Equality Impact Assessment Form

University of the Highlands and Islands Perth College

Department/Section: ICT   **Date of Assessment:** 06/04/23   **Review Due:** 06/04/25

Author/Owner: Jill Martin   **Signature:** Jill Martin   **Date:** 06/04/23

Step 1

Aim of proposed activity/decision/new or revised policy or procedure: The aim of this policy is to introduce a digital first thought process with regards to printing, in support of UHI Perth Enviromental Sustainability Targets (Strategic Objective 3) and College Growth and Ambition - Digital Transformation (Strategic Objective 5) ,		
	New	☒
	Revised	☐
	Existing	☐

Who will be affected?	Who will be consulted?	Evidence available:
All Staff	All CMT / SMT Members	

Step 2

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.	N/I	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity.	N/I	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations.	N/I	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I

Step 3 Action to be taken. Any accessability /dse adjustments / recommendations are a noted exemption to this policy. The positive impact on staff / students is the default ability to utilise accessability software, or software accessability tools / applications see section 2.2 & 6 in the policy for more details of how this is achieved.	**Summary of EIA Outcome – please tick**	
	No further action to be carried out.	☐
	Amendments or changes to be made.	☐
	Proceed with awareness of adverse impact.	☐
	Abandon process – Stop and Rethink.	☐

Date EQIA Approved:	01 May 2023	**Approved by:**	Sarah Wood (EDI Adviser)

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