

## 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 Disciplinary Procedure to bring named people in line with current organisational structure, pronouns changed. | <b>New</b>      | <input type="checkbox"/>            |
|   | <b>Revised</b>  | <input checked="" type="checkbox"/> |
|   | <b>Existing</b> | <input type="checkbox"/>            |

|                                    |  |                                  |
|------------------------------------|--|----------------------------------|
| Who will be affected?<br>All staff | Who will be consulted?<br>Trade Unions through JNC | Evidence available:<br>JNC notes |
|------------------------------------|--|----------------------------------|

### Step 2

| Potential Positive/Negative/Neutral Impact Identified.<br><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/N  | P                  | P   | P                  |
| Advancing Equality of Opportunity.  | P   | P          | P                   | P                           | P                       | P/N  | P                  | P   | P                  |
| Promoting Good Relations.   | P   | P          | P                   | P                           | P                       | P/N  | P                  | P   | P                  |

### Step 3 Action to be taken.

Research shows black and global majority staff are more likely to face disciplinary action in the workplace and this should be noted as a potential negative impact. There will be an annual review of usage of this policy to ensure no group is adversely affected with Annual Statistical Reporting to EDIT Committee.

Potential positive impact due to offences contained within Appendix A. 6 and Appendix B. 6.

### Summary of EIA Outcome – please tick

|   |                                     |
|---|-------------------------------------|
| No further action to be carried out.      | <input type="checkbox"/>            |
| Amendments or changes to be made.         | <input type="checkbox"/>            |
| Proceed with awareness of adverse impact. | <input checked="" 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 |
|----------------------------|------------|---------------------|------------------------------|

Please forward completed EIA forms by e-mail to  
[pc.equality.perth@uhi.ac.uk](mailto:pc.equality.perth@uhi.ac.uk)