

**The Equality Impact Assessment (EIA) Guidance and Glossary explain how to complete this form.**

Please complete the form below. Where the term 'item' is used in this document it includes policy, service, process, function, project and strategy.

## Section I: Screening

Part A: Item Details			
1	Department/School/Institute	Human Resources	
2	What is the type of the item undergoing assessment?	Policy <input checked="" type="checkbox"/>	Procedure <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service <input type="checkbox"/> Other <input type="checkbox"/> (Specify)
3	Name of item	Dignity at Work Statement	
4	Reference Code (if any)		
5	Is the item existing, new or an amendment?	Existing <input checked="" type="checkbox"/>	Amendment <input checked="" type="checkbox"/> New <input type="checkbox"/>
6	Aims and purpose of item:		
<p>The item presents the College commitment to creating a positive working environment and describes the protection for all staff against harassment, victimisation and discrimination as well as bullying. The amendment of the policy ensures that all the protected groups and new protections provided by the Equality Act 2010 are incorporated into the policy.</p>			

Part B: Screening			
1 Will the item impact directly or indirectly on any of the following impact groups:			
Students <input checked="" type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Suppliers <input checked="" type="checkbox"/>
Organisational Partners <input checked="" type="checkbox"/>	Others <input type="checkbox"/> (please specify)		
<p>Please give details for choices made above and provide any evidence</p> <p>The Dignity at Work statement applies to all staff. Students (to a limited degree), visitors, suppliers, organisational partners are potential third parties and therefore are covered by the Dignity at Work statement.</p>			
<p>2 Does or could the item have an adverse effect, directly or indirectly on members of an equality group – Age, Disability, Gender, Race, Religion/Belief, Sexual Orientation, Gender Reassignment, Pregnancy/Maternity? (please give details)</p> <p>No, the policy is intended to protect all staff where unfavourable treatment is thought to arise from a protected characteristic. It considers unlawful action covered by the Equality Act such as harassment and bullying as well as victimisation and direct and indirect discrimination. The item covers staff protection from the actions of third parties.</p>			
<p>3 Could the item have a significant positive impact on equality by reducing inequalities that already exist? (please give details)</p>			

## Part B: Screening

The Dignity at Work Statement is intended to ensure that all protected groups and other relevant groups can work or study in an environment that is free of discrimination, harassment, bullying and victimisation. By forming part of the grievance policy, the dignity at work statement will further the aim of the Equality Act of eliminating unlawful discrimination, harassment and victimisation and advancing equality of opportunities.

It is to be noted that whilst this policy necessarily considers a sub set of matters connected with students; most matters relating to their concerns are tackled either initially or entirely through a separate "Harassment Policy". This policy and its outcomes will be considered under a separate EIA.

4 Should a full impact assessment be carried out? YES  NO

Please provide justification for answer to the above  
The item potentially have a positive impact.

## Part C: Details of Assessor Completing Form

1 Name	Bertille Calinaud	2 Phone number	020 7882 5585
3 e-mail address	b.calinaud@qmul.ac.uk		
4 Signature		5 Date of signature	31/01/2011
6 Name of Head of School/Department		7 Signature of Head of School/Department	JUJANNE BYRNE

## Next Step:

- (i) If you need to carry out a full impact assessment, please read Section 2 of the guidance (page 7) and complete Section 2 of this form below.
- (ii) If you do **not** need to carry out a full impact assessment:
- Are there any further steps you can take to promote equal opportunities and eliminate discrimination?
  - Arrange for the proper approval authority to "sign-off" a statement (usually Head of School, Department or Institute), supported by the evidence of this screening EIA that the policy isn't "relevant to Equality & Diversity" or does not have any negative impacts
  - Set a review date in three years' time.
  - File the screening report and associated documentation and email a copy to the College's Diversity Specialist, Bertille Calinaud at [b.calinaud@qmul.ac.uk](mailto:b.calinaud@qmul.ac.uk)



## Section 2: Full Equalities Impact Assessment

### Full EIA

**1** What data has been examined in order to form a judgement about the impact of the item on protected characteristics? Are there any gaps in the available data?

The update of the Dignity at Work policy undertaken in January 2011 is to ensure that a comprehensive and lawful framework for policy continues to exist. No data was analysed.

**2** What methods of consultation/involvement have been employed to ensure full information sharing and participation?

The updated policy was sent to Trade Unions for comment and was agreed by the Equality and Diversity Steering Group at the January 2011 meeting.

**3** What steps were taken to ensure that involvement in the engagement process was far-reaching?

It was sent to all Trade Unions by email with 2 weeks period to feedback.

**4** What are the results of the consultation/involvement? How are these fed back into the process?

No responses were received

**5** Explain the likely differential impact (whether intended or unintended, positive or negative) of the item on individual service users.

The likely differential impact is positive.

**6** Is the item directly or indirectly discriminatory?

No

**7** Are there any barriers that may inhibit access to the service or benefits of the item?

The updated Dignity at Work Statement needs to be widely disseminated, especially among staff who do not have access to e-mail.

**8** Explain how the item is intended to increase equality of opportunity.

The Dignity at Work Statement, as amended, covers all the protected groups as stated in the Equality Act and other relevant groups (such as Trade Unions members). The Dignity at Work statement provides protection for these groups and details which actions would not be tolerated by the College.

**9** Explain how the item is likely to promote good relations between different groups.

See above.

**10** How will the implementation of the item be monitored and by whom?

The Employee Relations Team in Human Resources will monitor the policy through analysis of

## Full EIA

grievance cases of which Harassment is a sub-set.

11 What can be done to improve the item in order to reduce or remove any adverse impact or effects identified?

n/a

12 Complete Action Plan Form


## Next Steps

- Arrange for the proper approval authority to “sign-off” the report.
- File the report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud, at [b.calinaud@qmul.ac.uk](mailto:b.calinaud@qmul.ac.uk)

# Equalities Impact Assessment Action Plan

Impact Identified	Action Identified	Timescale	Resources Required	Performance Indicators	Action Owner	Review Date
Barriers to access the new policy	Ensure policy updates are disseminated amongst staff, this includes staff who do not have access to PCs and are not on the email system.	March 2011	None		Bertille Calinaud Diversity Specialist Human Resources	
Necessity to monitor the implementation of the item	Monitoring is ensured through analysis of direct feedback from analysis of grievance cases	Annually in autumn semester.	None		Employee Relations Team Human Resources	

### Details of Assessor Completing Form

1 Name	Bertille Calinaud	2 Phone number	020 7882 5585
3 e-mail address	b.calinaud@qmul.ac.uk		
4 Signature		5 Date of signature	31/10/11 2011