Policy Development/Review – 

Pilot Equality Impact Assessment Form

EXAMPLE OF COMPLETED EIA ON ILLUSTRATIVE POLICY PROPOSAL

*Equality Impact Assessment (EIA) is a systematic and evidence-based process which verifies that the University’s policies and practices are non-discriminatory, and are fair and inclusive in meeting the legitimate needs of the diverse groups that make up the University community. The key purpose of the Pilot Form and Toolkit is to help identify any Equality, Diversity and Inclusion (EDI) impact (positive or negative) associated with new or updated policies, along with any potential discrimination or gaps in policy development.*

*This form should be completed, in conjunction with the EIA Toolkit Guidelines, and submitted for approval to the relevant governance body in advance of any policy development or major review of existing policy. Equality impacts should continue to be considered throughout the policy drafting process (please see EIA Toolkit Guidelines for details) and the final Equality Impact Assessment Form (with revisions, if required under Outcomes 1-4 below) should be submitted again with the final policy for approval by the relevant governing body.*

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| Policy title: | Company Name Dress Code |
| Policy developer/reviewer: | ABCD |
| Policy owner: | ABCD |
| Approval pathway: | 1. Committee on XYZ
2. Company Management Team
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| Proposal Committee Approval Dates | * 1. Committee on XYZ, 16 February 2017
	2. Company Management Team, 1 March 2017
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| Proposed Policy Committee Approval Dates | * 1. Committee on XYZ, 19 April 2017
	2. Company Management Team, 27 April 2017
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| Proposed effective date: | 1 September 2017 |
| Date of latest review if applicable: | N/A |

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| EIA Date: | 10 February 2017 |
| Membership of Policy Group (including EDI Group member):ABCD (EDI member) |
| Scope of Policy: The policy applies to all members of Company Name staff who are not on the Company Name Management Team. The policy will also apply to all members of temporary or contract staff employed on any basis by Company Name. |
| Policy Development Phase:  |  |  |
| * Proposed new policy
 | X |  |
| * Undertaking a review of an existing policy
 |  |  |
| * Other (please state):
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| Please identify any opportunity to promote Equality, Diversity and Inclusion in the University or any potential adverse impact that the development of this policy could have, on any of the equality grounds identified below. |
| **Equality Ground** | **Identified Impact** |
| Race | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Disability | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Gender (including gender identity)  | The references to ‘all male and female’ and ‘his or her’ could be discriminatory to those who do not identify as either gender or to those who are transitioning.  |
| Age | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Sexual Orientation | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Religion | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Civil Status | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Family Status | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| Membership of the Travelling Community | Depending on how the policy is phrased there are possible positive and negative impacts for this group.To be considered when draft policy is submitted for EIA.  |
| **Other Considerations** |
| Socio-economic Status | A possible negative impact exists in respect of a difference in treatment of full-time employees and hourly paid staff in that one group will be paid if asked to leave the premises to change clothes etc. while the other group will not.  |
| Select one of the four outcomes below to indicate how the development/review of the policy will be progressed and state the rationale for the decision.  |
| Outcome 1:  | No change required – the assessment is that the policy is/will be robust and/or  |  |  |
|  | promotes Equality, Diversity and Inclusion in the University. |  |  |
| Outcome 2:  | Adjust the policy – this involves taking steps to address any adverse impacts |  |  |
|  | before the policy has been developed. |  |  |
| *Outline these steps:* |
| Outcome 3:  | Continue the policy while mitigating against any potential adverse impacts. | X |  |
| *Outline how these adverse impacts can be mitigated against:*1. Potential socio-economic status impact identified above may be mitigated by treating both full-time and hourly-paid staff the same way.
2. Possible discrimination on the grounds of gender identified above could be mitigated by amending language for example: instead of ‘male or female’ use ‘all staff/all employees’ and ‘and any references to ‘his/her’ could be amended to ‘their’.
3. There are a number of potential equality issues in the proposal that should be mitigated against in the development of the policy:
	1. The proposed policy does not apply to members of Company Name management team – differentiating between Management Team and staff could have a negative impact on the following categories: gender or disability and/or socio-economic as these groups are under-represented on the Management Team. This could be mitigating by applying to all members of staff including Management Team.
	2. There is a lack of clarity about whether it is expected that the same policy will be in effect in each unit within the company as it would appear that heads of individual units may determine individual guidelines for their areas. This could result in the policy being applied in an inconsistent manner and may result in inequality of treatment for different members of staff on any/all of the categories. This could be mitigated by developing standard policies and processes that must be adhered to by all units within the company.
	3. Care should be taken to ensure that the guidance material outlined in the supporting documents section is accessible for all.
	4. The relevant legislation, statutes and policies should be clearly identified.
4. Depending on how the policy is phrased there are potential positive and negative impacts for the 10 categories identified in the EIA Guidelines. It is important that the draft Policy undergo an EIA in advance of submission to the relevant approval bodies.
5. The introduction of wider consultation would facilitate identification of equality issues for staff, including those identified under the 10 categories set out in the guidelines, and allow those issues to be addressed before the policy is introduced.
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| Outcome 4:  | Stop the policy or practice, as there are adverse effects which cannot be |  |  |
|  | prevented or mitigated against. |  |  |
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| In case of option 2 or option 3, if policy adjustment or mitigation is required, please indicate recommended timeframe before policy requires a further EIA review to ensure it is non-discriminatory and upholds UCD’s public sector equality duty. | When the policy is drafted it should undergo an EIA in advance of submission to any of the relevant approval bodies.  |

The form should be signed by the Chair of the Policy Development/Review Group:

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| Chair |