

## Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

### **Section 1: Details**

<b>Service</b>	Human Resources
<b>Title and brief description (if required)</b>	Dignity at Work Policy
<b>New or existing</b>	Existing Policy
<b>Author/officer lead</b>	Angela Jackson
<b>Date</b>	09.01.17

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.  
**No** Please return the equality form as above.

### **Section 2: Summary**

#### **What is the purpose, aims and objectives?**

The Dignity at Work Policy details the Council's commitment that the work environment is free from harassment and bullying; details the responsibilities of managers and employees and how complaints should be handled.

#### **Who is intended to benefit and how?**

The document exists to ensure that employees and managers understand the arrangements that apply to them in respect of preventing bullying and harassment at work and treating colleagues with dignity and respect.

**Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?		No
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

<b>If yes, please provide more detail of potential impact and evidence including:</b>	
<ul style="list-style-type: none"> <li>- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected ie discussions or consultation results?</li> <li>- What does this tell you ie negative or positive affect?</li> </ul>	
Age  including older and younger people and children	
Disability	
Faith, religion or belief	
Gender  including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	

Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Trade union representatives have been consulted over the revisions.

**How have you taken/will you take the potential impact and evidence into account?**

N/A

**How do you plan to monitor the impact and effectiveness of this change or decision?**

Employment Policies are reviewed on an ongoing basis.

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