

ARDS AND NORTH DOWN BOROUGH COUNCIL

Policy Screening Form

1.	Policy Reference (Equality use only)	E 38
2.	Policy Name	Dignity at Work Policy
3.	Existing / Revised / New Policy	New
4.	Responsible Officer	Head of Human Resources and Organisational Development
5.	Description of policy to be screened	The Council is fully committed to promoting a good and harmonious working environment where every worker is treated with dignity and respect and in which no worker feels threatened or intimidated because of his or her sex, marital status, family status, religious belief, political opinion, disability, age, race or ethnic origin or sexual orientation.
	Aims and Expected Outcomes – what is the Policy expected to achieve?	To prevent harassment and bullying in the workplace; to provide guidance to resolve any problems should they occur and to prevent recurrence.
6.	Section 75 categories which might be expected to benefit and how they may benefit.	All Section 75 categories will benefit from the clarity the policy provides.
7.	Factors which could contribute to / detract from the intended aims / outcomes of the Policy when being implemented	It is necessary to ensure consistency of policy delivery across the Council to ensure the intended aims and outcomes of this policy are achieved.

8.	<p>The main stakeholders on which the policy will impact. For example, Employees, Potential Service Users and Community Groups</p> <p>Consider the internal and external impacts (either actual or potential) and comment, or list, information where appropriate</p>	<p>The Council, existing employees, potential employees, Elected Members and service users</p>
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9.	Please provide details of other policies which have a bearing on this one.	
	<p>Policies:</p> <p>E 09 Disciplinary Policy E 11 Grievance Policy</p>	<p>Owned by :</p> <p>Council</p>

10.	Available evidence (quantitative and qualitative) considered as important to encourage completion in relation to :										
	<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men & Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	<p>This policy is applied to all employees equitably irrespective of their Section 75 dimensions.</p>
Religious Belief											
Political Opinion											
Racial Group											
Age											
Marital Status											
Sexual orientation											
Men & Women generally											
Disability											
Dependents											

11.	Based on data previously provided what are the needs, experiences and priorities for each of the following categories, in relation to this policy/decision?										
	<table border="1"> <tr><td>Religious Belief</td></tr> <tr><td>Political Opinion</td></tr> <tr><td>Racial Group</td></tr> <tr><td>Age</td></tr> <tr><td>Marital Status</td></tr> <tr><td>Sexual orientation</td></tr> <tr><td>Men & Women generally</td></tr> <tr><td>Disability</td></tr> <tr><td>Dependents</td></tr> </table>	Religious Belief	Political Opinion	Racial Group	Age	Marital Status	Sexual orientation	Men & Women generally	Disability	Dependents	<p>The policy and procedure sets out how all employees will be treated equitably to ensure dignity at work is established and maintained for all employees and service users.</p> <p>The policy lists a range of behaviour's that can constitute harassment - although the list is not exhaustive.</p> <p>All Section 75 dimensions are identified within this policy as requiring respect for differences</p>
Religious Belief											
Political Opinion											
Racial Group											
Age											
Marital Status											
Sexual orientation											
Men & Women generally											
Disability											
Dependents											

Does this Policy require an Equality Impact Assessment?

1.	What is the likely impact on equality of opportunity for each of the Section 75 categories?		
		Detail of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy applies to all employees equitably and therefore it has no impact on equality of opportunity.	None
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

2.	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?		
		If "Yes", provide details	If "No", provide details
	Religious Belief	No However, the policy will be monitored and should additional categories be identified as requiring to be included within the policy this will be actioned as appropriate	
	Political Opinion		
	Racial Group		
	Age		
	Marital Status		
	Sexual orientation		
	Men & Women generally		
	Disability		
	Dependents		

3.	To what extent is the Policy likely to impact on Good Relations between people of different religious belief, political opinion or racial group?		
		Details of Impact	Level of Impact Minor/Major/None
	Religious Belief	This policy is intended to promote good relations between all employees, service users and potential service users	
	Political Opinion		
	Racial Group		

4.	Are there opportunities to better promote Good Relations between people of different religious belief, political opinion or racial group?		
		If "Yes" provide details	If "No" provide details
	Religious Belief	No However, the policy will be monitored and should additional action such as training be required to highlight the policy, procedure or attitudes or behaviours of	
	Political Opinion		
	Racial Group		

	employees this will be actioned as appropriate, or other relevant Council policies invoked
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Additional Considerations

Multiple Identity Considerations	Details of Impact or potential impact (Positive/Negative)
Are there any potential impacts of the policy decision on people with multiple identities? (e.g. disabled minority ethnic persons)	No as this policy and procedure ensures all employees are treated equitably and a dignified workplace is created and maintained for all.
Where appropriate provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.	

Does this proposed policy provide an opportunity to:	Yes / No	Explain your reasoning:
<ul style="list-style-type: none"> - <u>better promote positive attitudes</u> towards disabled people - <u>increase participation</u> by disabled people in public life 	Yes	This policy will ensure the needs of those with a disability are addressed through ensuring the employees who meet the definition are offered appropriate reasonable adjustments and shown the same respect as all employees

Monitoring Arrangements

Section 75 places a requirement on the Council to have equality monitoring arrangements in place in order to assess the impact of policies and services, help identify barriers to fair participation and to better promote equality of opportunity.

Outline what data you could collect in the future in order to monitor the impact of this policy / decision on <u>equality</u> , <u>good relations</u> and <u>disability duties</u>	Monitoring data on employees held by Human Resources Section may be used in relation to access of this policy
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Consideration of Human Rights

The Human Rights Act 1998 brings the European Convention on Human Rights (ECHR) into UK and, therefore, Northern Ireland. Indicate below any potential adverse impacts that the policy / decision may have in relation to human rights issues

Right to Life	Article 2	<input type="checkbox"/>
Prohibition to torture, inhuman or degrading treatment	Article 3	<input type="checkbox"/>
Prohibition of slavery and forced labour	Article 4	<input type="checkbox"/>
Right to Liberty and Security	Article 5	<input type="checkbox"/>
Right to a Fair and Public Trial	Article 6	<input type="checkbox"/>
Right to no punishment without due legal process	Article 7	<input type="checkbox"/>
Right to respect for private and family life, home and correspondence	Article 8	<input type="checkbox"/>
Right to freedom of thought, conscience and religion	Article 9	<input type="checkbox"/>
Right to freedom of Expression	Article 10	<input type="checkbox"/>
Right to freedom of peaceful assembly and association	Article 11	<input type="checkbox"/>
Right to marry and found a family	Article 12	<input type="checkbox"/>
The prohibition on discrimination	Article 14	<input type="checkbox"/>
Protection of property and enjoyment of possessions	Protocol 1 Article 1	<input type="checkbox"/>
Right to education	Protocol 1 Article 2	<input type="checkbox"/>
Right to free and secret election	Protocol 1 Article 3	<input type="checkbox"/>

	Please explain any adverse impacts on human rights that you have identified?	
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	Please indicate any ways in which you consider the policy positively promotes Human Rights	
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I can confirm that the proposed policy / decision have been screened for:-

<input checked="" type="checkbox"/>	Equality of opportunity and good relations
<input checked="" type="checkbox"/>	Disabilities duties; and
<input type="checkbox"/>	Human rights issues

On the basis of the answers to the screening questions, I recommend that this policy / decision is:-

<input checked="" type="checkbox"/>	Screened Out – No EQIA necessary (no impacts)
<input type="checkbox"/>	Screened Out – Mitigating Actions (minor impacts)
<input type="checkbox"/>	Screened In – Necessary to conduct a full EQIA
	Please detail actions to be taken:

Screening assessment completed by:-

Name: Samantha Rea

Title:

Date: 20 August 2015

Signature:

Director/Head of Service decision approved by:

Name: Rosemary McCullough

Title: Head of Organisational Design

Date: 20 August 2015

Signature:

If an Equality Impact Assessment is required

	Priority Rating for Timetabling an Equality Impact Assessment. (1-3)	Priority Criterion	Rating
		Effect on equality of opportunity and good relations	
		Social need	
		Effect on people's daily lives	
		Relevance to a public authority's functions	

Is this Policy Affected by Timetables established by other relevant Public Authorities?	
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Monitoring Recommendation	
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Approval and Authorisation		
Screened by :	Position/Job Title:	Date:
Approved by:		