



# 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	<b>Rehabilitation 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.	The procedure provides guidance on the actions and steps that are to be followed when returning to work after a long-term absence that will necessitate a form of rehabilitation. The procedure involves referral to the Occupational Health Provision and is intended to ensure that the nature and length of the employee's absences are dealt with fairly and consistently. The potential negative impact for employees with a disability has resulted in the determination that it should be considered as MEDIUM 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 rehabilitation programme to ensure that reasonable adjustments are made where appropriate as a result of consultation with Occupational Health specialists and the employee in cases where the employee is returning to work following a long term absence.

3. Who is affected by the policy?	The policy applies to all employees of Moray College Board of Management.
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. <sup>1</sup>	Employees with a disability may be impacted more negatively if the nature of their disability leads to them being absent more frequently from work and requiring a rehabilitation programme to support their return to work. However the procedure ensures that Occupational Health advice is available to ensure that any suitable reasonable adjustments are considered to assist the employee to attend work.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	Employees with a disability may require to be absent from work more frequently which could result in them requiring a rehabilitation programme, however there is extensive consideration given to adjustments that can be made to encourage and the support the employee, and medical information sought through Occupational Health to ensure that proper care, attention and consideration is given to the nature of the employees disability in order to better understand the impact the disability has on their health and attendance at work.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The policy is accessible by all staff regardless of their position, hours of work or permanency so it is not considered that changes are required to be made 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

<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

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?	The Occupational Health report ensures equality of opportunity is afforded to all employees and results in the College having a better understanding of the employee's situation which improves the relationship between the employee and his/her line manager and the development of the rehabilitation programmes encourages a more successful and supportive return to work for the employee.
9. How will the policy or procedure be monitored in terms of its impact?	The frequency of rehabilitation programmes being required, and the ultimate success of the integration of the employee back into work is monitored through support from the HR Section and the employees line manager. Should aspects of the rehabilitation programme require amending then the communication is encouraged to ensure that this occurs timeously and effectively. Review by the Occupational Health provision also support the employee to achieve the most successful return to work possible.
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:	