

**Equality Impact Assessment
Level One Assessment Form**

Service Area: Human Resources.

1. What is the name of the proposed policy, procedure, project etc to be assessed.	
Harassment Policy	
2. What are the aims or intended outcomes of the policy to be assessed.	
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.	
3. Is there any potential public or staff concern that this function, policy or proposal may have a discriminatory impact	
PUBLIC No	STAFF No
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	
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 LNJCC 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

11. What steps will you take to address any unjustified impact	
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	
12. Are there any additional resource implications for the steps that need to be taken, both in terms of time and finances	
HR Staff time to ensure ongoing effective monitoring – effective systems implement to enable staff to monitor the information – potential financial cost	
13. How will you monitor the effect of this function, policy etc on the equality target groups	
As above	

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

yes

15. Does this Policy need to be fully impact assessed? Please give reasons

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