

Glasgow Kelvin College

# **Equality Impact Assessment**

Dignity and Respect Policy and Procedure



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<b>Practitioners conducting assessment</b>		
Name	Designation	Date
Doreen Shiels	Director of HR	17.11.21
Elaine Mitchell	Senior HR Business Partner	18.11.21

### **Step 1 – Identification and Scope**

#### **Brief description of the decision, policy or practice being assessed**

Dignity and Respect Policy and Procedure revised in accordance with the Policy Review Schedule.

Glasgow Kelvin College (“the College”) is committed to promoting equality and diversity and promoting a culture that actively values difference and recognises that people from all backgrounds and experiences can bring valuable insights to the workplace and learning environment to enhance College life. The College promotes, and is committed to providing, an environment where all employees and students are treated with dignity and respect, free of any form of harassment, victimisation or bullying. The aim of the policy is to support it to create an environment that is conducive to study and work in which students and staff can realise their full potential free from all forms of bullying, harassment **and victimisation**. The College values the contribution of all staff, students, partner organisations and members of its communities.

#### **Aims of the decision, policy or practice?**

The revised document continues to seek to promote a culture of dignity and respect within the learning and working environment, to eliminate bullying, harassment and victimisation. It seeks to prevent bullying, harassment and victimisation and appropriately manage allegations if they arise. To build capacities of staff and learners to respond effectively and quickly to potential incidents.

It also provides a source of support and avenues of redress for anyone who feels that their dignity has been violated through bullying, harassment, victimisation, discrimination or in any other way.

#### **Who is affected by the decision, policy or practice?**

- Students
- Staff
- Members of the public

## **Step 2 – Research and Consultation**

### **Outline evidence / research**

Equality Act 2010 – legislative requirements  
ACAS - Bullying and Harassment at work: a guide for managers and employees  
CIPD – recommended best practice  
Case law and case studies  
Bullying at work UNISON guidelines  
EIS - Managing Bullying and Harassment Guidelines  
EAP website  
ECU – Dignity at work: a good practice guide for higher education institutions  
Culture Shift – Fearless Glasgow Group

### **What consultation has been undertaken on this policy or practices, including consultation with those affected?**

Trade Union representatives - Unison – JNCC  
Trade Union representatives – EIS/FELA – JNCC  
Students Association  
College Legal Advisors  
Staff – focus groups and MS Forms  
Health and Safety Manager  
Finance and Resources Committee – 30.11.21

### **Research Key Findings**

The revision of the policy considered and reconsidered a number of key documents which outline best practice. The document was also considered in light of case law and legislation.

The document was amended to reflect the:

- implementation of the College's Report and Support platform. This platform enables staff and students to report an incident(s) and request support from an advisor. It is confidential and does not instigate any kind of formal complaint or appeals process unless the individual wishes to make a formal complaint. The advisor assigned would provide information on how to do so. The R and S site provides advice and support.
- actions agreed as a result of the assessment of Glasgow Kelvin College's procedures in response to the University of Strathclyde Inquiry Report and Independent Review Report at Heriot-Watt University. Member will recall that this paper was considered at Finance and Resources Committee held on 11 May 2021.
- Section at 6.3, page 19: Complaints against the Principal, Vice Principal or Board Member previously directed the complainant to the Director of Human Resources of the Personal Assistant to the Principal the latter has been amended to the Director of Corporate Services.

**Is there any evidence that different groups have, or may have, different needs, experiences and priorities in relation to this policy or practice?**

Protected Characteristic	Yes	Neutral	Potentially	Not known
Age		X		
Disability		X		
Gender		X		
Gender reassignment		X		
Marriage and Civil partnership		X		
Pregnancy and Maternity		X		
Racial group		X		
Religion or belief		X		
Sexual orientation		X		

**Step 3 – Assessing the Impact**

**What impact could the proposal have on people who share protected characteristics (positive, negative and/or neutral?) Please provide details below.**

Protected Characteristic	Likely Impact
Age	The policy applies to all regardless of age and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Disability	The policy applies to all regardless of disability and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable. Policy is available on intranet and therefore available in different fonts, text size and through assisted technology.
Gender	The policy applies to all regardless of gender and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Gender reassignment	The policy applies to all regardless of gender reassignment and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Marriage and Civil partnership	The policy applies to all regardless of marital status and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Pregnancy and Maternity	The policy applies to all regardless if the woman is pregnant or on maternity leave and classifies characteristics protected from unlawful harassment and gives examples of types of harassment that are unacceptable .

Racial group	The policy applies to all regardless of race and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Religion or belief	The policy applies to all regardless of religion or belief and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.
Sexual orientation	The policy applies to all regardless of sexual orientation and classifies characteristics protected from unlawful discrimination and gives examples of types of harassment that are unacceptable.

#### **Step 4 – Taking Action**

**Detail the actions you would take to remove or minimise any actual or potential negative impacts identified, and to build positive impacts.**

Policy will be reissued to all existing staff to raise awareness.  
 Policy is issued to all new staff as part of induction process.  
 Policy is issued to learners as part of induction process.  
 Policy is issued to contractors, service providers and partners.  
 Policy available on the intranet and internet.  
 Training by legal adviser for managers.  
 Briefings for staff on raising awareness.  
 Monitoring and reporting of incidents.  
 Employee Assistance Programme – external provider in place.  
 Promotional Activities.  
 Monitoring of policies and procedures and reporting data.  
 Workrite modules on Equality and Diversity.

#### **Step 5 – Monitoring and Evaluation**

**Identify how this policy will be monitored and any areas of concern reported.**

Informal and formal allegations, incidents or concerns are recorded through:

Students:

- Commendations and Complaints Procedure
- general feedback through the Students Association
- general feedback from Student Engagement Officers
- ILP's
- Student Satisfaction Survey
- Stop and Check
- Reports from R and S platform

Staff:

- recorded incidents of bullying, harassment, victimisation or discrimination through dignity and respect, discipline and grievance policies

- Self-Evaluation Reports
- Exit Interviews
- Staff Survey
- HSE Stress Survey
- general feedback through the Trade Union representatives
- quarterly from the Employee Assistance Service
- information gained from sickness absence procedures
- reports from R and S platform

Please present your EIA with recommendations for endorsement. All EIAs will be published on the Portal and added to the current record of EIAs.

## **Step 6 – Approval**

### **Identify outcome**

A. Proceed – <ul style="list-style-type: none"> <li>• no potential identified for discrimination or adverse impact, and:</li> <li>• all opportunities to advance equality have been taken.</li> </ul>	Yes
B. Proceed with adjustments to: <ul style="list-style-type: none"> <li>• remove barriers identified or</li> <li>• better advance equality.</li> </ul>	
C. Stop and rethink as actual <i>or</i> potential unlawful discrimination has been identified.	

Approved	<b>Yes/No</b>
*Not Approved and Requires Further Information	

*\*Please add Comments*

### **Person(s) responsible**

<b>Name</b>	<b>Designation</b>	<b>Date</b>
<b>Monica McKerlie</b>	<b>Head of Student Support Services</b>	<b>22.11.21</b>

### **Central Monitoring**

Once your EIA is complete:

1. add it to the EIA monitor on the Equalities Section of the Intranet
2. In Col A. Insert Title **and** Hyperlink Doc

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

## Appendix

**Equality Act General Duty** requires colleges to have **due regard** to the need to:

1. **Eliminate**
  - a) discrimination,
  - b) harassment,
  - c) victimization; or
  - d) any other prohibited conduct
  
2. **Advance** equality of opportunity by
  - a) removing or minimising disadvantage
  - b) meeting the needs of particular groups that are different from the needs of others
  - c) encouraging participation in public life
  
3. **Foster** good relations – tackle prejudice, promote understanding

### **Protected Characteristics:**

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to learners)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.