

Equality analysis form

1. Name of the activity (strategy, policy or practice etc)

Revision of Dignity at Work policy which will include;

- a) relaunch of policy
- b) promotion and communication to staff and managers
- c) training of managers, HR and Dignity at Work Advisers

2. What is the aim of the activity (objective or purpose)?

To define standards of acceptable behaviour for staff in relation to their work, outline the legal position and identify the responsibilities of managers and members of staff. The policy also outlines the procedure for action when behaviour falls short of the standards of acceptable behaviour.

The policy is designed to ensure that staff are confident, if they bring a complaint in good faith, that the matter will be dealt with according to the agreed procedure

3. If amending a current activity, what changes are proposed?

Revision of existing Dignity at Work Policy and Procedure

4. Who is responsible for developing and delivering the activity?

The policy has been developed in consultation with HR, Dignity at Work Advisers, equality and diversity team and trade unions.

The policy will be delivered by line managers, members of staff, Dignity at Work Advisers, HR Advisers, trade unions, equality and diversity team.

5. What measures will be used to assess whether the activity is successful?

Monitoring of dignity at work matters – recorded by Dignity at Work Advisers.

Reduction in formal complaints.

Monitoring of staff survey results – whether staff feel able to report bullying/harassment (Question B35)

Although staff may feel more able to raise complaint and may result in more informal and formal cases.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men	X - Majority of staff (58% Staffing Compendium 2011) are women. 71% of part-time workers are women. Consideration given to accessibility of information and support for part time staff. Information on website is available to access outside the university. DAW Advisers available during working hours and EAP available 24/7. Training arranged on different days of the week.		
Trans people			X - Possibility of trans staff not being comfortable raising complaint due to lack of awareness of their situation in the workplace. i.e. if member of staff not out in work, less likely to raise complaint.
Black and minority ethnic groups	X - Fewer senior managers are BME (0% in Staffing Compendium 2011) Culture/understanding – difference of opinion Possible language barrier for staff that do not have English as their first language. Possibility of increased misunderstandings in communications between staff.		

	<p>Cultural differences may lead to confusion (i.e. use of humour, invasion of personal space).</p> <p>BME staff feel less able to report bullying/harassment without worrying about negative impact on them (Staff Survey 2012 Q B35 – 50% of BME staff felt able to report bullying/ harassment. Compared with 57% for all staff). Need to consider how UWE could instigate confidence in staff to report via promotion of DAW.</p> <p>Policy and communications written in English only. BME staff may have problem understanding.</p>		
Disabled people	<p>X - Certain groups of disabled staff (i.e. blind, dyslexic) could experience problems accessing policy on web. Adjustments may be required for accessing information in different formats.</p> <p>Support at informal and formal meetings required.</p> <p>Staff with impaired visibility or blindness may experience difficulty determining unacceptable behaviour.</p> <p>Certain groups of disabled staff (i.e. those with mental health difficulties) may not feel strong enough to report issues and will require additional support.</p> <p>Training for managers required in order that staff feel able to disclose their disability.</p>		
Younger or older people	<p>X - Staff from different age groups may have differing attitudes to acceptable behaviour at work</p> <p>Average age of UWE employee is 45 years and 52.5% of staff are age 45 and over. 3.6% under 24 years.</p> <p>Older employees may have less knowledge and use of IT/electronic methods of communication. This will be taken into consideration in promotion of policy. Communication will be via staff Voice magazine as well as electronic forms.</p>		

	Will also be considered for training managers.		
People of different religion and beliefs			Staff from different cultural backgrounds may have different communication norms. Managers/staff made aware of information available on needs of different religions/beliefs i.e. muslim. Adjustments may be required – i.e. ability to prayer. Prejudice towards some religions could cause problems with day to day relationships.
Lesbian, gay, bisexual people			X – Possibility of greater level of harassment. Provided examples in appendix in order that staff aware being harassed/harassing. Lesbian and bisexual staff do not feel able to report bullying/harassment without worrying about negative impact on them (Staff Survey 2012 Q B35 38% of gay women staff felt able to report bullying/ harassment. Compared with 57% for all staff).
Marriage and civil partnership		X	
Pregnancy and maternity			X - increased stress due to pregnancy, impact on health. Timing of maternity leave impacting on ability to raise complaint.

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

Further engagement required with staff networks.

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

9. Please indicate the level of equality relevance:

High ☒

Medium ☐

Low ☐

10. Equality analysis completed by:

Name	LOUISE DAVIS
Post title	HR Adviser
Faculty / service	Human Resources
Date	8.8.2012

Please return this form to the Equality and Diversity Unit for feedback and publication.

Equality analysis - action plan

Appendix 1

Name of activity: Revision of Dignity at Work policy which will include;
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Plan completed by: Louise Davis (LD)

Service / faculty: Human Resources

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Staff survey data Q B35	LD	Staff survey analysis	May 2012		Analysis received and included in EA
Consultation	Consultation of different equality groups to collate views Trade Union consultation	LD LD	E&D team	August 2012 August 2012		Feedback on draft Equality Analysis obtained
Monitoring and review arrangements	Monitoring of dignity at work matters – recorded by Dignity at Work Advisers. Review of number of formal complaints. Monitoring of staff survey results – whether staff feel able to report bullying/harassment	LD DAW Advisers HR	HR data Staff survey data	Ongoing		

	(Question B35 Review of policy					
Publication	On HR & E&D websites Awareness via Staff Voice magazine, briefings	LD HR Marketing	Marketing	September 2012		
Other actions	Manual workers – no access to internet – need determine how they will access information.	LD Facilities dept		September 2012		

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