

Screening/Scoping Pro Forma

Section	Human Resources		Officer responsible for the screening/scoping	Richard Wood, Interim HR Manager		
Name of Policy to be assessed	Employee conduct incorporating, Data Protection, Fraud and corruption, Acceptable Use of IT, Acceptance of Gifts and Hospitality, 'Whistleblowing', Prevention of Bullying and Harassment, alcohol and drug policy, smoking and Dress Code and the application of those policies		Date of Assessment 06/10/2008. Revised 16/02/2009	Is this a proposed new or existing policy/procedure/practice?		Existing
1. Briefly describe the aims, objectives and purpose of the policy/procedure/practice?			The policies grouped together under this EIA are to advise employees on what is (or is not) acceptable behaviour in the workplace. The purpose/outputs are to ensure a positive employee relations climate and to reduce the incidence of grievance and disciplinary cases.			
2. Are there any associated or specific objectives of the policy/procedure/practice? Please explain.			To help to make Guildford BC an attractive place to work.			
3. Who is intended to benefit from this policy and in what way?			<p>The 'customers' of Guildford BC who should be reassured by the way that services are delivered through the standards that the Council sets its staff in the policies that fall under the 'employee conduct' definition.</p> <p>Employees in being aware of the order and the way that things are done at Guildford and knowing what they can expect from their colleagues.</p> <p>Line management in having a clear benchmark against which to set standards for everyday 'discipline'.</p> <p>The Council as a whole through the professionalism of staff who comply with the standards.</p>			

4. What outcomes are wanted from this policy/procedures/practice?	Clarity on acceptable standards of behaviour that are known and applied by all staff.		
5. What factors/forces could contribute/detract from the outcomes?	Lack of awareness/understanding of the various policies in the part of line managers and/or staff. Inconsistent and unfair/unreasonable application of the policies. Out-of-date policies that fall under the 'employee conduct' definition.		
6. Who are the main stakeholders in relation to the policy?	Staff and line management	7. Who implements the policy, and who is responsible for the policy?	Implementation of the policy rests with line managers with guidance available from HR. HR is responsible for the policies except in the case of 'Acceptable Use of IT' for which the responsibility lies with ICT, Fraud & Corruption (Internal Audit) Data Protection (Internal Audit).
8. Are there concerns that the policy <u>could</u> have a differential impact on racial groups?	¥	N	The essence of the policies falling under the overall description is to ensure consistent standards of behaviour. In the extreme, there is the potential for cultural/national differences to create tensions but the policies provide for reasonable (rather than extreme) standards of good behaviour they should transcend cultural boundaries. If any policies under the overall 'employee conduct' definition stand out in this respect it is the Acceptance of Gifts and Hospitality and the Dress Code. In the later case, the code needs to be sufficiently flexible to take account, where practicable, of different national dress.
What existing evidence (either presumed or otherwise) do you have for this?	There is no evidence of issues/complaints raised by people from certain ethnic groups about the policies related to employee conduct. Although unlikely for the reasons given, it is presumed that circumstances might arise that could give rise to a differential impact.		

9. Are there concerns that the policy <u>could</u> have a differential impact due to gender?	¥	N	Although not necessarily so, it is statistically more likely that the victims of sexual harassment will be women. However, although women may make more use of the procedures to prevent bullying and harassment than the Council has introduced, the policy(ies) do not, in themselves create a differential impact for reasons of gender – provided that there are no (artificial) barriers to using the policy(ies).
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy <u>could</u> have a differential impact due to disability?	¥	N	No. The impact of each of the policies applies consistently regardless that the person does or does not have a disability.
What existing evidence (either presumed or otherwise) do you have for this?	Absence of issues/complaints from disabled employees		
11. Are there concerns that the policy <u>could</u> have a differential impact due to sexual orientation?	Y	N	A person's sexuality is too often the source of jokes, innuendo and bullying/harassment. The challenge to the application of consistent standards of behaviour is that the Council does not currently monitor for a person's sexuality. Staff may not want to disclose their sexuality and it may be that bullying and harassment on the grounds of a person's sexuality goes undetected. To make or withhold such a declaration is the right of every individual but the position may be improved by enabling staff to raise complaints, in confidence, (say) to HR.
What existing evidence (either presumed or otherwise) do you have for this?	No evidence as such for the reason that the concern has been flagged.		
12. Are there concerns that the policy <u>could</u> have a differential impact due to their age?	¥	N	The policies relating to the conduct of staff have no differential impact on grounds of age.
What existing evidence (either presumed or otherwise) do you have for this?	Absence of issues/complaints from employees from specific age groups.		

<p>13. Are there concerns that the policy <u>could</u> have a differential impact due to their religious belief?</p>	<p>Y</p>	<p>N</p>	<p>The essence of the all of the policies falling under 'employee conduct' is to ensure consistent standards of behaviour. In the extreme, there is the potential for religious differences to create tensions with the recent reporting of the application of Shariah Law in the UK being a potential example. The policies provide for reasonable (rather than extreme) standards of good behaviour and they should transcend, therefore, cultural/religious boundaries. If any policies under the 'employee conduct' definition stand out in this respect it is the Acceptance of Gifts and Hospitality and the Dress Code. In the later case, the code needs to be sufficiently flexible to take account, where practicable, of different standards of dress required under the practice of certain religions.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>There is no evidence of issues/complaints raised by people from certain faith groups about the policies related to employee conduct. Although unlikely for the reasons given, it is presumed that circumstances might arise that could give rise to a differential impact.</p>		
<p>14. Are there concerns that the policy <u>could</u> have a differential impact due to them having dependants/caring responsibilities?</p>	<p>¥</p>	<p>N</p>	<p>No. The impact of each of the policies applies consistently regardless that the person does or does not have caring responsibilities.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>No evidence available to indicate differential impact for carers</p>		
<p>15. Are there concerns that the policy <u>could</u> have a differential impact due to them have an offending past?</p>	<p>Y</p>	<p>N</p>	<p>There is the potential that ex-offenders could be dealt with more harshly in applying these policies than those who do not have a criminal record on the grounds that ex-offenders are not trustworthy.</p>
<p>What existing evidence (either presumed or otherwise) do you have for this?</p>	<p>Presumed only as there is no evidence to confirm this as a genuine concern.</p>		

16. Are there concerns that the policy <u>could</u> have a differential impact due to them being Transgender or transsexual?	Y	N	As for 11 above
What existing evidence (either presumed or otherwise) do you have for this?	No evidence. No data is kept on staff who are transgender and the probability of that applying to a member of staff is low.		
17. Could the differential impact identified in 8-16 amount to there being the potential for adverse impact in this policy/procedure/practice?	Y	N	In the issues identified in 8, 11, 13 and 15 there is the potential for an adverse impact on the grounds of stereotyping.
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each heading (questions 8-16) on a separate piece of paper.
Business improvement 19. Is there any concern that there are unmet needs in relation to any of the above groups?	Y	N	<p>Across all of the equality strands, the application of these policies can raise sensitive issues. Identifying a clear route (possibly to HR directly or indirectly through a Unison/Staff Side representative) for people to speak, in confidence, about conduct concerns that they have before taking any more formal action should help improve the outcomes from the application of these policies.</p> <p>Including a statement, in the introduction to (certain of) these polices, on the need to avoid stereotyping may help to avoid prejudices being applied.</p> <p>Where practicable (and recognising that it will often not be so), those who are required to pass judgements on the application of these policies should include someone who is of the same equality strand as the subject of the action.</p>

<p>20. Does differential impact or unmet need cut across the equality strands (e.g. elder BME groups)?</p>	<p>Y</p>	<p>N</p>	<p>Potentially. For example, a black man who is also an ex-offender could face, if stereotyping is not held in check, increased prejudice in the application of these policies.</p>
<p>21. If yes, should the full EIA be conducted jointly with another service area/contractor/partner/agency?</p>	<p>≠</p>	<p>N</p>	<p>Please explain</p>
<p>22. Is there a missed opportunity to improve your business in relation to any of the policies, procedures or practices to promote racial, gender, disability, age, sexual orientation, religion or belief equality?</p>	<p>Y</p>	<p>N</p>	<p>In a small way through the addition of words in the introduction to policies that identify the potential for stereotyping and the need to avoid that in making judgements.</p>

23. Should the policy proceed to a full equality impact assessment?	Y	N		Yes	No
24. If No, are there any changes required to the policy to improve it around the equality agenda?	Y	N	As identified above, although a minor improvement, a brief explanation of the dangers of 'stereotyping'/preconceived views in applying certain 'conduct' policies would draw attention to this concern.		

Signed
 (completing officer) Date October 2008 revised February 2009

Signed
 (Head of Section) Date

Countersigned
 (Corporate Diversity/Diversity/Policy Team) Date February 2009