

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Disciplinary, Capability and Grievance 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>This policy applies to all employees, after satisfactory completion of the probationary period, except designated Senior Post Holders who are dealt with under separate a separate policy (Disciplinary Policy for Senior Post Holders and Grievance Policy for Senior Post Holders).</p> <p>This policy is designed to help managers, employees and representatives deal with disciplinary, capability and grievance situations in the workplace.</p> <ul style="list-style-type: none"> • Disciplinary refers to situations of alleged misconduct. • Capability refers to poor performance and attendance issues • Grievances are concerns, problems or complaints that employees raise with the college. 	
Step B Do you have any data showing how the policy has been received and whether it is successful?	
No issues have been raised with this procedure during the past three years.	
Step C Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	The Policy Review Group is satisfied that this policy has been drawn up in such a way that it is non-discriminatory and would be fair and equitable when applied to any employee irrelevant of their personal characteristics.
Language	Employees who have English as a second language will provided with the necessary support to ensure they are fully aware and supported by this policy.

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Disability	This policy can be provided in different formats to meet the needs of an employee with a disability. The College would be very conscious to ensure that a disability did not inappropriately affect the outcome of a disciplinary hearing. All reasonable adjustments would be made; allowances as applicable and support as required.
Gender	It is deemed that this policy is appropriately gender neutral.
Religion	The College is aware that manifestations of belief are important within some religions and the College would do everything within it's reasonable powers to ensure that religion does not have an impact upon a disciplinary situation. The College is however very aware that religious beliefs can conflict with other manifestations of personal characteristics. The College must balance the right of all with reasonable behaviour; fairness and equity. This policy is devised in such a way that this should be possible.
Age	It is deemed that this policy is age neutral.
Sexuality	This policy will support people of all sexual orientations and will be applied equitably.
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.