

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S108 – Mobile Phone
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 <sup>rd</sup> December 2012
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>The College is of the view that there is a need to ensure an effective management of the College's mobile phone usage, in order to protect College assets, and to ensure compliance with appropriate legislation.</p> <p>This procedure seeks to establish a standard set of conditions, and a framework for the use of mobile phones within the College.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>This is a new policy and therefore previous impact cannot be reviewed.</p> <p>The need for a policy has become apparent and it is envisaged that this policy will support the College's communication strategy.</p>	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
<b>Strand</b>	<b>Notes</b>
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>The College is fully committed to supporting employees with a disability, and where, a an employee with a disability believes a</p>

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	reasonable adjustment, to support their employment relates to the issuing of a mobile phone, such a request would be given very serious consideration.
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	Disadvantages in regards to Pregnancy & Maternity have not been highlighted during the review of this procedure.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (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 3<sup>rd</sup> December 2012, D Bale, C Bound, J Bultitude, L Howard