

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 | Prevention Of Alcohol And Drugs Misuse Policy |
| 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 above policy is rated as MEDIUM as there has not been any reported cases of misuse of drugs or alcohol in staff, however the nature of the procedure suggests that the impact could be more significant than low impact. |
| 2. What does the policy or procedure aim to do? | <p>The policy aims to ensure that the College helps to protect employees from the dangers of alcohol or drug misuse and to encourage those with an alcohol or drugs problem to seek help at an early stage. Also to set out the procedure to be followed where an employee is thought to be suffering from a drug or alcohol related illness.</p> <p>The policy also endeavours to meet the employer's duty of care by providing a safe working environment for all.</p> |

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| | The College has a responsibility under Health and Safety at Work Act to ensure as reasonably practical, the health, safety and welfare at work of its employee |
| 3. Who is affected by the policy? | This procedure applies to all staff of Moray College Board of Management. |
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| 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 | There is nothing to suggest that particular groups would be impacted more than others in terms of misusing drugs and alcohol. |
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| 5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment? | There does not appear to be anything to suggest that one group would be impacted more than another, and the occurrences of alcohol and drug misuse are not significant enough within the College to develop useful statistics. It is therefore assumed that the matter is at an individual level with an individual's circumstances and environment impacting on the likelihood of them misusing alcohol and drugs. |
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| 6. Do we need to change the policy or procedure in any way to remove barriers to access? | The analysis has shown that there are no barriers to access the policy or procedure which is consistent with the legislation |
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| 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 |

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

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| 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 policy is available to all employees and should be referred to to identify support measures that can be utilised to assist employees who may need help and intervention.</p> <p>Using the Occupational Health Provision as a resource will encourage fair treatment and be a valuable support for employees.</p> |
| 9. How will the policy or procedure be monitored in terms of its impact? | Monitoring information can be gathered on the cases being supported and from feedback from staff or information received from the Occupational Health Provision and GP certificates. |
| 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: | The Staffing Committee of the Board of Management |
| Date: | |