



Equality Impact Assessment: Guidelines and Procedure

This formal procedure is intended to enable us to ensure that the way we operate (particularly as expressed through policies and procedures) does not adversely impact on particular groups in a way that is not justified or unavoidable. It should complement and underpin our attempts to promote equal opportunities, promote good relations between different groups and to eliminate discrimination. For everything we do we should ask the question: 'How is this likely to impact on people?'

Equality Impact Assessment (EqIA) should be used as an integral part of policy development and to assess existing policies. Once we have assessed all existing policies the assessment process will be embedded as part of policy and procedure development.

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Title of Policy or Procedure	Parental Support Policy and Procedure
Responsible Officer	HR Manager
1. Is the policy or procedure rated as high/medium/low in terms of its potential impact? Please note that this may vary according to the group being considered.	This procedure is rated as MEDIUM given its potential impact across protected characteristics and the inclusion of recent legislative changes
2. What does the policy or procedure aim to do?	The policy gives guidance to employees on their statutory and contractual rights relating to maternity, paternity, adoption, and parental provisions including related Health and Safety considerations. It details the administrative procedures to be followed in all cases where an employee wishes to exercise their right to any of the provisions detailed within the policy.
3. Who is affected by the policy?	This procedure applies to all staff of UHI Moray Board of Management.
4. What do we know about	While some provisions, such as maternity leave,

the needs of the various groups and how the policy or procedure may impact on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation. ¹	apply specifically to pregnant employees, the policy also includes provisions relating to paternity leave, shared parental leave, adoption leave and bereaved partner leave. These provisions support a wider range of family structures and promote shared caring responsibilities. The policy applies equally to adoptive parents and includes inclusive language intended to support employees across different family circumstances.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	The policy aims to provide equitable access to leave and pay provisions across a range of family and caring circumstances. The inclusion of enhanced paternity pay, shared parental leave, neonatal care leave and bereavement provisions may have a positive impact on employees with caring responsibilities. No particular concerns relating to adverse impact have been identified at this stage.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	Enhanced paternity pay has been implemented to support increased uptake. Amendments have been made throughout the policy to reflect current legislation and to improve access to family friendly provisions for employees.
7. If changes are considered necessary when are we going to implement them? It may not, for example, be appropriate to make changes during an academic session.	Changes to the policy have been implemented to reflect updates to statutory family friendly rights and associated guidance.
8. As well as attempting to mitigate any potential adverse impact does the	The procedure ensures that requests are considered within a framework to encourage consistency of application.

¹ The intention of equality impact assessment is to create a situation whereby wherever possible barriers to access for any group are removed

policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	Addition of provisions to support different family structures, shared caring responsibilities, and employees needing additional support in exceptional circumstances such as neonatal care and bereavement.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff.
10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The Staff Governance Committee of the Board of Management
11. Where will the EqIA be published? As a minimum all assessments will be published on the Internet.	The EqIA will be published on the internet. The HR Policy Review Group also receive the impact assessments to ensure that recommendations inform policy and procedural development
12. Date of next review:	As per the HR Policy Review timetable
13. Summary of changes recommended	Updated to reflect legislative changes. Inclusion of further family friendly provisions. Expanded consideration of protected characteristics.
14. Date submitted to the HR Policy Review Group:	As per the HR Policy Review timetable
Policy ratified by:	The Staff Governance Committee of the Board of Management
Date:	July 2026