



Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	Promoting Dignity at Work
b. Name of department	HR
c. Name of Lead	Nicola Anderson, Head of HR
d. Equality Impact Assessment Team [names, job roles]	Nicola Anderson, Head of HR
e. Date of assessment	August 2016
f. Who are the main target groups / who will be affected by the policy?	The policy has been written to help and support employees who may be experiencing bullying, harassment and/or victimisation.
g. What are the intended outcomes / purpose of the policy?	<input type="checkbox"/> The Promoting Dignity at Work Policy aims to promote dignity and respect at work and to help foster a positive, dignified workplace culture. It is aimed at employees who may be experiencing bullying, harassment and/ or victimisation.
h. Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations?	Yes
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help assess relevance	

Section 2: Evidence, consultation and involvement			
Please list the available evidence used to assess the impact of this policy, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.			
a. Previous consultation / involvement with community, including individuals or groups of staff as relevant. Please outline details of any involvement / consultation, including dates carried out and protected characteristics			
Details of consultations - where, who was involved	Date	Key findings	Protected characteristics
Policy Review Group, Senior Management Team, Trade union officials and members		This is a PIN policy so has been developed with input from volunteer staff from NHSScotland and partner organisations. The policy was issued for consultation, and all sectors of the workforce have had the opportunity to have their views considered. Following further post-consultation amendment, the PIN policy was approved by SWAG Committee. Within SAS, staff and the Senior Management team have had the opportunity to provide views and feedback.	Age
As above		As above	Disability
As above		As above	Gender reassignment
As above		As above	Gender / sex
As above		As above	Marriage / civil partnership *
As above		As above	Pregnancy / maternity
As above		As above	Race
As above		As above	Religion / belief
As above		As above	Sexual orientation
As above		As above	Cross cutting - e.g. health inequalities - people with poor mental health, low

			incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other?
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	Available evidence
b. Research and relevant information	Reference to and compliance with PIN Guidelines
c. Knowledge of policy lead	
d. Equality monitoring information -- including service and employee information	
e. Feedback from service users, partner or other organisations as relevant	
f. Other	
g. Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	
Measure to address these; give brief details. Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts			
Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age			
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.		
Negative impacts			
Opportunities to enhance equality			
Disability			
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.		
Negative impacts			
Opportunities to enhance equality			
Gender reassignment			
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.		
Negative impacts			
Opportunities to enhance equality			
Gender / sex			
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.		

Negative impacts	There could be potential issues from people affected by bullying/ harassment or victimisation which is off a sexual nature. In this circumstance, it may be necessary to support the individual in a sensitive way e.g. having a same sex investigatory officer.
Opportunities to enhance equality	
Marriage / civil partnership	
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.
Negative impacts	
Opportunities to enhance equality	
Pregnancy / maternity	
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.
Negative impacts	
Opportunities to enhance equality	
Race	
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.
Negative impacts	From the research, it has been identified that some groups may be less reluctant to raise issues through and informal/ formal process. Further work may be required with staff to re-assure and build confidence in the new process.
Opportunities to enhance	

equality	
Religion / belief	
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.
Negative impacts	
Opportunities to enhance equality	
Sexual orientation	
Positive impacts	The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the Equality Act.
Negative impacts	
Opportunities to enhance equality	
Cross cutting - e.g. health inequalities people with poor mental health, low incomes, involved in the criminal justice system, those with poor literacy, are homeless or those who live in rural areas. Other	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Note: specific actions relating to these measures can be listed at section 5	

Section 4: Addressing impacts	
Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan	
	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	No adverse impact identified.
b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations	Not relevant
c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.	Not relevant
d. Stop and remove the policy - there is actual or potential unlawful discrimination and these cannot be mitigated. The policy must be stopped	Not relevant

<p>and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
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Section 5: Action plan Please describe the action that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation					
Action	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*

Not applicable					

* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

Section 6: Monitoring and review	
Please detail the arrangements for review and monitoring of the policy	
	Details
a. How will the policy be monitored? Provide dates as appropriate	Staff side and management feedback. Partnership meetings. Formal review after 2 years.
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	August 2018

Section 7: Sign off			
Please provide signatures as appropriate			
Name of Lead	Title	Signature	Date
Nicola Anderson	Head of HR		August 2016
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent			