



University of the Highlands and Islands Moray College

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.

Title of Policy or Procedure	<i>Bullying and Harassment Procedure</i>
Responsible Officer	<i>HR Officer</i>
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.	<i>The above policy is rated as HIGH because there is considerable potential for behaviour to be construed as bullying and harassment. However there is no evidence from the monitoring figures to suggest that there is an issue within the College.</i>
2. What does the policy or procedure aim to do?	<i>The procedure aims to describe behaviour that could be construed as bullying or harassment and provide recourse for employees who feel that they have suffered from bullying or harassment.</i>
3. Who is affected by the policy?	<i>This procedure applies to all staff of Moray College Board of Management.</i>
4. What do we know about	<i>In some cases, people who are in a minority</i>

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	<i>group i.e. disabled, homosexual etc, may find that they are more vulnerable to bullying or harassment, however it is important to ensure that the Bullying and Harassment Procedure is accessible to all College staff.</i>
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	<i>There are no particular concerns regarding the impact of the Bullying and Harassment Procedure on different groups, as the document is available to all College staff and is accessible via the intranet.</i>
6. Do we need to change the policy or procedure in any way to remove barriers to access?	<i>There is no evidence to suggest that a change in the procedure is required to remove barriers to access.</i>
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.	<i>N/A</i>
8. As well as attempting to mitigate any potential adverse impact does the policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	<i>The inclusion of an informal approach and a formal approach is available in the procedure which encourages equality of opportunity and good relations between different groups.</i>
9. How will the policy or procedure be monitored in terms of its impact?	<i>This procedure will be monitored through feedback from staff and statistics.</i>

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

10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The Staffing 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	
14. Date submitted to the HR Policy Review Group:	As per the HR Policy Review timetable
Policy ratified by:	<i>Staffing Committee of the Board of Management</i>
Date:	