

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	P119 – Sickness Absence Policy
Policy holder	Liz Howard
Job title	HR Director
Contact details	01603 731303 / 01473 784105 – liz.howard@eastonotley.ac.uk
Directorate owner	Liz Howard
Date of completion	23 rd October 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
<p>This procedure provides information for the successful handling of both short term and long term absences from work and replaces all previous documentation relating to the management of ill health cases.</p> <p>This procedure applies to all employees of the College. Sickness absence will be monitored by the College to ensure identified issues are addressed; a healthy work environment is provided and support is arranged when necessary.</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>During the past three years there have been no issues raised in regards to the operation of this policy.</p> <p>Two members of staff have questioned their right to the rollover of annual leave due to sickness. The College has been able to show they are fully legally compliant.</p>	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity / Race / Language	It is not anticipated that this procedure will have an adverse impact upon this personal characteristic.
Pregnancy / Maternity	Pregnancy can result in increased levels of sickness – the College is aware of this and will look to make reasonable

	adjustments as required.
Disability	Disability can result in increased levels of sickness – the College is aware of this and will look to make reasonable adjustments as required. Whilst the level of sick pay is not negotiable – the College will seek to assist wherever possible.
Gender	It is not anticipated that this procedure will have an adverse impact upon this personal characteristic.
Religion	It is not anticipated that this procedure will have an adverse impact upon this personal characteristic.
Age	It is accepted that with increasing age there is the risk of increasing risks of disabilities. The College will seek to support all employees and will seek to ensure this policy is not adversely negative to any specific age group.
Sexuality	It is not anticipated that this procedure will have an adverse impact upon this personal characteristic.
Gender Reassignment	It is not anticipated that this procedure will have an adverse impact upon this personal characteristic.
Full impact assessment required?	YES <input type="radio"/> <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	

EIA completed by L Howard on 23/10/2013 – and agreed by the policy group.