

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

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| Policy / procedure / event title | S100 - Probation |
| Policy holder Job title Contact details | Liz Howard HR Director (01603) 731303 / (01473) 784105 Liz.howard@eastonotley.ac.uk |
| SMT owner | Liz Howard |
| Date of completion | 3 rd December 2012 |
| Step A | |
| What are the aims, perceived benefits and suggested outcomes? | |
| The purpose of a probationary period is to allow a period of regular reviews to ascertain the long term suitability of an employee to the post they have been appointed. | |
| 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 the majority of staff have successfully completed their probationary period. Less than 10% have either had their probationary period extended or had their employment brought to an end during the probationary period.</p> <p>This measure is deemed an appropriate use of this procedure that has ensured only fully assessed and 'fit' for the role staff are enabled to enter permanent employment with the College.</p> | |
| Step C | |
| Which equality strands could the policy, procedure or event impact upon? | |
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| Strand | Notes |
| Ethnicity / Race | Disadvantages in regards to Ethnicity / Race have not been highlighted during the review of this procedure. |
| Language | <p>Disadvantages in regards to Language have not been highlighted during the review of this procedure.</p> <p>The College would always ensure employees fully understand procedures and would use different approaches to assist communication.</p> |
| Disability | <p>Disadvantages in regards to Disability have not been highlighted during the review of this procedure.</p> <p>However the College is fully aware that an employee with a</p> |

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| | <p>disability may require reasonable adjustments to be made throughout their employment and the probationary period is no exception. Cases will be dealt with on a one to one basis.</p> <p>The College will ensure that disability related leave does not impact inappropriately on an employee's ability to complete their probationary period.</p> |
| Gender | Disadvantages in regards to Gender have not been highlighted during the review of this procedure. |
| Religion or Belief | Disadvantages in regards to Religion or Belief have not been highlighted during the review of this procedure. |
| Age | Disadvantages in regards to Age have not been highlighted during the review of this procedure. |
| Sexuality | Disadvantages in regards to Sexuality have not been highlighted during the review of this procedure. |
| Pregnancy & Maternity | <p>Disadvantages in regards to Pregnancy & Maternity have not been highlighted during the review of this procedure.</p> <p>The College will ensure that pregnancy and maternity related leave does not impact on an employee's ability to complete their probationary period.</p> |
| Full impact assessment required? | YES <input type="radio"/> NO <input checked="" type="radio"/> (please circle) |
| This will be conducted by: | N/A (date) |
| A copy of this form should be sent to the holder of the policy, procedure or event organiser | |

EIA – reviewed by Policy committee 3rd December 2012, D Bale, C Bound, J Bultitude, L Howard