



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	Grievance Procedure
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.	Although the procedure is intended to ensure that employee concerns are raised and dealt with fairly and consistently, the potential for individual judgements within the operation of the procedure has resulted in the determination that it should be considered as HIGH in terms of potential impact.
2. What does the policy or procedure aim to do?	The procedure is designed to set out clearly the stages of the grievance procedure so that all grievances are settled fairly and as promptly as possible as well as establishing a simple and rapid mechanism for resolving dissatisfaction. It is also the intention to provide a framework within which employees feel able to highlight their grievances, and to ensure that these are dealt with consistently.
3. Who is affected by the policy?	The procedure applies to all employees of Moray College Board of Management. It

	<p>provides guidance to employees on the action to take if they feel dissatisfied with some aspect of their work; and guidance to managers on how to deal with any such dissatisfaction. Employees who raise a grievance are therefore affected by the procedure.</p>
<p>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</p>	<p>It is considered that employees may find it difficult to raise matters of concern for a number of different reasons. Those in minority groups may be more likely to experience difficulties in relation to the behaviours of others.</p> <p>No formal grievances were raised in recent sessions.</p>
<p>5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?</p>	<p>Because the procedure encourages a resolution of grievances at an informal stage and also provides different channels in relation to raising matters of concern, there are no particular concerns relating to the impact of different groups.</p> <p>In terms of raising a formal grievance, the procedure requires the employee to complete a grievance form. These are accessible in both paper and electronic format.</p> <p>Reasonable adjustments are considered on a case by case basis to ensure that all employees have the full opportunity to express their views.</p>
<p>6. Do we need to change the policy or procedure in any way to remove barriers to access?</p>	<p>It is not considered that changes are require to remove barriers to access.</p>
<p>7. If changes are considered necessary when are we going to implement them? It may not, for example, be</p>	<p>NA</p>

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

appropriate to make changes during an academic session.	
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 requires Line Managers to ensure an equitable approach to grievances so that employees and managers alike are confident that the system is just and fair.</p> <p>Handled well then a positive outcome of a grievance procedure could be the increased understanding of employees in relation to the needs, expectations and obligations of others.</p>
9. How will the policy or procedure be monitored in terms of its impact?	Grievances are monitored in equality terms on an annual basis. Additionally, staff representatives are consulted in the review of the procedure to ensure the staff input into its operation and bring about appropriate adjustments.
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	The procedure allows for unresolved grievances to be escalated to others for consideration and this is considered to be good practice to support an independent and impartial review of the matter. There are no other changes recommended.
14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	Staffing Committee
Date:	