Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University’s EqIA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as ‘policy/practice’ hereinafter.

A. Policy/Practice (name or brief description):

Information Services Group (ISG) New Staff Orientation Practice

We are improving the orientation and onboarding experience for new employees at ISG.

We’ve designed online guidance booklets for the new start and for the line manager taking them through the process of orientation and onboarding.

In addition we have piloted having an orientation morning, for all new starts in a group on their first day in their role. This consists of attending a presentation, having a chance to ask questions and network, and being shown how to log on to the University computer system and find the training courses that we require them to have completed by the end of their third week in post.

B. Reason for Equality Impact Assessment (Mark yes against the applicable reason):

- Proposed new policy/practice
- Proposed change to an existing policy/practice Yes
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: Ellie Dora

Job title: Assistant Human Resources (HR) Advisor

School/service/unit: Information Services Group (ISG)

D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:

- affects primary or high level functions of the University? Yes
- is relevant to the promotion of equality (in terms of the Public Sector Equality Duty ‘needs’ as set out in the Policy and Guidance)? Yes
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? Yes
E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership

Add notes against the following applicable statements:

The ISG New Staff Orientation practice is targeted at staff members starting a job at ISG, whom could have any of the protected characteristics and therefore this change has the potential to affect all protected characteristics. The induction comprises of training documents and an in person induction session.

Training documents – these documents have been designed with accessibility in mind for disabled users and have been checked by our Disability Information Officer. Our HR staff have reviewed the documents to ensure all content and language is appropriate and displays no unconscious bias or potentially discriminatory language. All materials are available in alternative formats free of charge on request. The documents are hosted on SharePoint which has been tested for accessibility and whilst we are aware that there are areas where it does not comply with the Web Content Accessibility Guidelines 2.1 AA standard we are committed to improving the accessibility of the site as far as we can and by raising issues with Microsoft. In the meantime we will arrange for users unable to use SharePoint to have access to these documents in an alternative way upon request. The training materials include links to the University Website which is also regularly tested for accessibility and is governed by the University Website Accessibility Policy which is based on WCAG2.1 AA standard including compatibility with assistive technology.

Orientation Session – these sessions are held on Level E of Argyle House. This floor has ground level access and egress and accessible toilet provision. The larger training rooms have hearing induction loops installed. All attendees would be asked if they require any reasonable adjustments prior to the training session (including if they need training documents in alternative formats) and these would be put in place.

The orientation session will be in English but as English is the main teaching language of the University we do not believe this will cause any disadvantage. There are no gender neutral toilets in the building but training could be arranged elsewhere if this was requested. There will be provided tea, coffee, water and biscuits including gluten-free options.

The orientation sessions take place on Monday mornings, which was decided upon as the majority of new starts tend to start on a Monday. We realise that this may cause issues for those for whom Monday is not a standard work day for them and/or other commitments such as caring responsibilities or those who observe specific times of religious observance. To ensure these new starts are not placed at a disadvantage the HR team will offer a 1:1

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1 Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.
opportunity to go through the key parts of the orientation session, given by one of the HR team, on a day that is suitable for them, during their first week in post. Also, all slides and documents covered at the session are available on the ISG HR SharePoint site.

The orientation session and the training documents include information on Health, Wellbeing and Inclusion at work including the IS Healthy Working Lives initiative and the Playfair Steps initiative which aims to highlight gender inequality. The sessions also include information on the Universities’ Dignity and Respect Policy and how to request reasonable adjustments as well as networks and resources available such as the University Staff Disability Network, the LGBT+ staff network, the University Staff Disability Officer and the Information Services Disability Information Officer, Occupational Health, Staff counselling etc.

The reasons for the pilot scheme and improving the orientation and onboarding experience:

To enable scoping and evaluation of the current practice, HR set up a working group of colleagues from different areas to assess the new start onboarding experience. The working group scoped current practice within the organisation, and fed back in group meetings their findings. They benchmarked practice and assessed where ISG was falling short of comparator organisations within the University.

We interrogated data provided by an online survey of current ISG staff of both new starts themselves and the recruiting/ welcoming managers of new starts. We identified that opinion was very low regarding the experience of onboarding and that there was a clear need to improve the service.

On any available information about the needs of relevant equality groups:

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

At this stage we feel we have sufficient evidence to proceed.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups.

At this stage we feel this will lead to no form of prohibited conduct for the reasons above and below.

- If the policy/practice contributes to advancing equality of opportunity

Yes, the new two digital Guidebooks for the new starts, called Welcome Guidebook (prior to starting) and Welcome Guidebook (once you are here), and the orientation morning presentation promote the ISG Equality and Diversity message, the ways to request reasonable workplace adjustments and links to Occupational Health and Staff Counselling as stated below. It is hoped that this will advance equality of opportunity by making staff feel valued and by culturing an environment of inclusion and diversity where staff feel comfortable e.g. requesting reasonable adjustments, requesting kosher food at training events etc.

For example, this extract is from the Welcome Guidebook (once you are here):

2 This question does not apply to the protected characteristic of marriage or civil partnership
Equality & Diversity

ISG values all its members of staff, and does not tolerate any discrimination because of age, disability gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion/belief, sex or sexual orientation. We are proud to have an inclusive environment, which ensures all staff equal access to opportunities and the chance to develop their full potential, and our Playfair Steps programme underlines this. We expect all staff to report any situations of inequality or discrimination they become aware of in the workplace.

We ask that you complete the online training ‘e-Diversity in the Workplace’ by the end of your first 3 weeks in post. There is a ‘3 week induction checklist’ which your manager will go through with you, completion of this course is included on this checklist.

Go to eDiversity in the Workplace online course (EASE login is required after you click this link)

If you require reasonable adjustments or assistance to evacuate the building in an emergency, please liaise with you line manager. In addition, you are also most welcome to discuss, in confidence, any requirements that you may have that would enable your working life here at ISG to be appropriately supported, with our HR team: ISG HR phone: 0131 651 1142 / email: HR.InfoServices@ed.ac.uk, or our Disability Officer viki.galt@ed.ac.uk.

Go to Healthy Working Lives website (EASE login is required after you click this link)

Occupational Health Services are available to staff and students.
Go to University Occupation Health website

Counselling Services are available to staff
Go to University Counselling Services website

Social Responsibility and Sustainability

The University aims to be zero waste, carbon neutral, and socially responsible. All staff are encouraged to learn how to work in a more sustainable way - by saving energy, using resources efficiently, and making responsible purchases. We encourage all new staff to complete the "Be Sustainable" training, an online training course that takes less than 30 minutes to complete.

Go to University Social Responsibility and Sustainability website

ISG is proud of its Healthy Working Lives initiative which is led by staff and supported by ISG.

If there is an opportunity in applying this policy/practice to foster good relations:

It is hoped that by progressing through the induction process staff will see the commitment ISG and the University has to Equality And Diversity and that this will help foster an environment where excellent practice in this area is the norm and staff feel comfortable disclosing protected characteristics where they wish e.g. when a disabled staff member wishes to request reasonable adjustments

If the policy/practice create any barriers for any other groups?

These orientation sessions and the alternative 1:1 session will take place once the new start has commenced working for the organisation so they would not be expected to take time off their current post to attend. The sessions and training materials are free to attendees. There is free 24 hour IT provision for all staff and as such staff can access the slides and documents
covered at the orientation session at a time that is convenient to them so there should be no
disadvantage for those on lower incomes.

- **How the communication of the policy/practice is made accessible to all groups, if relevant?**

All documents, induction checklists and guidebooks produced are available in alternative
formats upon request. Staff are given clear instruction of this, and are told how to request
alternative formats. All information is put on the ISG HR SharePoint site which is available to
all ISG employees.

- **How equality groups or communities are involved in the development, review
and/or monitoring of the policy or practice?**

As a pilot scheme running for 3 months in the first instance, we were constantly reviewing and
requesting feedback from those involved, in the role of the welcoming manager and in the role
of the new staff member. Feedback was sought by questionnaire to both new starts and the
line manager, who had been through the programme during its pilot phase January to March
2019. This highlighted no positive or negative feedback with regard to the nine protected
characteristics. Feedback will be monitored during the evaluation phase (August to December
2019), particularly for any comments positive or negative related to any of the nine protected
characteristics. The IS Disability Information Officer has reviewed the EqIA and if this scheme
should proceed beyond the evaluation phase we will consult with the University Staff Disability
Officer, the Chaplaincy and other relevant stakeholders for comments. A report has been
produced for ISG Senior Leadership Team (SLT) which assesses the pilot with a view to the
potential value to implement the process over a longer term and we will continue to feedback
to the ISG SLT throughout the evaluation phase.

- **Any potential or actual impact of applying the policy or practice, with regard to
the need to eliminate discrimination, advance equality and promote good
relations:**

A key aim of the ISG New Staff Orientation Practice is to promote Equality and Diversity and
the UoE and ISG key tenet of Inclusion. The new materials and session underline the desire to
eliminate discrimination, advance equality and promote an inclusive, tolerant workplace, in line
with the University's vision to be: Caring, Cherishing and Celebrating Achievements.

**F. Equality Impact Assessment Outcome**

Select one of the four options below to indicate how the development/review of the
policy/practice will be progressed and state the rationale for the decision

**Option 1:** No change required – the assessment is that the policy/practice is/will be robust.
For the reasons detailed above.

**G. Action and Monitoring**

1. **Specify the actions required for implementing findings of this EqIA and how the
policy or practice will be monitored in relation to its equality impact (or note where
this is specified above).**

We will review the practice and prepare a report at the end of the pilot and this will consider all
feedback particularly any positive or negative feedback in relation to the nine protected
characteristics
Staff will be reminded of the need to provide alternative formats free for change for disabled staff and the need to make reasonable adjustments as required.

2. When will the policy/practice next be reviewed?

The practice will be reviewed and refined during May to July following the end of the pilot period at end March 2019. The aim is to run an evaluation period between August and December towards a formal launch the programme from January 2020 onwards. The alternative to launching the programme would be to revert to the previous Induction practice which is devolved out to welcoming managers. The EqIA will be updated when the decision on how we plan to proceed has been made (December 2019)

H. Publication of EqIA

Can this EqIA be published in full, now? Yes
If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Ellie Dora, Assistant HR Advisor, ISG.
Accepted by (name): Jeanette King, HR Business Partner, ISG.
Date: 26.07.19

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk