustly challenge any unjustifiable and unfair discrimination, prejudice and harassment across every aspect of the organisation.

1.3 ATCM also strives to advance knowledge and understanding of equality and diversity to its members and through members to their clients.

1.4 The policy seeks to actively reinforce good practice using data to establish need and monitor areas for improvement wherever members and their clients are involved. Particularly, we strive to make equality and diversity central to all our practices and culture.

1.5 This policy links to all other policies in respect of equality and diversity where high expectations of both members and their clients designed to reduce discrimination and combat ignorance. It also links to the Executive Council in managing staff with respect and encouraging members to always follow the Code of Professional Conduct.

2. PURPOSE

- 2.1 This policy applies to all ATCM members, employees, volunteers, and stakeholders. It covers all activities and services provided by ATCM, including but not limited to conferences, events, training programs, and publications.
- 2.2 ATCM aims to enable its members and staff to maximise their individual potential through the promotion, implementation and advancement of equality of opportunity measures.
- 2.3 ATCM establishes and maintains several committees and regional groups among its members which reflect the diverse community it serves, because it values the individual contributions of all people. The organisation treats all members and employees with respect and dignity and provide a healthy working environment free from unlawful direct or indirect discrimination, harassment or victimisation.
- 2.4 ATCM recognises that certain physical, personal, institutional and cultural barriers exist, which should be reduced or eliminated wherever possible and reasonable to prevent them impeding existing and potential members and staff from receiving equality of opportunity in work and practice.

3 ACTIONS TO IMPLEMENT POLICY

- 3.1 All policies, procedures and agreements of ATCM will protect the legislative rights of the individuals.
- 3.2 Information and resources on equality and diversity and good practice is provided to members, and through members to their clients/patients on request.
- 3.3 Commitment is ensured to anti-discriminatory practice in all contract specifications and other documentation with external bodies, speakers, consultants, employers, employees, and the wider community.
- 3.4 ATCM will make a commitment to anti-discriminatory practice by:
 - 3.4.1 Setting equality objectives to advance equality and diversity practice.
 - 3.4.2 Identifying and eliminating discriminatory practices.
 - 3.4.3 Developing and monitoring the awareness and understanding of issues concerned with equality of opportunity.
 - 3.4.4 Recognising and challenging our own language, attitudes and assumptions, and these of others in appropriate.
 - 3.4.5 Advising, monitoring and reviewing all aspects of the Equality and Diversity Policy and particularly carrying out an impact assessment on all ATCM's policies and procedures to ensure ongoing compliance with legal requirements and best practices.

4. RESPONSIBILITIES

4.1 The ATCM Executive Council is responsible for overseeing the overall implementation and monitoring of this policy.

4.2 The Equality and Diversity Committee is a constituent committee, under the leadership of ATCM's Executive Council, responsible for annually reviewing of this policy, and revising and updating of the policy if necessary.

4.3 The designated Equality and Diversity Officer will oversee the day-to-day implementation of this policy, provide advice and support, and report any relevant concerns or complaints to the council and/or the Equality and Diversity Committee, and handle such concerns or complaints as instructed by the council or the committee.

4.4 All members, employees, and volunteers are responsible for promoting and maintaining equality and diversity in their work, practice, and their interactions with others by:

- ensuring the effective implementation of the Equality and Diversity Policy.
- dealing with unfair and/or unlawful discriminatory incidents and being able to recognise and tackle unfair and/or unlawful discriminatory bias and stereotyping taking appropriate action to redress and educate learners as a result of infringements or poor practice.
- promoting equality of opportunity and diversity and opposing unlawful discrimination against any member of the college community
- keeping up to date with the law on discrimination and taking up training and learning opportunities
- making recommendations to the Equality and Diversity Committee for agenda items that require consideration based on local or national developments.

5. BREACHES OF THE POLICY

ATCM will take seriously any alleged breaches of the policy and where proven breaches may lead to formal disciplinary action, including warning, suspension, or dismissal for staff and expulsion for members. The Professional Conduct Committee is responsible for dealing such breaches should they occur. The dealing procedure include but not limited to investigation, hearing, and disciplinary decision.

6. EQUALITY AND DIVERSITY COMMITTEE

The Equality and Diversity Committee has the overall responsibility for achieving the above aims and are reliant on the ATCM management to have an effective system in place for monitoring, reporting, and improving performance.

6.1 The committee shall meet at least once a year.

6.2 Composition

- The President, who will chair the meeting: Mei Xing
- The Vice President: Qikan Yin
- The General Secretary: Bai Fang Zhu

- The Register: Di Wu
- The Office Secretary (should be appointed as Equality and Diversity Officer) : Jessie Wang
- 2 representatives of members: Qing Zhang, and one TBC
- 2 representatives of public/patients: to be confirmed

7. COMMUNICATION AND PUBLICATION

This policy will be communicated to all members, employees, volunteers, and stakeholders. It will be published on the ATCM website and included in other relevant publications- ATCM Newsletter and/or Journal.

ANNEX - Types of Discrimination

There are various types of discrimination prohibited by this policy. The main types are:

1) Direct discrimination

Direct discrimination occurs where one person is treated less favourably than another because of a protected characteristic set out in this policy.

By way of example, refusing to promote a pregnant employee on the basis that she is shortly due to go on maternity leave would be direct discrimination on the protected characteristic of the employee's sex.

Other types of direct discrimination are:

- Associative discrimination - this is direct discrimination against someone because they associate with another person who possesses a protected characteristic. For example, an employee is discriminated against because his/her son is disabled.
- Perceptive discrimination - this is direct discrimination against an individual because others think they possess a particular protected characteristic. For example, where co-workers believe the individual is gay. It applies even if the person does not actually possess that characteristic.

2) Indirect discrimination

Indirect discrimination occurs when an unjustifiable requirement or condition is applied, which appears to be the same for all, but which has a disproportionate, adverse effect on one group of people. This is discrimination even though there was no intention to discriminate. For example, a requirement for UK based qualifications could disadvantage applicants who have obtained their qualifications outside of the UK; this could amount to indirect discrimination on the grounds of race.

3) Victimisation

Victimisation is where an individual is treated less favourably than others because they have asserted legal rights against their employer or an organisation they belong to or assisted a colleague in doing so. For example, victimisation may occur where an employee has raised a genuine grievance against their employer and is demoted as a result.

4) Harassment

Harassment is "unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual." It is important to remember that it is not the intention of the harasser but how the recipient perceives their behaviour, which determines whether harassment has occurred.