

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

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| Policy / procedure / event title | Anti Bullying and Harassment Policy |
| Policy holder Job title Contact details | Liz Howard HR Director Extn 303 |
| Directorate owner | Liz Howard |
| Date of completion | February 2013 |
| Step A What are the aims, perceived benefits and suggested outcomes? | |
| <p>The College aims to create a working environment that respects the dignity and rights of all employees, and where individuals have the opportunity to realise their full potential. The aim of the College's policy is to support this ethos and to strive to prevent harassment and bullying from occurring.</p> | |
| Step B Do you have any data showing how the policy has been received and whether it is successful? | |
| <p>This policy is introduced to all staff during their HR induction. It forms part of the College's approach to ensuring all employees are respected and valued and respect and value others in the workplace.</p> <p>Grievances have been raised over the past three years and this policy has been used to define what is bullying and what is a manager's right and ability to manage. It has helped set and reinforce standards of acceptable behaviour.</p> | |
| Step C Which equality strands could the policy, procedure or event impact upon? | |
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| Strand | Notes |
| Ethnicity | The College accepts that every personal characteristic has an element open to harassment and bullying and therefore this policy has been written bearing every characteristic in mind. It is deemed by the Policy Review Group that this policy supports all personal characteristics by clearly showing there is a no tolerance approach to any form of bullying or harassment. |
| Language | Employees who have English as a second language can access support to ensure they are able to fully understand and use this policy as required. |
| Disability | This policy can be provided in larger print or in an audio format should such ever be required. |

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| | The College is very aware that people with a disability can be extra vulnerable and therefore the College will use this policy as part of a package of measures to provide support and commitment to them. |
| Gender | This policy is deemed to be gender neutral. |
| Religion | The College accepts that every personal characteristic has an element open to harassment and bullying and therefore this policy has been written bearing every characteristic in mind. It is deemed by the Policy Review Group that this policy supports all personal characteristics by clearly showing there is a no tolerance approach to any form of bullying or harassment. |
| Age | This policy is applicable across all ages in a neutral manner. |
| Sexuality | The College accepts that it can be intimidating to openly acknowledge ones sexuality. This policy is therefore very supportive of all employees sexuality and will accept no harassment / bullying or intimidation of an employee due to their sexual orientation. |
| Full impact assessment required? | YES <input type="radio"/> (please circle) NO <input checked="" type="radio"/> |
| This will be conducted by: _____ (date) | |
| A copy of this form should be sent to the holder of the policy, procedure or event organiser | |

This EIA was completed post review by the Policy Review Group 18th February 2013.