

**Equality Impact Assessment  
Level One Assessment Form**

**Service Area: Human Resources.**

<b>1. What is the name of the proposed policy, procedure, project etc to be assessed.</b>	
Harassment Policy	
<b>2. What are the aims or intended outcomes of the policy to be assessed.</b>	
To clarify the boundaries of acceptable behaviour and provide a framework for complaints of harassment for those who believe they are being subjected to harassment in the workplace.	
<b>3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact</b>	
PUBLIC  No	STAFF  No
<b>4. Is there any other evidence (results of consultations, monitoring data etc) to suggest that the proposals could have an adverse/differential impact on the grounds of</b>	
No	a. Race
No	b. Religion
No	c. Gender

d. Disability

No

e. Sexual Orientation

No

f. Age

No

**5. If there is no evidence are there any experts/ relevant groups who you can approach to explore their views on the issues**

Consultation with unions and employees

**6. How will the views of these groups be obtained**

Through the LJNCC group and staff consultation groups

**7. Please detail the outcomes of these consultations**

No concerns put forward from unions as to the operation of the policy

**8. What are the risks (if any) associated with the policy in relation to the adverse/differential impact on the ETG's**

Non Identified

**9. Considering the evidence above what priority would you give this policy in relation to the Equality Target Groups. Please provide a rationale for your conclusions**

	High	Medium	Low
Disability			X
Race			X
Gender			X
Sexual Orientation			X
Age			X
Religion or Belief			X

**10. If in your judgment the proposed service/policy etc does have an adverse impact? Can that impact be justified?**

N/A

<b>11. What steps will you take to address any unjustified impact</b>	
Implement an effective monitoring system that records those harassment claims (if any) submitted by the ETG and review this information and take action as necessary	
<b>12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances</b>	
HR Staff time to ensure ongoing effective monitoring – effective systems implement to enable staff to monitor the information – potential financial cost	
<b>13. How will you monitor the effect of this function, policy etc on the equality target groups</b>	
As above	

<b>14. (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</b>
yes
<b>15. Does this Policy need to be fully impact assessed? Please give reasons</b>
No – is a clear framework for all staff to follow – would require impact assessment if the data indicates a potential discrimination to ETGs

Name  
Signed

Service  
Dated

**Service Manager Signature**

Approved by Corporate Equalities Planning and Scrutiny Group

**Signed**

**Date**