



## 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](http://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.

<b>A. Policy/Practice (name or brief description):</b> Dignity and Respect Policy
<b>B. Reason for Equality Impact Assessment (delete as applicable):</b> <ul style="list-style-type: none"><li>• Undertaking a review of an existing policy/practice</li></ul>
<b>C. Person responsible for the policy area or practice:</b>  Name: Zoe Lewandowski  Job title: Director of HR  School/service/unit: University HR Services
<b>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</b> <ul style="list-style-type: none"><li>• affects primary or high level functions of the University</li><li>• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?</li><li>• It is one which interested parties could reasonably expect the University to have carried out an EqIA?</li></ul>
<b>E. Equality Groups</b>  To which equality groups is the policy/practice relevant and why? (delete any that are not relevant): <ul style="list-style-type: none"><li>• Age</li><li>• Disability</li><li>• race (including ethnicity and nationality)</li><li>• religion or belief</li><li>• sex</li><li>• sexual orientation</li><li>• gender reassignment</li></ul>

- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

Add notes against the following statements where applicable/relevant:

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

**The Dignity and Respect Policy was last assessed during a 2012 review of the document, and is being assessed again following a further review in 2016. This policy makes clear that the University will treat seriously any complaints of harassment on the basis of any protected characteristic.**

**The Policy applies to all protected characteristics and to staff and students of the organisation.**

**The original equality impact assessment identified a potential negative impact for those who may have religious beliefs/cultures which prevent them being able to accept the purpose of the Policy. There is no evidence to show that this has been the case since the Policy has been implemented, and to date.**

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

**Through its staff Dignity and Respect Advisors, and student equivalents, annual reporting evidence show that there is no increase in incidents breaching the Dignity and Respect Policy.**

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

**N/A**

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>

**Yes that is the aim of the Policy, for all protected characteristic groups.**

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

**Yes that is the aim of the Policy, for all protected characteristic groups.**

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

**N/A**

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

**Local HR Teams, Snr. Managers, Web, and Staff News. Web bases guidance published to assist managers and staff.**

**We are progressing a Dignity and Respect Campaign for publication/implementation late 2016/early 2017 to raise awareness of Dignity and Respect, and any related issues.**

- How equality groups or communities are involved in the development, review and/or

<sup>1</sup> 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.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

monitoring of the policy or practice?

**There has been consultation/discussion with People Committee, senior managers, HR, Vice-Principal People & Culture, Academic Services and Trade Unions.**

- 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:

**The staff and student body within the University is currently developing an active bystanders/zero tolerance campaign to raise awareness of dignity and respect across campus. The student complaints procedure has also been reviewed to ensure it is fit for purpose and supportive of the ethos of this Policy.**

#### **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. (Delete the options that do not apply):

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

#### **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).

**Under the review of this Policy, the University has reviewed the remit of and the number of its staff Dignity and Respect Advisors in support of this Policy to ensure that there are Advisors in more remote campus areas of the University.**

**The implementation of the Policy has had the effect of raising awareness of Dignity and Respect issues which may have had the effect of increasing the number of incidents reported. This allows the University to act upon this information and take appropriate action/steps to address matters, e.g. support mechanisms, guidance, the aforementioned campaign to make people aware of the University zero tolerance stance on such matters.**

**The University will continue to monitor the Policy and any related incidents through its annual reporting process. It will act appropriately in relation to the outcome of the annual report data and statistics.**

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

**February 2018**

#### **H. Publication of EqIA**

Can this EqIA be published in full, now? **Yes**

#### **I. Sign-off**

EqIA undertaken by (name(s) and job title(s)):

Caroline Wallace, Snr. Partner Equality Diversity, & Inclusion  
Denise Boyle, HR Partner, Equality, Diversity & Inclusion

Accepted by (name):  
Zoe Lewandowski

Date: May 2016

Retain a copy of this form for your own records and send a copy to  
[equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)