



# University of the Highlands and Islands Moray College

## Equality Impact Assessment: Guidelines and Procedure

*This formal procedure is intended to enable us to ensure that the way we operate (particularly as expressed through policies and procedures) does not adversely impact on particular groups in a way that is not justified or unavoidable. It should complement and underpin our attempts to promote equal opportunities, promote good relations between different groups and to eliminate discrimination. For everything we do we should ask the question: 'How is this likely to impact on people?'*

*Equality Impact Assessment (EqIA) should be used as an integral part of policy development and to assess existing policies. Once we have assessed all existing policies the assessment process will be embedded as part of policy and procedure development.*

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Title of Policy or Procedure	<b>Absence from Work Procedure</b>
Responsible Officer	HR Officer
1. Is the policy or procedure rated as high/medium/low in terms of its potential impact? Please note that this may vary according to the group being considered.	This procedure is rated as HIGH in terms of its potential impact as particular groups may be more likely to be absent from work.
2. What does the policy or procedure aim to do?	The procedure details the rules and procedures to be followed in instances of absence from work.
3. Who is affected by the policy?	This procedure applies to all staff of Moray College Board of Management.
4. What do we know about the needs of the various	In some cases, disabled people may find it more difficult to have full attendance at work and

groups and how the policy or procedure may impact on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation. <sup>1</sup>	<p>therefore this procedure may have an impact on them.</p> <p>Female members of staff may have more childcare responsibilities.</p> <p>Those with specific religions or beliefs may be required to participate in activities relating to their religion or belief.</p>
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	<p>As above.</p> <p>The procedure is written in such a way that staff can request time off from their line manager for a variety of reasons.</p> <p>No particular concerns relating to accessing time off have been raised.</p>
6. Do we need to change the policy or procedure in any way to remove barriers to access?	There is no evidence to suggest that a change in policy and procedure is required.
7. If changes are considered necessary when are we going to implement them? It may not, for example, be appropriate to make changes during an academic session.	N/A
8. As well as attempting to mitigate any potential adverse impact does the policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	<p>The procedure ensures that requests are considered within a framework to encourage consistency of application.</p> <p>The procedure supports staff in achieving a work/life balance.</p>
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff.

<sup>1</sup> The intention of equality impact assessment is to create a situation whereby wherever possible barriers to access for any group are removed

10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The Staffing Committee of the Board of Management
11. Where will the EqIA be published? As a minimum all assessments will be published on the Internet.	The EqIA will be published on the internet. The HR Policy Review Group also receive the impact assessments to ensure that recommendations inform policy and procedural development
12. Date of next review:	As per the HR Policy Review timetable
13. Summary of changes recommended	
14. Date submitted to the HR Policy Review Group:	As per the HR Policy Review timetable
Policy ratified by:	Staffing Committee of the Board of Management
Date:	