

| Equality Impact Assessment (EIA) SUMMARY (Publishing Form) | |
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| Title of Policy/Function/Service: | Policy on Dignity and Respect in the Workplace |
| Directorate/Department: Service Director | Chief Executive - Human Resources Clair Hepburn |
| Names/ Job titles of Assessors | Clare Fraser – External Equality & Diversity Consultant Ian Angus – Human Resources Shared Services Manager Iain Davidson – Human Resources Advisory Team Leader Erick Ullrich - Organisational Development Manager Simone Doyle – Equality & Diversity Officer (Human Resources) |
| Summary of Policy / Service /Function aims: | <p>The overall aim of this Policy is to ensure that employees are treated at all times with dignity and respect in the workplace. The Policy highlights Scottish Borders Council's (the Council's) approach, gives examples of the types of behaviour which can constitute bullying and harassment, provides guidance on staff responsibility, and advises employees on remedies.</p> <p>The Policy also sets out managers' and staff responsibilities which should enable implementation of the overall strategy. Reference is made to the Council's range of policies which support this Policy. In particular, reference is made to the Disciplinary Procedure, Grievance Procedure, and the Attendance Management Policy. These policies and procedures have been impact assessed by the Council and actions have been proposed to ensure that the risk of negative impact is mitigated.</p> |
| Characteristics Impacted: | <p>Age x Disability x Gender x Race x Religion or Belief x</p> <p>Sexual Orientation x Poverty/Social Exclusion <input type="checkbox"/> Health <input type="checkbox"/></p> <p>This Assessment considers the equality impact with reference to each of the individual protected characteristic in terms of the Equality Act 2010. It should be noted that the practices and processes included within this Policy should positively impact on <u>all</u> of the above equality groups.</p> |
| Summary of key issues arising and decisions made | No negative impacts have been identified in this assessment. However, in order to assess the effectiveness of this Policy, the Council will monitor any grievances raised about complaints related to dignity and respect in the workplace, and will also monitor disciplinary actions taken against alleged instances of bullying, harassment or other unacceptable behaviour. |
| Summary of key recommendations | <ul style="list-style-type: none"> • Raise awareness of the revised policy • Ensure that all employees are aware of their role and responsibilities with regards to this policy • Formulation of supporting Elearning package to be made available to all employees • Continue to gather relevant equality data and deal with as necessary |

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| | <ul style="list-style-type: none">• Establish a consultation process that is agreed with the JTUC and those involved identified for all HR policies• All HR policies to include accessible format strapline.• EIA published |
| Agreed by Service Director | Clair Hepburn Chief Officer Human Resources Date: 6 th April 2015 |

For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:

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