

# Equality Impact Assessment

Guidance on completing Equality Impact Assessments can be found on the intranet in the equality and inclusion section

Document:	<i>What policy/procedure is under review?</i> Employee Disciplinary Policy and Procedure
Executive Summary:	<i>Provide a brief summary – does the proposed change have any negative effect on one or more group of individuals? If yes, what adjustments/recommendations have been made to remedy negative impacts?</i>  It is anticipated that this policy and procedure will mitigate risk of indirect discrimination across all protected characteristic groups by setting out clear processes that should be followed in disciplinary situations.

By law we must meet the requirements of the Equality Act 2010 including the Public Sector Equality Duty. Please give due regard to the following when completing an EIA;

- 1: Does the policy/practice eliminate discrimination, harassment and victimisation?
- 2: Does the policy/practice promote equality of opportunity?
- 3: Does the policy/practice promote good relations?

<b>Protected Characteristic</b>	<b>Commentary</b> <i>For each protected characteristic provide a commentary of impact. If a negative impact occurs, consider the following;</i> <ol style="list-style-type: none"> <li>1. <i>Change the policy so impact is no longer negative</i></li> <li>2. <i>Justify why it has to be done e.g. health and safety legislation</i></li> <li>3. <i>Consider how you are going to mitigate the impact</i></li> </ol>
<b>Age</b> <i>Someone belonging to a particular age, or range of ages</i>	No negative impacts identified.
<b>Care Experienced</b> <i>Someone who has been or is currently in care or from a looked-after background at any stage in their life. This includes adopted</i>	No negative impacts identified.

<p><i>children who were previous looked-after.</i></p>	
<p><b>Marriage/Civil Partnership</b>  <i>Married couples and civil partnership should be treated the same on a wide range of matters</i></p>	<p>No negative impacts identified.</p>
<p><b>Race</b>  <i>Refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins</i></p>	<p>Risk  There is potential for the misunderstanding of the policy and procedure by staff for whom English is a second language.</p> <p>Mitigation:  Consideration to be given to additional support, e.g. through providing additional explanation, support or translation services.</p>
<p><b>Sexual Orientation</b>  <i>A persons sexual and/or romantic attraction to other people, or lack thereof</i></p>	<p>No negative impacts identified.</p>
<p><b>Disability</b>  <i>A physical or mental impairment which has a substantial and long-term adverse effective on a person's ability to carry out normal day-to-day activities</i></p>	<p>Risk:  There is potential for misunderstanding of the policy by staff with a disability, e.g. learning disability or visual impairment.</p> <p>Mitigation:  Provision of reasonable adjustments in a disciplinary process. This may include provision of the policy and procedure in alternative formats where requested. Considerations should also be given to whether the effects or symptoms of a persons disability are relevant to specific behaviour described in allegations of misconduct.</p>
<p><b>Gender identity/ reassignment</b>  <i>The process of transitioning from one gender to another (can include changing names, pronouns, dressing differently, medical intervention</i></p>	<p>No negative impacts identified.</p>

<i>and living in their self-identified gender)</i>	
<b>Pregnancy/maternity</b> <i>Refers to being pregnant and the period after birth (linked to maternity leave in the employment context)</i>	No negative impacts identified.
<b>Religion or Belief</b> <i>Religious and philosophical beliefs, including lack of belief (atheism)</i>	No negative impacts identified.
<b>Sex</b> <i>Gender assigned at birth</i>	No negative impacts identified.
<b>Employment or Trade Union Membership</b>	No negative impacts identified.
<b>Past Criminal Convictions</b>	No negative impacts identified.
<b>Poverty or Deprivation</b>	No negative impacts identified.

Owner:	Deborah Kerr	
Date initiated:	January 2023	
Consultation:	<i>Which groups were consulted with in the development of this EIA?</i> JCCP and staff through the Staff and Union representatives	
Signature (Owner)	<i>Deborah M Kerr</i>	Date 01.2023
Signature (Equalities Officer)	A Brydon	Date 13.01.2023

Please return the completed Equality Impact Assessment to the Equalities Officer ([abrydon@borderscollege.ac.uk](mailto:abrydon@borderscollege.ac.uk))