**Equality Impact Assessment Form**

**Department/Section:** HR & Organisational Development **Date of Assessment:** 01/03/2021 **Review Due:**

**Author/Owner:** Katy Lees (Head of HR&OD) & Anna Maria Kaczmarek (E,D&I Adviser) **Signature:** K Lees, A.M.Kaczmarek **Date:** 01/03/2021

**Step 1**

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| Aim of proposed activity/decision/new or revised policy or procedure:  This Rapid EQIA assessed the compliance with the Equality Act 2010 of the Probationary Policy and Procedure which outlines the Colleges policy on the management of Probationary Periods for new members of staff | **New** | **[ ]**  |
| **Revised** | **[x]**  |
| **Existing** | **[ ]**  |

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| --- | --- | --- |
| Who will be affected?Staff | Who will be consulted?Recognised Trade Unions | Evidence available:Probationary reviews |

**Step 2**

|  |  |  |  |  |  |  |  |  |  |
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| **Potential** Positive/Negative/Neutral Impact Identified.**P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership\* | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination. | P | P | P | P | P | P | P | P | P |
| Advancing Equality of Opportunity. | P  | P | P | P | P  | P | P | P | P |
| Promoting Good Relations. | P | P | P | P | P | P | P | P | P |

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| **Summary of EIA Outcome – please tick** |
| No further action to be carried out. | [x]  |
| Amendments or changes to be made. | [ ]  |
| Proceed with awareness of adverse impact. | [ ]  |
| Abandon process – Stop and Rethink. | [ ]  |

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| **Step 3** Action to be taken The policy allows for a closer assessment and support needs identification at an early stage of employment. The policy thus positivey impacts particularly those with support needs and equality contexts where support can be provided earlier. It recognises that the 6 month probationary period may fall on an employee's temporarily lower capacity period due to equality reasons ie health episode (fluctuating chronic conditions), being a victim of a gender/race/disability/etc based hate incidence or a crime, other factors (ie menopause, medical gender reassignment, pregnancy/maternity, caring role) to which the employee is a victim and which may negatively impact on attendance and performance. The probationary period privides a platform to assess and support employees in these contexts and enables a most appropriate policy and action to be enacted to provide support, recovery and enhance capacity to perform to an expected standard in the longer term. It also makes provision for a review or extension of the propbation period, where appropriate and on a case by case basis using the "reasonability" and "proportionality" rationale and creal and objective criteria for any "norm" and "exemptions" from the general rule. The impact of the policy on protected characteristics will be monitored via equality monitoring which will include ie successful v unsuccessful probationers, appeals, grievances, complaints, support required and provided, etc.  |

Please forward completed EIA forms by e-mail to
pc.equality.perth@uhi.ac.uk