



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): Flexible Working Policy
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice yes• Other (please state):
C. Person responsible for the policy area or practice: Name: Jo Roger Job title: HR Director – HR Partnering School/service/unit: CSG, Human Resources
D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it: <ul style="list-style-type: none">• affects primary or high level functions of the University• 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) <ul style="list-style-type: none">• Age• Disability• race (including ethnicity and nationality)• religion or belief• sex• sexual orientation• gender reassignment

- pregnancy and maternity
- marriage or civil partnership¹

All employees are entitled to apply to work flexibly.

Disability

Employees with a disability are encouraged to use the policy to request a work pattern, working hours and/or fixed workplace location(s) which serves as a reasonable adjustment. Flexible working arrangements (including some remote working) may be beneficial for some disabled staff in managing and mitigating symptoms or difficulties, such as impact on energy levels.

Working at home or a remote location, or in a location closer to home, may be helpful in enabling staff to attend appointments and engage in community-based therapies.

Some staff experiencing mental ill health may find working remotely beneficial whereas others may feel more isolated.

Flexible working arrangements may assist disabled staff who want to avoid the risk of or are not able to travel on public transport at peak times.

Offering opportunities for flexible working, including hybrid working may positively impact on diverse recruitment as we are able to attract a greater number of disabled staff.

Neurodiverse staff may benefit from a more formal approach or arrangements to flexible working.

Pregnancy/Maternity

Pregnant staff may find it helpful to work from home if it becomes uncomfortable or difficult to travel.

Pregnant staff may also find it easier and more comfortable to take rest breaks with flexible working arrangements.

Religion/Belief

Flexible working arrangements may support some staff to observe religious practices, and/or if facilities are limited on campus.

Add notes against the following applicable statements:

- 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:

All staff can benefit from other opportunities to work in a more flexible way.

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.

- 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 opportunity²
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
- 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:

This policy applies to all employees. It contributes to advancing equality of opportunity as it allows employees to request a range of work patterns, hours and workplace location which encourage work / life balance.

Flexible working requests are more commonly submitted by women who take on majority of childcare / caring arrangements. This policy enables all employees to have their requests considered fairly and promptly and therefore should make a positive contribution to advancing equality and participation.

We have not identified any negative impacts on equality in the application of the 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

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

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.

Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified

Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.

G. Action and Monitoring

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

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).

People and Money enables the ability to monitor a records of flexible working requests including if it is being utilised by all employee groups/grades etc and identify any equality implications if applicable.

We can monitor number of appeals made and reasons for requests being turned down to ensure reasons comply with policy and legislation and highlight any equality concerns.

We can monitor any complaints/feedback about the policy and its application. This will include feedback obtained from the trade unions at monthly meetings.

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

2026

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)): Iona Emslie, HR Partner, Employee Relation and Employment Policy, Caroline Wallace, Head of Equality, Diversity and Inclusion

Accepted by (name): Jo Roger, Director HR Partnering, Professional Services Group

Date: 21/06/23

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