



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	Staff Induction Procedure
Responsible Officer	HR Officer
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.	There are limited judgements contained within the procedure. However staff members ability to access the information provided within the induction could vary and therefore the procedure has been determined to be MEDIUM in its potential impact.
2. What does the policy or procedure aim to do?	The purpose of the induction procedure is to ensure that all new employees entering College are provided with the information they need to ensure that their integration into the working environment is as successful as possible.
3. Who is affected by the policy?	New members of staff. Also those presenting at the induction event.
4. What do we know about the needs of the various groups and how the policy or procedure may impact	The most recent equality indicated that the majority of new staff in the session 09/10 were female and within the age bracket of 25 – 44 years. It is also known that the College has a

on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation. ¹	high proportion of staff on part time contracts. It can therefore reasonably be assumed that it is likely that the new appointees will be on part time contracts and may not have flexibility in their attendance at college.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	Although no particular concerns have been raised, given what is known about the group of new staff members, care needs to be taken to ensure that the induction information is accessible to all by being available in different formats and by holding the events on different days at different times. Alternatives to the event should also be considered.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	Consideration should be given to the format of the induction information and event as well as to alternatives to the event. If it is considered that the event remains then consideration should be given to ensuring that the days and times of the event vary.
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.	Any changes will be implemented in time for the next academic session (11/12)
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?	An important feature of the induction is not only to provide information in relation to obligations with regard to equality and diversity but to promote equality of opportunity and good relations between different groups. The college's values in relation to staff and student interactions are emphasised through the induction process.
9. How will the policy or procedure be monitored in terms of its impact.	New staff are requested to provide feedback in relation to their induction experience to inform an evaluation and support continuous improvement.

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	Review format of induction event and ensure information is accessible in other formats. Vary days and times of induction events.
14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	The Staffing Committee of the Board of Management
Date:	