



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	Student Bullying and Harassment Policy
Responsible Officer	Assistant Principal
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 HIGH because there is considerable potential for behaviour to be construed as bullying and harassment. However there is no evidence from the monitoring figures to suggest that there is an issue within the College.
2. What does the policy or procedure aim to do?	The policy aims to describe behaviour that could be construed as bullying or harassment and provide recourse for employees who feel that they have suffered from bullying or harassment.
3. Who is affected by the policy?	This policy applies to all students.
4. What do we know about the needs of the various groups and how the policy or procedure may impact	In some cases, people who are in a minority group i.e. disabled, homosexual etc., may find that they are more vulnerable to bullying or harassment, however it is important to ensure

on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation.	that the Bullying and Harassment Policy is accessible to all students.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	There are no particular concerns regarding the impact of the Bullying and Harassment Policy on different groups, as the document is available to all College students and is accessible via the intranet.
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 the procedure is required 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 good relations between different groups?	The inclusion of an informal approach and a formal approach is available in the procedure which encourages equality of opportunity and good relations between different groups.
9. How will the policy or procedure be monitored in terms of its impact?	This procedure will be monitored through feedback from students and statistics. Students involved are requested to complete an Equal Opportunities Monitoring Form
10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	Learning, Teaching and Quality Committee
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.

12. Date of next review:	November 2014
13. Policy ratified by:	TBA Learning, Teaching and Quality Committee
14. Date:	November 2011