

**EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING TEMPLATE (IST)**

Initial screening needs to take place for all new/revised Council policies. The word ‘policy’, in this context, includes the different things that the Council does. It includes any policy, procedure or practice - both in employment and service delivery. It also includes proposals for restructuring, redundancies and changes to service provision. This stage must be completed at the earliest opportunity to determine whether it is necessary to undertake an EIA for this activity.

<b>Name of Policy:</b>	Dignity at Work Policy and Procedure
<b>Lead Officer (responsible for assessment):</b>	Nicole Pema, HR Manager
<b>Department:</b>	HR
<b>Others Involved in the Assessment (i.e. peer review, external challenge):</b>	
<b>Date Initial Screening Completed:</b>	January 2021

(a) **What is the policy trying to achieve?** i.e. What is the aim/purpose of the policy? Is it affected by external drivers for change? What outcomes do we want to achieve from the policy? How will the policy be put into practice?

The policy underpins the council’s vision, values and beliefs by creating an environment of positive working relationships so that employees are treated with dignity and respect in the workplace irrespective of age, gender, sexual orientation, disability, race, religion and belief etc.

The policy provides guidance to staff and managers on their responsibilities and the procedure to follow if it is believed that inappropriate behaviour or language has been used and the possible options that can be pursued. There is an emphasis on solving issues informally or through mediation.

The policy aims to:

- Ensure that no one who works, or is contracted to work, for the Council, is treated in a manner which could constitute bullying behaviour, harassment or intimidation.
- Ensure that incidents of harassment and bullying are effectively dealt with.
- Eliminate inappropriate behaviour and inappropriate use of power.
- Ensure the health and morale of employees does not suffer and help reduce levels of stress, anxiety and sickness absence.
- Create a working environment which is free from bullying and harassment and so enable employees to contribute more effectively and achieve higher levels of job satisfaction.

(b) **Who are its main beneficiaries?** i.e. who will be affected by the policy?

The Policy applies to all staff employed by the Council and the East Cambs Trading Company, contractors and employees of other organisations who are on site, volunteers and visitors to the Council.

**(c) Is this assessment informed by any information or background data?** i.e. consultations, complaints, applications received, allocations/take-up, satisfaction rates, performance indicators, access audits, census data, benchmarking, workforce profile etc.

The Policy is informed by:

a) Relevant legislation, including:

- Equality Act 2010
- Data Protection Act 2018
- Employment Rights Act 1996
- General Data Protection Regulation
- Health and Safety at Work

b) Equality, Diversity and Inclusion Policy 2021-2024.

c) Consultation with the Council's Joint Consultative Committee (JCC) and Unison.

(d) Does this policy have the potential to cause a positive or negative impact on different groups in the community, on the grounds of any of the protected characteristics (please tick all that apply):

**Ethnicity**

**Sex**

**Disability**

**Gender Reassignment**

**Pregnancy & Maternity**

**Age**

**Religion or Belief**

**Sexual Orientation**

**Marriage & Civil Partnership**

**Please explain any impact identified:** i.e. What do you already know about equality impact or need? Is there any evidence that there is a higher or lower take-up by particular groups? Have there been any demographic changes or trends locally? Are there any barriers to accessing the policy or service?

The Council is committed to ensuring that this policy and its application reflect the principles of the Council's Equality, Diversity and Inclusion Policy. This means treating people fairly and protecting them against discrimination.

The Council recognises its responsibility to meet its legal obligations to protect people from discrimination in the workplace in line with the Equality Act 2010. Under the Act, people are not allowed to discriminate, harass or victimise another person because they have any of the nine protected characteristics.

There is also protection against discrimination where someone is perceived to have one of the protected characteristics or where they are associated with someone who has a protected characteristic.

The policy is seen as being positive as it supports all groups by promoting equality of opportunity and eliminating discrimination.

Whilst there is a Bullying/Harassment Incident form available (at Appendix 1 of the Policy) for staff to complete, this is not essential, and the procedure recognises that

some disabled people may not be able to submit written complaints. Instead, the procedure allows for the member of staff affected to approach their line manager and/or Human Resources to discuss their concerns.

If a disabled member of staff does want to complete the Bullying/Harassment Incident form, then the HR department can provide alternative formats or assistance with completing the form as required.

<b>(e) Does the policy affect service users or the wider community?</b>	<b>NO</b>
<b>(f) Does the policy have a significant effect on how services are delivered?</b>	<b>NO</b>
<b>(g) Will it have a significant effect on how other organisations operate?</b>	<b>NO</b>
<b>(h) Does it involve a significant commitment of resources?</b>	<b>NO</b>
<b>(i) Does it relate to an area where there are known inequalities, e.g. disabled people's access to public transport etc?</b>	<b>NO</b>

If you have answered **YES** to any of the questions above, then it is necessary to proceed with a full equality impact assessment (EIA). If the answer is **NO**, then this judgement and your response to the above questions will need to be countersigned by your Service Lead Officer and then forwarded to the HR Manager.

**Signatures:**

**Completing Officer:** Nicole Pema **Date:** January 2021

**Service Lead Officer:** Nicole Pema **Date:** January 2021