

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Staff Induction Procedure
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	March 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
<p>The aim of this procedure is to ensure all staff receive a thorough and appropriate introduction to the College.</p> <p>Objectives</p> <p>To ensure that there is a formal structure for the induction of staff</p> <p>To give an overview of appropriate systems and procedures to enable them to carry out their duties.</p> <p>To ensure every employee feels welcome and supported from the very beginning of their career with the College.</p> <p>To ensure all staff understand the College's standards and expectations at the earliest possible opportunity.</p> <p>Reasonable adjustments for new staff with a disability</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
Feedback suggests post HR induction more training in regards to departmental inductions is required. This has been noted and will be actioned.	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	The staff induction covers many areas including how important Equality, Diversity and Inclusion are to the College. For this reason the Policy Review Group believe the induction, if carried out consistently will provide a fair and reasonable introduction to the College to all new staff irrelevant of protected characteristics.
Language	The College will support colleagues who have English as a second language as

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	and when required and in induction understanding will be regularly checked.
Disability	The College will make all necessary reasonable adjustments for an employee with a disability to attend induction; materials can be provided in relevant formats to meet the needs of staff with a disability.
Gender	The Policy review group believe this procedure is gender neutral.
Religion	The College is aware that specific needs may not always have been anticipated and should any arise that have not been given due consideration such would be given without any undue delay. Should any adjustments be required these will be made and communicated to both campuses.
Age	The induction process should be applied to all ages in a consistent manner.
Sexuality	The Policy review group believe this procedure will be applicable equally across all groups without any undue detriment.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (please circle)
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 March 2013.