



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):

Upgrade & Migration to Windows 10

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

- **Proposed change to an existing policy/practice**

C. Person responsible for the policy area or practice:

Name: **Graham Newton**

Job title: **Section Leader and Service Owner**

School/service/unit: **Desktop and Software Services, IT Infrastructure**

D. An Impact Assessment should be carried out if any of 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 partnership¹

Add notes against the following applicable statements:

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

Windows 10 will be utilised by Students, Academic and Support Staff across the University when logging onto desktops, laptops, open access labs, teaching spaces and lecture theatres and other support areas requiring access to operating system. The Windows 10 experience will be “out of the box” so that on-line documentation and tutorials can be used.

Windows 10 offers as standard a rich set of assistive technologies and will support most specialist applications designed to provide additional assistance to users where the standard tools do not meet their requirements. We have run the proposed change past the Disability Information Officer and the staff who manage the disabled student IT exam support service and the Staff Disability Computing Service to ensure that all the assistive software and hardware we have is updated to ensure it is compatible with Windows 10. The Staff Disability Officer has also looked at the specific ease of access facilities present in Windows 10. Whilst the default browser for Windows 10 is Edge, Internet Explorer, Chrome and Firefox are also available allowing users to select their own preferences for their browser platform. All users are encouraged to give feedback regarding any issues with the system and any potential feedback related to any of the 9 protected characteristics will be addressed and acted on as appropriate.

Windows 10 and Office comes with a wide range of language packs allowing input and keyboard methods other than English. The default language will be English as it is the main teaching language of the University. We thus do not believe this will result in any disadvantage.

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

No, we feel we have sufficient information to proceed at this stage and will continue to monitor.

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

- We do not believe the upgrading of this tool will result in any form of prohibited conduct as it enhances rather than diminishes the current Operating System (Windows 7). In particular enhanced assistive technology tools and a range of language packs will provide access to a wide range of users. The system allows for users to input in a range of languages so users who prefer to input in a different language will be able to do so.

- **If the policy/practice contributes to advancing equality of opportunity²**

Although we recognise that the onus to buy an accessible product lies with the University and not with the vendor. However, Microsoft have committed to ‘maintaining our investments on visual accessibility features as well as diversifying our efforts across new and improved accessibility experiences coming in the next update

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.

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

of Windows 10. These include, easier to navigate **new Ease of Access Settings**; continued improvements for **Narrator usability** and **eye control navigation**; added features for **improved reading and writing outcomes**; and collaborating with **assistive technology partners** to support emerging Windows 10 experiences and bring more assistive technology related apps to the Store.” It is hoped that the improved accessibility features offered by Windows 10 will advance equality of opportunity for disabled staff.

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

- It is hoped by demonstrating the commitment of the University to choose an accessible product and the care taken to ensure the tool is accessible will demonstrate the commitment that Information Services and the University has to Equality and Diversity

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

We do not believe this policy will lead to any barriers for any other groups, as all staff and students have free 24 hour access to IT facilities.

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

Communication about the change will be made via a variety of formats such as email and the Internet. The University Internet adheres to the University Web Accessibility Policy based around the latest version of the Web Content Accessibility Guidelines. Alternative forms of documentation about the change will be available on request free of charge to disabled users This information will be provided on our webpages.

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

The Desktop Service team have been running Windows support for over 20 year therefore have vast knowledge in software development and distribution and have a network of support groups within Colleges, Schools and Support areas who were and are involved in the development and review of the practice. Staff involved in the provision of assistive software and hardware have been involved in this process to ensure no disadvantage to users with specific protected characterisers. All feedback has and will be monitored for any positive or negative feedback related to any of the nine protected characteristics and acted upon. The Information Services Disability Information Officer has been involved in reviewing the accessibility of the packaged Windows 10 accessibility features and will continue to be involved.

- **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:**

- None at this stage

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 stated 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).

The EqIA for this service will be continually monitored using feedback from users via the IS HelpLine. Any required changes will be requested via the standard CRM process and released if approved. All feedback will be monitored for any positive or negative feedback related to any of the 9 protected characteristics and acted on accordingly.

Staff will be made aware of the need to make reasonable adjustments and to provide materials in alternative formats as required.

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

If there is a major change to the system or the next upgrade or if we receive any positive or negative feedback related to any of the 9 protected characteristics.

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)): **Graham Newton, Team Manager Desktop and Software Services, Information Services**

Accepted by (name): **Tony Weir, Director of IT Infrastructure, Information Services**
[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: **07th January 2019**

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