



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.

Title of Policy or Procedure	Code Of Conduct For College Employees
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.	The policy in itself is rated as LOW in terms of its potential impact. It should be noted however that breach of the procedure can result in a referral to the Capability and Conduct Procedure. This procedure is impact assessed separately and because measures are included within the Capability and Conduct Procedure it is considered that this potential referral does not impact upon the rating of the Code of Conduct document.
2. What does the policy or procedure aim to do?	The Code incorporates existing policies, regulations and conditions of service and is designed to provide further guidance on the minimum standards of conduct expected of College employees. The Code does not affect employee's rights and responsibilities under legislation. Its purpose is to provide clear and helpful advice. A breach of the Code may result in disciplinary action in accordance with the

	College Capability and Conduct Procedure.
3. Who is affected by the policy?	The Code applies to all employees of the Board of Management of Moray College.
4. What do we know about the needs of the various 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. ¹	It is considered that the procedure in itself would have a positive impact on the various groups considered in that it the principles contained therein require appropriate behaviours and promote equality and respect.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	There is no evidence to support any concerns.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	It is not considered that any steps need to be taken to remove barriers to access.
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	The Code promotes equality of opportunity and good relations between groups by setting out key principles in relation to the following: <ul style="list-style-type: none"> • Selflessness • Integrity • Objectivity

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

good relations between different groups?	<ul style="list-style-type: none"> • Accountability • Openness • Honesty • Respect • Leadership • Equality and Diversity
9. How will the policy or procedure be monitored in terms of its impact?	Instances of grievances and conduct matters are monitored and reported upon (to the Staffing Committee of the Board of Management) on a yearly basis. In addition the Staffing Committee received reports in relation to any instances of grievances and disciplinaries on an ongoing basis, This supports early identification of any recurring matters.
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	There are no changes recommended as a result of the impact assessment.
14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	Staffing Committee
Date:	