



## 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.</b> Policy/Practice (name or brief description): Grievance Policy
<b>B.</b> Reason for Equality Impact Assessment (Mark <b>yes</b> against the applicable reason): <ul style="list-style-type: none"><li>• Proposed new policy/practice</li><li>• Proposed change to an existing policy/practice <b>yes</b></li><li>• Undertaking a review of an existing policy/practice <b>yes</b></li><li>• Other (please state):</li></ul>
<b>C.</b> Person responsible for the policy area or practice:  Name: Elspeth Wedgwood  Job title: Senior HR Partner, Policy  School/service/unit: Human Resources
<b>D.</b> 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"><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.</b> 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"><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>

**The policy applies to all protected characteristics.**

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:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>
- 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:

**The policy has a time limit for raising grievances but specifies that complaints of harassment or discrimination will not normally be time bound.**

**Managers dealing with grievances must have the relevant training or background if dealing with a case involving potential harassment or discrimination.**

**Policy confirms that employee's companion can be someone who is familiar with their needs e.g. if they have a disability.**

**Policy specifies that adjustments for meetings will be made if needed.**

**The policy was developed with a working group which included union representatives.**

**The policy specifies how complaints which might relate to unacceptable behaviour which has been witnessed can be reported e.g. if someone is making a complaint as an active bystander.**

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<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

## 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

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).

**A casework log has been developed which records grievances raised and specifies nature of complaint e.g. harassment, bullying, discrimination and if protected characteristics apply.**

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

**2023**

## 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:

**1 March 2021**

## I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Elsbeth Wedgwood, Senior HR Partner, Policy**

Accepted by (name): **Linda Criggie, Deputy Director- Employee Relations, Employment Policy, Equality & Diversity and Reward**

Date: **17 February 2021**

