

Equality Impact Assessment (EQIA) Initial Screening Proforma

Title of Policy, Procedure, or Relevant Practice:	Code of Conduct Staff Version 1.01 Dated 5 December 2012	
Lead Officer:	HR & Organisational Development Director	
Type of Policy, Procedure, or Relevant Practice:	New: <input type="checkbox"/>	Existing/Reviewed: <input type="checkbox"/>
	Revised/Updated: <input checked="" type="checkbox"/>	Revision due to Restructuring
Date of Assessment:	January 2013	

1: Who is likely to benefit from this policy, procedure or relevant practice?

Policy is directed to encompass all staff.

2: Could this policy, procedure or relevant practice result in a negative impact on people who share protected characteristics? No

Note:

If "Yes" a full EQIA is required.

If "Not Known", a full EQIA may be required

Protected Characteristics	Yes	No	Not Known
Age		No	
Disability		No	
Gender reassignment and Transgender		No	
Marriage and civil partnership		No	
Pregnancy and maternity		No	
Race		No	
Religion or belief		No	
Sex		No	
Sexual orientation		No	

3: Does the policy, procedure or relevant practice advance equality of opportunity?

Yes:

No:

If "Yes", how?

The Code emphasises (para 8) the responsibility that All Staff have for the promotion of Equality and Diversity and makes specific reference to the unacceptability of conduct or actions that may be deemed to be harassment or discriminatory in nature.

If "No", could the policy, procedure or relevant practice be changed or revised to advance equality of opportunity?

Yes:

No:

If "Yes", how could this be done?

4: Please indicate if a full EQIA is recommended

Yes:

No:

Please provide reasons for your recommendation

The Code applies equally to all staff.

4: Subsequent Action

If a full EQIA is recommended, when will this be produced?

N/A

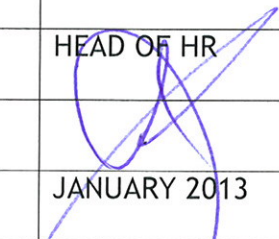

If it is possible to amend or change the policy, procedure or practice to advance or promote equality, what action will be taken to ensure this happens, and when?

N/A

Sign-off, authorisation and publishing

For records, but not for publishing:

- The information contained within this EQIA needs to be confirmed and approved as the completed EQIA will be published on the College web-site.
- As such, EQIAs must be approved by a Director or above.
- Ask a Director to review and sign off the EQIA (an electronic signature will suffice, as long as a paper copy follows).
- Following completion, send an electronic copy to both the Diversity & Equalities Manager and Teaching Development Officer.

Name:	G WHITE	JUDY KEIR
Position:	HEAD OF HR	HR DIRECTOR
Signature:		
Date:	JANUARY 2013	JANUARY 2013