

Equality Impact Assessment

3.1	Title of Proposal:	Guidelines for Employees				
3.2	Service Area: Department:	Human Resources				
3.3	Description:	<p>These guidelines acknowledge that SBC's employees are its greatest asset and as such sets out what employees can expect whilst in SBC's employ and equally what SBC can expect from its employees.</p> <p>The guidelines apply to all employees and should be read in conjunction with the Council's Code of Conduct.</p>				
3.4	Impact Assessment					
	Equality Characteristic	Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
	All protected characteristics including Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity,	X			<p>These guidelines are intended to ensure fair treatment for all employees of SBC regardless of their protected characteristic by giving guidance to all employees about their expected behaviour.</p> <p>There is no likelihood that these guidelines will affect people who share protected characteristics differently from other people. The documentation used is accessible and in clear and plain</p>	

	Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.			English. Any complaints by an employee that these guidelines have been breached or allegation that an employee is in breach of these guidelines is dealt with under the grievance or disciplinary policies. Equality data concerning the use of the grievance and disciplinary policies is monitored.
3.5	Relevance to the Equality Duty in Summary:			
	What impact will your proposal have on the following :			
	Equality Duty		Reasoning:	
	Elimination of discrimination (both direct & indirect), victimisation and harassment.		This guidance covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the guidance.	
	Promotion of equality of opportunity		Similarly, these guidelines should ultimately promote equality of opportunity as compliance with the guidance should result in treating staff and each other with dignity and respect.	
	Foster good relations		While not directly relevant to this part of the Equality Duty, this ethical approach could assist with the fostering of good relations.	

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	General	Council's commitment to equalities is communicated to all	Yes
		Amend guidelines to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix 	Yes

		Review the guidelines with a view to incorporating them into the Code of Conduct and Induction checklists	Yes
		Link to grievance and disciplinary policies.	Yes
		Ensure data concerning the use of the Grievance and Disciplinary Policies continues to be gathered and monitored	Yes

Signed Off (Sign off must be completed by Service Manager or Director)

Name:	Claire Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	19/02/17

EIA Completed By

Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	7 th February 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	7 th February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	7 th February 2017