

## Equality Impact Assessment Form

**Department/Section:** HR & Organisational Development

**Date of Assessment:** 25/05/2022

**Review Due:** 2024

**Author/Owner:** Head of HR and Organisational Development

**Signature:** K Lees

**Date:** 25/05/2022

### Step 1

Aim of proposed activity/decision/new or revised policy or procedure: Updating of current Staff Complaints and Grievance Procedures to bring named people in line with current organisational structure, and change in pronouns.	<b>New</b>	<input type="checkbox"/>
	<b>Revised</b>	<input checked="" type="checkbox"/>
	<b>Existing</b>	<input type="checkbox"/>

Who will be affected? All staff	Who will be consulted? Trade Unions through JNC	Evidence available: JNC notes
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### Step 2

Potential Positive/Negative/Neutral Impact Identified. <b>P, N, NI</b>	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

### Step 3 Action to be taken.

Potential positive impact as this procedure provides a fair and transparent mechanism for staff with protected characteristics to raise complaints and grievances regarding any matter they feel dissatisfaction with relating to said characteristics.

There will be an annual review of usage of this policy to ensure no group is adversely affected by this procedure.

### Summary of EIA Outcome – please tick

No further action to be carried out.	<input checked="" type="checkbox"/>
Amendments or changes to be made.	<input type="checkbox"/>
Proceed with awareness of adverse impact.	<input type="checkbox"/>
Abandon process – Stop and Rethink.	<input type="checkbox"/>

<b>Date EQIA Approved:</b>	25/05/2022	<b>Approved by:</b>	Sarah Wood, OD & EDI Adviser
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Please forward completed EIA forms by e-mail to  
pc.equality.perth@uhi.ac.uk

HR/100/AK/DS

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