

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

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| Policy / procedure / event title | Absence Reporting Procedure |
| 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? | |
| This procedure aims to ensure a consistent approach for all employees and managers in regards to the reporting of any absence. | |
| Step B | |
| Do you have any data showing how the policy has been received and whether it is successful? | |
| There have been incidents of non-compliance with this procedure in the past three years, but no complaints have been raised in regards to its suitability. | |
| Step C | |
| Which equality strands could the policy, procedure or event impact upon? | |
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| Strand | Notes |
| Ethnicity | The Policy Review Group is satisfied that this procedure is fair and capable of being applied equitably to all employees irrelevant of any protected characteristic. |
| 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. |
| Disability | This policy can be provided in different formats to meet the needs of an employee with a disability. Hearing impaired employees are able to text the College |
| Gender | It is believed this policy is gender neutral. |

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| Religion | The Policy Review Group is satisfied that this procedure is fair and capable of being applied equitably to all employees irrelevant of any protected characteristic. |
| Age | It is believed this policy is age neutral |
| Sexuality | The Policy Review Group is satisfied that this procedure is fair and capable of being applied equitably to all employees irrelevant of any protected characteristic. |
| Full impact assessment required? | YES (please circle) <input checked="" type="radio"/> NO |
| 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.