

Equality Impact Assessment (EQIA) Initial Screening Proforma

Title of Policy, Procedure, or Relevant Practice:	Code of Conduct Personal Relationships Between Staff & Students Version 1.01 Dated 21 February 2013	
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:	21 February 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		X	
Disability		X	
Gender reassignment and Transgender		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	
Religion or belief		X	
Sex		X	
Sexual orientation		X	

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

Yes:

No:

If "Yes", how?

The Code emphasises (para 1) the responsibility that All Staff have for the maintenance of a productive, positive workplace that recognises personal integrity and respect for others.

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

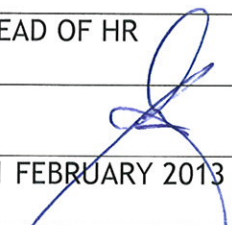
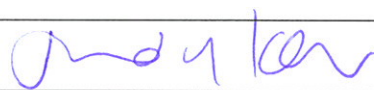
If it is possible to amend or change the policy, procedure or practice to advance or promote equality, what action will be taken to ensure this happens, and when?

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:	21 FEBRUARY 2013	21 FEBRUARY 2013