

## Equality Impact Assessment Report Template

<b>Name of policy, procedure or function:</b> Disciplinary (Conduct), Harassment and Bullying and Grievance				
<b>Service Area:</b> Human Resources	<b>Team Members:</b> Sally Dobrowolska, Claire Groves and Sarah Cromie	<b>Date:</b> 23 <sup>rd</sup> Oct 06		
<b>Findings</b>				
<p><b>Background</b>            The Human Resources policies and procedures are thoroughly written in light of employment and equality legislation. The aim of the 3 policies listed above are to ensure that workplace issues are dealt with in a open transparent manner and employees know their views or concerns are taken seriously and that they have a formal complaints route.</p> <ul style="list-style-type: none"> <li>Disciplinary (Conduct) aims to deal with conduct issues in the workplace. Specific need to address wilful acts of misconduct</li> <li>Harassment and Bullying – aims at tackling workplace H&amp;B issues (employee to employee)</li> <li>Grievance - covers a wide range of issues where an individual feels aggrieved and the issue don't fit into any of the above categories.</li> </ul> <p><b>Equalities Issues</b>            The main actions arising from this EIA are to ensure each policy and guidance picks up all 6 equality strands the Council is committed to. There is also a link to the Council reporting of racist incidents in the workplace that needs to be improved to ensure we are getting a better picture of racist incidents across the organisation</p>				
<b>Further Actions</b>				
Problem/barrier identified	Actions to overcome problem/barrier	Resources required	Responsibility	Target date
<b>Not all equality strands included in all the policies as forms of H&amp;B, misconduct and grievance</b>	Include all 6 equality strands in docs	Officer Time	Claire Groves Sally Dobrowolska	8 <sup>th</sup> Nov 06
<b>Confidence reporting sensitive issues</b>	Include in the policy and the managers guidance that if an officer is uncomfortable disclosing their personal issues to their manager they can speak to HR or our occupational health advisor	Officer Time	Claire Groves Sally Dobrowolska	8 <sup>th</sup> Nov 06

<b>Link to Council Racist Incidents reporting</b>	Sarah to send link through Include definition of a racist incident in the procedures and the option to report incidents formally as racist incidents	Officer Time	Sarah Cromie Sally Dobrowolska	End Oct 06
<b>Equal Opps breaches currently count as gross misconduct</b>	Split examples of breach of Equal Opps Policy over both mis and gross misconduct	Officer Time	Claire Groves Sally Dobrowolska	8 <sup>th</sup> Nov 06