

Equality Impact Assessment Tool: Policy, Strategy and Plans
(Please follow the EQIA guidance in completing this form)

1. Name of Strategy, Policy or Plan

Dignity at Work Policy - Promoting Dignity and Respect in the Workplace

Please tick box to indicate if this is: **Current Policy, Strategy or Plan** **New Policy, Strategy or Plan**

2. Brief Description – Purpose of the policy; Changes and outcomes; services or activities affected

The Dignity at Work Policy aims to promote dignity and respect at work and to help foster a positive, dignified workplace culture. It is aimed at employees who may be experiencing bullying, harassment and/ or victimisation. The policy has also been written to support and help employees who may be experiencing bullying, harassment and/or victimisation.

The policy is part of the response of NHS Greater Glasgow and Clyde to the 2010 “Give Respect, Get Respect” campaign within NHS Scotland. The policy applies to all employees of the Board, whether full or part time of whether on permanent contracts or bank contracts. The scope of the policy applies to conflict between members of staff within the Board and is relevant for members of staff who work alongside staff from the Board’s partners agencies.

3 Lead Reviewer

Ian Reid, Director of Human Resources and Donald Sime, Employee Director

4. Please list all participants in carrying out this EQIA:

5. Impact Assessment

A Does the policy explicitly promote equality of opportunity and anti-discrimination and refer to legislative and policy drivers in relation to Equality		
Yes. The policy mentions the need for treatment of individuals affected by the change to be fair and lawful. The policy covers the protected characteristics under the Equality Act, namely Gender, Sexual Orientation, Gender Re-assignment, Marriage or Civil partnership, Pregnancy and maternity care, Race, Religion or Belief, Disability and Age.		
B What is known about the issues for different equalities groups in relation to the services or activities affected by the policy?		
		Source
All	<ul style="list-style-type: none"> At present equality and diversity monitoring activities are underway in relation to people affected through Stage 1 of the policy. 	
Gender	<ul style="list-style-type: none"> The Sex Discrimination Act 1975 (Amendment) Regulations 2008 widen legal scope to cover all harassment related to sex, not just harassment of a sexual nature; witnesses to events are also protected when they feel harassed and liability for harassment by a third party such as services users is also covered. For example, an employee can claim harassment even if the harassment was not actually directed at them, e.g. where a female worker overhears a female colleague being verbally harassed by a male colleague and it violates their dignity. Newly developed Transgender Policy for Provision of Generic Health Services and Employer's Duty (NHSGGC, 2010) prohibits discrimination in service delivery and employment functions. Furthermore research suggests of all the equality strands, work with transgender people is relatively rare, leaving significant misunderstanding and uncertainty on how to support people. 	Equality Act 2010 Transgender Policy(NHSGGC (2010)

Ethnicity	<ul style="list-style-type: none"> Research shows that minority ethnic groups in the workplace can face barriers to raising complaints due to isolation, lack of confidence in the process/outcomes, fear of repercussions and lack of diversity among the investigators or decision-makers. 	CIPD
Disability	<ul style="list-style-type: none"> We are aware that people with Disabilities can face additional barriers within the workplace. Issues relating to Dignity and Respect can include reactions to people with facial disfigurement and speech impairments and there are also issues regarding reactions to reasonable adjustments provided to disabled staff, i.e. flexible working, extra equipment, favorable redeployment, parking, etc. This may be seen as favorable treatment by other colleagues; hence further work will be required to explain the principle of fair treatment to staff. 	EHRC
Sexual Orientation	<ul style="list-style-type: none"> We are aware that there is the potential for harassment associated with coming out, being outed/speculation within the workplace e.g. gossip. In addition there are issues which may also affect same-sex couples with children and people in civil partnerships. Research has also identified that there is often a lack of support networks within organisations and often people use external agencies due to privacy/confidentiality. There is also a general lack of understanding of LGBT issues within the workforce. 	Stonewall
Religion and Belief	<ul style="list-style-type: none"> Recent case law has provided guidance on issues such as dress codes, prayer time and dietary needs relating to religious observance. Non-believers are also protected; however, this is less well-known within the workforce. Similar to Disability, there is a need to explain any changes to practice to ensure that the employee(s) are not further marginalized within their immediate working environment. 	
Age	<ul style="list-style-type: none"> Research suggests that younger workers are most at risk of discrimination. However increasingly there are growing stereotypes around ability of older people. Most experiences of age discrimination involve insensitive behaviour and negative stereotypes about older people that are rooted in ageist attitudes. 	Employers' Forum on Age
Social and Economic Status	<ul style="list-style-type: none"> No known information on social/economic status and issues relating to grievances. 	

C Do you expect the policy to have any positive impact on equalities or on different equalities groups?			
	Highly Likely	Probable	Possible
General	<ul style="list-style-type: none"> • The policy advocates a zero tolerance approach to tackling discrimination across all major equality groups. The policy includes all protected characteristics within the scope of the forthcoming Equality Act. • The policy specifically states that monitoring information is collected across a broad range of characteristics with regards to equality and diversity. The information is collated and analysed to highlight any differentials across the workforce demographic. 		
Gender	<ul style="list-style-type: none"> • The Dignity at Work Policy is a generic policy targeting all staff groups working in the organisation. It is important the application of the policy is in line with an inequalities sensitive approach and staff understand barriers which are faced by equality groups (Part B) 		
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Social and Economic Status			Protected characteristics do not at present include Social and Economic class. Further research is required to understand workforce information and links with social class.

D Do you expect the policy to have any negative impact on equalities or on different equalities groups?			
	Highly Likely	Probable	Possible
General		<ul style="list-style-type: none"> • It should also be noted that as part of preparing a written statement, some people may experience health/ numeracy literacy issues and additional support may be required for individuals in raising a grievance. • At present no equality and diversity monitoring takes place during informal stage of the process. Whilst there agreement that mediation attempts can be successful, the organisation may not have an accurate picture of successful outcomes that relate to the equability and diversity background of employees. • The policy will need to ensure that all mediators follow anti-discriminatory practices and are able to understand issues associated with equality groups. 	<ul style="list-style-type: none"> • Section 4.8 includes processes associated with the interview process. It is important at this stage to consider whether the members of staff involved require additional communication/ language support. • The policy will need to ensure that all investigatory officers follow anti-discriminatory practices and are able to understand issues associated with equality groups. • The policy may need to ensure that the nature of bullying/ harassment/ victimisation is recorded and analysed. E.g. racism, homophobia.

		<ul style="list-style-type: none"> • There is a need for guidance/ signposting for staff members to appropriate policies/procedures where a member of the public/ patient has bullied/harassed/ victimised a member of staff. 	
Gender			<ul style="list-style-type: none"> • There could be potential issues from people affected by bullying/ harassment or victimisation which is off a sexual nature. In this circumstance, it may be necessary to support the individual in a sensitive way e.g. having a same sex investigatory officer.
Ethnicity			<ul style="list-style-type: none"> • From the research, it has been identified that some groups may be less reluctant to raise issues through and informal/ formal process. Further work may ne required with staff to re-assure and build confidence in the new process.
Disability		<ul style="list-style-type: none"> • The Netiquette Section in Appendix 2, Give Respect, Get Respect could be supplemented by information relating to accessibility when sending emails. This may 	<ul style="list-style-type: none"> • Specific issues may arise with staff members who have Dyslexia and/or sight impairment. Information about the process may need to be communicated in accessible formats, e.g. large print

		include advice on typeface, font, colour and contrast.	to support staff members understand the process.
Sexual Orientation			<ul style="list-style-type: none"> From the research, it has been identified that some groups may be less reluctant to raise issues through and informal/ formal process. Further work may ne required with staff to re-assure and build confidence in the new process.
Religion and Belief			<ul style="list-style-type: none"> From the research, it has been identified that some groups may be less reluctant to raise issues through and informal/ formal process. Further work may ne required with staff to re-assure and build confidence in the new process.
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Social and Economic Status			

E Actions to be taken		
		Responsibility and Timescale
E1 Changes to policy	<ul style="list-style-type: none"> ✓ The policy may also need to reference additional policies which support Dignity at Work. These include policies where a patient may bully/harass a staff member or a staff member may bully/ harass a patient. ✓ Additional information may be required in the policy which help people report bullying as a third party (e.g. witnesses to an incident) ✓ Both informal and formal stage processes may require to be adapted in light of legal changes to the definition of discrimination within the new Equality Act 2010/ 	
E2 action to compensate for identified negative impact	<ul style="list-style-type: none"> ✓ Ensure individuals are appropriately supported/signposted to help with numeracy/literacy issues and communication support is highlighted at the beginning of the process. ✓ Ensure there is capacity to support individuals who may require a same gender investigatory officer. ✓ Ensure both investigatory officers and mediators have been appropriately trained in anti- discriminatory practices. ✓ In line with the Accessible Information Policy, ensure the Netiquette supplement includes information on making email communications more accessible. ✓ There is a need to ensure that as part of the policy development process, Equality Staff Forums (Board Equality Scheme) consisting of specific equality groups are involved to help shape an inequalities sensitive approach in supporting Dignity and Respect. ✓ Consider how the Board captures information around informal stage of the policy, particularly information which relates to Equality and Diversity. 	

E3 Further monitoring – potential positive or negative impact	✓ Equality and Diversity data arising from Stage 1 processes will enable the organisation to highlight any differentials across the workforce.	
E4 Further information required		

DRAFT

6. Review: Review date for policy / strategy / plan and any planned EQIA of services

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Lead Reviewer: **Name:**
Sign Off: **Job Title**
 Signature
 Date:

Please email copy of the completed EQIA form to john.crawford@ggc.scot.nhs.uk

John Crawford, Corporate Inequalities Manager, Corporate Inequalities Team, NHS Greater Glasgow and Clyde, Dalian House, 350 St Vincent Street, Glasgow, G3 8YZ. Tel: 0141-201-4884.