



## Equality Impact Assessment - Template

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<b>Job title</b>	Equalities and Engagement Adviser
<b>Responsibility for this document</b>	Executive Director of Strategy and Improvement
<b>Review date</b>	28 February 2019
Key changes made since last version of document	
This is the first version of this document.	

## Equality Impact Assessment – Template

Please refer to the Equality Impact Assessment Guidance for details on how to complete this template.

### Section 1: Details of the Policy/Practice

<b>Department/Team responsible for the policy:</b>	Organisational and Workforce Development		
<b>Name of Policy or Practice being assessed:</b>	Dignity at Work Policy		
<b>Purpose and anticipated outcomes of the policy:</b>	<p>The anticipated outcomes of the policy are to:</p> <ul style="list-style-type: none"> <li>• Create an environment where everyone is treated with dignity and respect.</li> <li>• Care Inspectorate colleagues feel supported to raise genuine complaints relating to incidents of bullying, harassment, discrimination and victimisation related to the workplace.</li> <li>• Procedures are in place to deal effectively with any complaints relating to incidents of bullying, harassment, discrimination and victimisation related to the workplace.</li> </ul> <p>This policy is designed to promote dignity and respect at work. Where it is suspected that colleagues have fallen short of the expected standards of behaviour we will take this seriously.</p>		
<b>Is this a new or existing policy?</b>	<b>New</b>	<input type="checkbox"/>	<b>Existing</b> X
<b>How does this policy link to corporate values?</b>	<p>The policy links to our corporate values by:</p> <p>Fairness: we will follow a fair process in our application of the dignity at work policy.</p> <p>Respect: we will be respectful in all what we do when applying this policy.</p> <p>Person-centred: we will consider the needs of all our staff and provide support to enable them to feel safe to disclose concerns.</p> <p>Integrity: we will be impartial and act to improve care for the people of Scotland by supporting our workforce develop and improve their skills and experience.</p> <p>Efficiency: we have a robust approach to managing dignity at work concerns.</p>		

	When applying our dignity at work policy we expect our employees and our managers to act in accordance with our organisational values.		
<b>List of participants in Equality Impact Assessment Process:</b>	Stephanie Hewitt OD Assistant Jacqui Duncan – Acting Senior OD Advisor Kirstine Rankin- OWD Manager		
<b>Date assessment started:</b>	20/06/19	<b>Completion Date:</b>	7/5/20

<b>Please indicate who is likely to be affected by the policy:</b>  For example: Employees, Care service providers/users, men, women, young people, children for whom there are corporate parenting responsibilities, people with disabilities	Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).  The application of this policy will also impact external stakeholders (including visitors and sub-contractors).
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## Section 2: Collecting Information

What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience. Please refer to the list of evidence on the EIA page of the intranet.

Details	Source of Evidence
Recent employee equality monitoring reports indicate the following: <ul style="list-style-type: none"> <li>• 608 employees</li> <li>• 79.6% are female</li> <li>• 75.5% are aged between 45-64 years</li> <li>• 2.8% have a disability</li> <li>• 38.3% are married or in a civil partnership</li> <li>• 23% say they have no religion/belief</li> </ul>	Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2019
The percentage of employees in a union is 38.6%. 36.2% (Unison), 2.2% (GMB) and 0.2% (Unite). We don't know how many employees are in RCN as we don't deduct contributions through payroll. However, it would be fair to say that at least half of our workforce is not in a union.	Employee information

A range of information was examined including the Scottish Government Equality Evidence Finder	<a href="http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid">http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid</a>

From your research above have you identified any gaps in evidence? If so what are the gaps?

N/A

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the Dignity at Work Policy in consultation with the Policy Review Group, Human Resources, the Executive Group and Partnership Forum.

Are there any other groups to be consulted?

No.

**Section 3: Impacts**

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
<b>Age</b> (Older people, children and young people)	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Disability</b>	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Gender Reassignment</b> (Where a person is living as the opposite gender to their birth)	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Pregnancy and Maternity</b>	x		It is considered that the policy will have a

			potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Race, ethnicity, colour, nationality or national origins</b> (including Gypsy/Travellers, refugees, asylum seekers)	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Religion or belief</b> (including non-belief)	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Sex/Gender</b>	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Sexual Orientation</b>	x		It is considered that the policy will have a potential positive impact on this protected group(s) as they are covered by the Equality Act and can make a complaint if they experience discrimination or harassment
<b>Children for whom there are corporate parenting responsibilities.</b>		x	It is not considered that the policy will have potential for impact on this protected group(s).

Is there any evidence that the policy may:

	Yes	No	No Evidence
<b>Result in less favourable treatment for particular groups?</b>			x
<b>Give rise to direct or indirect discrimination?</b>			x
<b>Give rise to unlawful harassment or victimisation?</b>			x

**If yes to any of the above, please give details:**

n/a

**How will the policy be modified to mitigate this?**

n/a the policy conforms to legislative requirements.

**Section 4: Meeting our General Equality Duty**

The following sections must be completed:

**Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?**

The policy applies to all employees and doesn't disadvantage any group. The purpose of the policy is to protect all employees from experiencing discrimination, harassment or victimisation at work and to support them to raise a complaint if they do experience such behaviour. We also signpost employees and managers to our Equality and Diversity policy for further information.

**Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?**

The policy is designed to support any employee who experiences discrimination or harassment relating to any protected characteristic to raise a complaint. It helps to raise awareness and promote awareness around dignity and respect and clearly states our organisational values that will help us to create a respectful organisational culture that values equality and diversity and promotes inclusion for our workforce.

**Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?**

Applies to all. The policy is about supporting working relationships to improve and continue in a positive way so that everyone feels valued and treated fairly and with respect.

The purpose and intended outcomes of the agreement are to seek to foster good relations between and across protected groups in our workforce. No one is excluded from having their views heard. We also have a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

**Section 5: Outcome of Assessment**

Please detail the outcome of the assessment:

<b>No major change</b>	X
<b>Adjust the policy</b>	
<b>Continue the policy</b>	
<b>Stop and remove the policy</b>	

<b>Please detail recommendations, including any action required to address any negative impacts identified:</b>
N/A

**Section 6: Monitoring**

<b>Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:</b>
The OWD team will request information from Human Resources, monitor themes from dignity at work cases and will also ask for feedback from the Policy Review Group.

<b>When and how is the policy or practice due to be reviewed?</b>
<ul style="list-style-type: none"> <li>• The Dignity at Work Policy will undergo a major review every three years- we will consult with the Policy Review Group (the group consists of colleagues from across the Care Inspectorate including employees, managers and trade union representatives) and consult with our Executive Group, and Partnership Forum.</li> <li>• We have a policy monitoring programme that means we review all our policies every three years.</li> <li>• The policy will be reviewed on an on-going basis e.g. if we receive intelligence from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.</li> </ul>

**Section 7: Sign Off**

Please note that comments are only required from the Involvement and Equalities Team on the rare occasion that the team has not been involved earlier in the process.

<b>Date sent to Involvement and Equalities Team:</b>	21/6/19
<b>Comments from Involvement and Equalities Team</b>	Policies have continued to evolve through consultation since June 2019
<b>Date signed off by Involvement and Equalities Team</b>	7/5/20

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

<b>Name</b>	Janice Gibson
<b>Title</b>	Head of Organisational and Workforce Development
<b>Date approved</b>	25/5/20