



Equality Impact and Needs Assessment Form 2010

PART 1 – Initial Assessment

Step 1 – Preparation

Directorate:

Chief Executives

Business Development

Tenancy Services

Finance & Resources

Service:

Diversity Unit

Name of policy, strategy or service:

Dignity at Work

New Existing

Lead Officer: Ashleigh Peel

Members of EINA group:

① Deanna Van Der Velde - SIAG

② Viv Larkin - Human Resources

③ Stephen Janes – Housing Management

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Dates of assessment:

Start: 27th August 2010

End: 25th October 2010

Step 2 - Aims & purpose

<p>What is the main aim of the policy, procedure or function?</p>	<p>To promote and ensure a positive working environment that is inclusive of all.</p>
<p>What are the outcomes and associated aims you are trying to achieve?</p>	<p>Respect & dignity for all. The aim is for everyone to understand what behaviour is and isn't acceptable and what can be done to tackle inappropriate behaviour. It is also important for anyone wanting to use this policy to feel, safe, confident and comfortable when doing so.</p>
<p>Which individuals, organisations or stakeholders are likely to have an interest in or likely to be affected by the policy or function? Who has been consulted?</p>	<p>Employees Future employees Partner Organisations & other Stakeholders (including contractors/suppliers) SIAG, Unison & staff members</p>
<p>Who has overall responsibility for this policy, strategy or service? And is there a shared responsibility? (e.g. another department, authority or organisation.)</p>	<p>Human Resources & Diversity Unit have shared responsibility for this document. However it is the responsibility of all at YHN to ensure that this policy is adhered to.</p>
<p>Does the development/review of the policy or function present us with an opportunity to promote equality of opportunity and good community relations?</p>	<p>This policy promotes the need for everyone to be treated with dignity and respect at YHN and that no person should receive anything less for any reason.</p> <p>There is no opportunity to promote good community relations.</p>
<p>What are the main policies, legislation or other documentation that relates to this policy or function?</p>	<p>Grievance & Disciplinary Procedure, People Strategy, Code of Conduct, Competency Framework, YHN Board Member Code of Conduct & Communication Protocol, Core Values.</p>

Race Relations (Amendment) Act 2000, Disability Discrimination Act 2005, Equality Act 2006, Equality Act (Sexual Orientation) Regulations 2007, Sex Discrimination Act 1986, Sex Discrimination (Gender Reassignment) Regulations 1999, Human Rights Act 1998, Gender Recognition Act (GRA) 2005, The Racial and Religious Hatred Act 2006

Step 3 – Information and data

What qualitative data has been considered in the development/review of the document/service?

Staff Survey Summary Report

What quantitative data has been considered in the development/review of the document/service?

Staff Demographics

Are there any gaps in the data? What actions are required to address this?

No

Step 4 – Assessing the impact

All Strands	Impact +/-	Details of impact identified	Evidence
No feedback on Dignity at Work Policy	Negative	Unable to identify if the policy works.	
Age	Impact +/-	Details of impact identified	Evidence
Disability	Impact +/-	Details of impact identified	Evidence
Staff from disabled community have less confidence in the Dignity at Work Policy than other staff members.	Negative	Less confidence when reporting instances of bullying and harassment. Feel that not everyone is treated with respect regardless of who they are.	Staff Survey Summary Report pg.8
Gender	Impact +/-	Details of impact identified	Evidence
Race	Impact +/-	Details of impact identified	Evidence
Religion, Faith or Belief	Impact +/-	Details of impact identified	Evidence

Sexual Orientation	Impact +/-	Details of impact identified	Evidence
Staff from LGBT community have less confidence in the Dignity at Work Policy than other staff members.	Negative	<p>Less confidence when reporting instances of bullying and harassment.</p> <p>Feel that not everyone is treated with respect regardless of who they are.</p>	Staff Survey Summary Report pg.8

If negative impacts have been identified, please go to Step 6. If no impacts have been identified, please go to Part 3.

Step 6 – Improvement Plan

Recommendations & actions for Dignity at Work Policy			
All Equality Strands	Action	Responsible Officer	Completion Date
No feedback on Dignity at Work Policy	HR to analyse exit surveys to ensure no employees are leaving the organisation and have not felt comfortable using the policy or that the policy has failed them in some way.	Sandie Dickson	31 March 2011
Age	Action	Responsible Officer	Completion Date
Disability	Action	Responsible Officer	Completion Date
Lack of confidence in Dignity at Work Policy	Promote the policy across the organisation ensuring all staff are aware that the policy applies to them. Policy to be discussed at all Team Meetings. Use staff notice board to advertise that the document has been reviewed and new version now available.	Ashleigh Peel	31 Dec 2010
Gender	Action	Responsible Officer	Completion Date

Race	Action	Responsible Officer	Completion Date
Religion, Faith or Belief	Action	Responsible Officer	Completion Date
Sexual Orientation	Action	Responsible Officer	Completion Date
Lack of confidence in Dignity at Work Policy	Promote the policy across the organisation ensuring all staff are aware that the policy applies to them. Policy to be discussed at all Team Meetings. Use staff notice board to advertise that the document has been reviewed and new version now available.	Ashleigh Peel	31 Dec 2010

If you have identified actions to eliminate all of the negative impacts please go to Part 3.

If some or all of the negative impacts cannot be eliminated please go to Part

PART 3 – Publishing

Name of policy, strategy or service:

Dignity at Work

Comments:

This can be used to make any comments that you think may be relevant. This includes justifying any positive or negative impacts where no actions have been taken or why an EINA has been signed off.

Complete:

Initial Assessment

Full Assessment

Consultation was carried out with the following people:

Derek Muse – Unison
YHN LGBT Staff Network Group
Diane Creighton – Original Author

Lead Officers signature:



Sandra Archbold – Organisational Development
Wilf Keilty – Customer Service
Helena Hammock – Policy & Performance
Lynne Holden – Human Resources
Keith Embleton - Finance
Sandie Dickson – Human Resources
Denise Bell – Organisational Development

Director of Service agreed & signed:



Diversity Officer agreed & signed:

