

HDC Initial Equality Impact Assessment Form (EIA1)

Service Area/Section	Human Resources		Persons undertaking the assessment (please also state name of contact officer)		HR Team Lauri Butcher
Name of policy or function to be assessed	Bullying & Harassment	Date of assessment	July 2008	New or existing policy	New
1. Briefly describe the aims, objective or purpose of the policy, or service function.	HDC supports the rights of all employees to be treated with dignity and respect whilst at work. It is committed to providing a safe and supportive environment free from all forms of bullying and harassment. The council further recognises its responsibility to protect the victims of any bullying or harassment and to ensure such behaviour is dealt with effectively.				
2. Are there any associated objectives of the policy/function?	Bullying and harassment will not be tolerated and such behaviour will be dealt with under the disciplinary procedures.				
3. Who is intended to benefit from this policy and in what way?	All employees will benefit as this policy clearly defines what is acceptable. It will provide employees with a greater level of protection.				
4. What outcomes are wanted from this policy/function and for whom?	The desired outcomes would be that all employees treat each other with respect. It will enable managers to identify and deal with cases of bullying and harassment quickly and efficiently.				
5. How do these outcomes meet or hinder other policies, values, or objectives of HDC?	Supports employees, it promotes a positive culture and a healthy work environment.				
6. What factors/forces could contribute/detract from the intended outcomes?	Employees not been made aware of the policy or failing to familiarise themselves with what is acceptable. Also failure of managers to apply a consistent approach.				
7. Who are the main stakeholders in relation to this policy?	All HDC employees		8. Who implements the policy/function and is responsible for the policy?	Managers, Human Resources.	

9. Are there any concerns that the policy/function could have a differential impact on racial groups?	Y	NO	The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is to protect employees however it is recognised that employees from different racial groups could be more likely to be victims of bullying and harassment in the workplace. However the extent of which should be minimal with correct training and coaching on the bullying and harassment policy
10. Are there any concerns that the policy/function could have a differential impact due to gender?	Y	NO	The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to gender. However the extent of which should be minimal with correct training and coaching on the bullying and harassment policy
11. Are there any concerns that the policy/function could have a differential impact due to disability?	Y	NO	The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to disability. However the extent of which should be minimal with correct training and coaching on bullying and harassment policy
12. Are there any concerns that the policy/function could have a differential impact due to sexual orientation?	Y	NO	The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to sexual orientation. However the extent of which should be minimal with correct training and coaching on bullying and harassment policy
13. Are there any concerns that the policy/function could have a differential impact due to age?	Y	NO	The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.

<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			<p>This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to age. However the extent of which should be minimal with correct training and coaching on bullying and harassment policy</p>
<p>14. Are there any concerns that the policy/function could have a differential impact due to religious belief?</p>	<p>Y</p>	<p>NO</p>	<p>The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.</p>
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			<p>This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to religious beliefs. However the extent of which should be minimal with correct training and coaching on bullying and harassment policy</p>
<p>15. Are there any concerns that the policy/function could have a differential impact due to people having dependants/caring responsibilities?</p>	<p>Y</p>	<p>NO</p>	<p>The Bullying and Harassment Policy exists to protect employees and promotes a positive working environment.</p>
<ul style="list-style-type: none"> What existing evidence (either presumed or otherwise) do you have for this? 			<p>This policy is to protect employees however it is recognised that employees could be likely to suffer bullying and harassment due to dependants/caring responsibilities. However the extent of which should be minimal with correct training and coaching on bullying and harassment policy</p>
<p>16. Could any differential impact identified in 9-15 amount to there being the potential for adverse impact in this policy?</p>	<p>YES</p>	<p>N</p>	<p>There is a potential for differential impact if the policy is applied inconsistently.</p>
<p>17. Can any adverse impact be justified on the grounds of promoting equality of opportunity for one or more groups or any other reason?</p>	<p>Y</p>	<p>NO</p>	
<p>18. Should the policy proceed to a full impact assessment?</p>	<p>Y</p>	<p>NO</p>	

19. If no, are there any recommended changes required to the policy to improve it around the equality agenda?	No recommended changes required.
Additional notes/guidance (Policy Officer)	With the correct guidance and training occurrences of bullying and harassment should be minimal and if any do arise they should be dealt with in a consistent and efficient manner for all employees.

Signed (completing officer) Date / /

Signed (completing officer) Date / /

Signed (Head of Service) Date / /