

FORM 2 Equality Impact Assessment

1. Name of the policy or practice (see page 14)

Standards of Behaviour at Work – the Use of ITS Systems, a Policy for Staff.

2. What is the aim, objective or purpose of the policy / practice? (See page 14)

To enable staff to have a clear understanding of the expectations that the University places on them and the standards they are expected to work in relation to their use of the University's IT systems.

3. Who is responsible for developing the policy? (See pages 14-15)

UWE IT Staff, advised by colleagues in a number of areas including HR and Clerk to the Governors.

4. Who is responsible for implementing the policy? (See page 15)

IT Services in conjunction with colleagues with Faculties and Services.
(Infringements are often handled locally within the Faculty or service in which they arise with advice and input from IT Services Management.

5. Who is affected by the policy? (See page 15)

All staff.

6. Does this policy relate to any other policies? (See page 15)

Acceptable use policy for Students.
Dignity at Work Policy.
Web Accessibility Policy.

7. Is there any information/evidence to suggest that the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Include findings from consultations carried out. (See pages 15-16)

	Yes Please comment	No	Not known
Women, men, transgendered people		X	
Black and minority ethnic groups	There are potential language barriers for staff that do not have English as a first language because all policies and publications are written in English.		

	There could be issues for staff in this category regarding the availability of IT policies in a format available for them to access.		
Disabled people	There could be issues for staff with impaired visibility or blindness regarding the availability of IT policies in a format available for them to access.		
Younger or older people	Staff from older age groups may be less familiar with the technologies and applications used at UWE and as a result There may be differences in the tolerance of what is perceived to be acceptable behaviour by staff from different age groups. e.g. Second Life / YouTube		
People of different faiths and beliefs		X	
Lesbian, gay and bisexual people		X	

8. Is the policy designed to promote equality for particular groups or good relations between groups? If so, which? (See page 16)

This policy is designed to promote acceptable use of IT systems and applications to ensure that the interests of all staff regardless of their group are protected and any detrimental or offensive behavior is handled appropriately.

The policy recognizes that staff within these groups use technology as a way of raising awareness and as a mechanism for networking within their particular group, e.g. LGBT Staff Network.

In this context it is designed to promote good relations between all groups.

9. Is there any evidence or information to suggest a potentially adverse impact on the following equality groups as a result of this policy? (See pages 16-17)

	Yes Please comment	No	Not known
Women, men, transgendered people		X	
Black and minority ethnic groups	The current University policy is to publish material in English and therefore this policy is in line with the wider University context.		
Disabled people	The Disability Resource Centre (Student Services) and the Assisted Technologies Group (Library Services) work with IT Services to ensure that disabled people can interact with our systems and applications where possible.		
Younger or older people		X	
People of different faiths and beliefs		X	
Lesbian, gay, bisexual people		X	

10. What additional information do you need? How will you get it? (See page17)

Information	Method for collecting information
None.	

11. Are there any other departments/units/organisations that might want to join you in commissioning new research? (See page 1)

Use of internet facilities and applications is also governed by the JANET acceptable use policies, changes to those policies would be communicated to us via the SWERN organization.
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12. Immediate amendment or revision of policy

- a) **Is there an opportunity to take steps to prevent discrimination, address different needs or promote equality of opportunity more effectively by immediately altering the policy/practice, or by working with others? If yes, please comment and complete action plan. (see page 18)**

No.

13. Consultation

- a) **Do you need to carry out a formal/informal consultation internally or externally at this stage? (See pages 18-19)**

Give details

No.

- b) **Are there other departments/units/organisations that might want to join you in commissioning new consultation?**

Give details

Yes. We could liaise with the Assistive Technologies Group in Library Services to establish if access to this policy is problematic for disabled people.

- 14. Please outline how you will revise the policy (if necessary) in the light of the consultation. If no change is to take place please give reasons. (See page 20)**

Probably no policy change, however the practices in relation to availability of additional services/equipment for disabled people should be reviewed.

- 15. How will you monitor the policy to ensure that it delivers the required outcomes on equality and diversity? (See pages 20-21)**

The policy is reviewed on an annual basis in line with revisions of the student and staff handbook in line with regular and constant changes in technology.

- 16. Please indicate when you think this policy/practice should be reviewed next: (See pages 20-21)**

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Equality Impact assessment completed by:

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Faculty / service	IT Services
Date	17/10/08

Confirmed by:

Name	Steve Grive
Post title	Head of IT Services
Faculty / service	IT Services
Date	17/10/08

Please return this form to the Equality and Diversity Manager.

ACTION PLAN – Name of Policy **Service/Faculty.....**

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation						
Monitoring and review arrangements						
Publication						
Other actions						

Please return form to the Equality and Diversity Manager