



Pilot Equality Impact Assessment (EIA) – Toolkit for Policy Developers

The following are some tips and advice for completing EIAs and developing policies that promote Equality, Diversity and Inclusion (EDI):

- The completion of an EIA is a mandatory requirement in order to seek approval for a policy that is being approved or developed.
- It is not a tick-box exercise – the approval body requires genuine engagement with the process.
- It is about supporting people to draft policies that are non-discriminatory and have a positive impact on equality, diversity and inclusion in the University.
- Policy developers do not have to be experts in equality to conduct an EIA – the EIA is simply an exercise to allow policy developers the time to consider EDI and how their policy can have a positive impact in the University from an equality perspective. In addition, an EDI Group member will partner with the policy developer as part of the pilot process to enable the policy developer to consider a policy from a fresh perspective, to support the completion of the EIA, and also to enhance the tool and ensure it is fit for purpose.
- It is important that the policy developer provides any feedback they may have on the process to either the EDI Group member or the EDI Unit (edi@ucd.ie)
- As the EIA process has recently been developed, some EIAs will be conducted on fully drafted policies but as the process rolls-out, engagement at an earlier stage of policy development will occur i.e. policy proposal. Engaging with the EIA process as early as possible will mean that EDI considerations can be built into the drafts which will reduce/omit amendments later on.
- All completed EIAs should be submitted by the policy developer to the EDI Manager during the pilot phase.

Good Practices that will help improve policy development from an EDI perspective:

- ✓ Frame the policy in positive language.
- ✓ Use gender-neutral pronouns – they/their/title rather than he/she.
- ✓ The inclusion of a principle on equality, diversity and inclusion in all policies will support the promotion and mainstreaming of EDI in the institution.
- ✓ Think about how the policy could support any aspect of EDI, and reference it if applicable
- ✓ Engage with Unconscious Bias training.