



Equality Impact Assessment (EIA) Initial Screening Form - Form1

This form is intended to help you carry out an EIA screening in compliance with the Equality Act
(Throughout this form the word 'policy' will be used to cover/mean written policies, procedures, guidance strategies, services, activities, practices, criteria or key decision-making.)

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|---|----------------------------|
| Policy being assessed: Absence Management Policy Review | |
| Briefly describe the aims and purpose of the policy: To provide a framework for managers to be able to deal with sickness absence both informally and formally | |
| EIA undertaken by: (Name/s and Job Title/s) M Munro, Snr. Partner Employee Relations D Boyle, Employee Relations Partner L Moyes, Snr. HR Advisor | Date: 19 Sept. 2013 |
| On behalf of: (Title and/or Dept): HR | |

| ASSESSMENT | | | | |
|--|-------------------------------|----------------------------|------------------------------|---|
| <p>What is the potential impact/s on any the following groups? (Mark as appropriate below) <i>The meaning of impact in this context is how the policy may affect people from diverse backgrounds and circumstances, either adversely or beneficially, to ensure that they are not discriminatory and are making a positive contribution to equality of opportunity. This includes both direct effects and other effects as an indirect consequence of the policy.</i></p> <p>To assess potential impact/s consider what information is needed to make an initial assessment e.g. feedback from stakeholders, relevant staff/students data; external evidence/benchmarking; expert advice.</p> | | | | |
| Group | Potentially Beneficial | Potentially Adverse | No Anticipated Impact | Evidence/Explanation of this Assessment of the Impact [provide explanation] |
| Disability | x | | | The policy makes specific provision for people with disabilities |
| Age | | | X | |
| Gender (inc. trans gender) | | | X | |
| Marital Status | | | X | |
| Maternity | | | X | Pregnancy related illness in itself would not trigger the Absence Management procedure. Therefore, assessed as no anticipated impact. |
| Sexual Orientation | | | X | |
| Race/Ethnicity/ Nationality | | | X | |
| Religion or Belief | | | X | |

| EIA Screening Outcome | Mark X below as appropriate | Specify action to be taken: |
|--|------------------------------------|--|
| No impact identified | x | <i>No further EIA action, but statistics will be reviewed after one full year of operation</i> |
| Minor Impact | | |
| Beneficial Impact only identified | | |
| Major Impact | | |

This policy provides a framework within which unsatisfactory absence levels can be managed.

A positive theme running through the policy is that managers must always seek HR advice before even considering taking any formal action due to unsatisfactory absence levels, which should mean any potential for discrimination by inexperienced managers will be ironed out. In addition, the policy makes positive provision for people with disabilities, and also those who may need reasonable adjustments to be able to continue working.

HR Advisers will ensure through the practical application of the policy that where any potential for discrimination exists, e.g. where an employee has high absence levels due to gender specific reasons amongst others, then further investigation would be warranted before the matter reaches a stage where formal action may be taken, as is the case with all employees who reach unsatisfactory absence levels.

The introduction of new triggers will be monitored, following removal of the Bradford Factor, for any impact.

This Policy would not apply to anyone with under one years' service in a probationary period, and those explicitly on non-standard terms and conditions. All other staff fall within the scope of this Policy.

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| Briefly describe how this Policy will be monitored | By local HR Teams |
| When will the EIA be reviewed <i>(optional where no risk has been identified)</i> | Date: When the Policy is reviewed again in 2016 |

For assistance if required, please contact Equality and Diversity at 650 8253 or e-mail equality-diversity@ed.ac.uk