

**Equality Impact Assessment
Level One
Initial Screening**

Service Area...Human Resources.

Title of policy, procedure, strategy, function or working practice:

Disciplinary Policy

1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?

The council is committed to ensuring that all employees receive fair treatment and that they will be encouraged and assisted to achieve and maintain acceptable standards of conduct.

The disciplinary outlines the expected level of conduct for employees and determines examples of what constitutes as misbehaviour or misconduct.

The policy also outlines a fair mechanism for addressing unacceptable behaviour and/or misconduct issues to enable employees to improve.

The policy outlines respective roles and requirements when dealing with these issues therefore ensuring that employees are dealt with fairly and consistently.

2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.

The policy outlines the standards expected of employees of the council so they are clear of the expectation placed on them as part of their employment contract.

The policy also outlines the expectation on managers when dealing with misconduct issues so there is a clear and transparent process to be adhered to.

The policy promotes good performance and behaviour which improves organisational performance and assist the authority in achieving organisational targets.

3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.

a. Race

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

b. Religion

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

c. Gender

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

d. Disability

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

e. Sexual Orientation

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

f. Age

Impact : Positive	<input type="checkbox"/>	Negative	<input type="checkbox"/>	Neutral	√
Level : High	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Low	√

As part of ongoing review and assessment, statistics for ETG's dealt with under this policy will continue to be monitored and any adverse data will be investigated and remedial action taken as appropriate

4. Has any positive/negative impacts been identified which cannot be justified?

YES Need to proceed to stage 2 or 3
(go to question 5)

NO No need to proceed to stage 2 or 3
(go to question 7)

5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?	
NO	
STAGE 2 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?	
N/A	
7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?	
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included	
Yes	

Name Joanne Wolfendale
Signed

Service HR
Dated

Service Manager Signature

Approved by Departmental Equalities Representative.
Signed **Date**