

Organisational Change - Equality Impact Assessment (EIA) A Guide to completion for HR Business Partners and HR Leads.

Prior to completing an EIA, you will need to request a 'Diversity and Inclusion Report' by raising a Service Now Query and assigning to Workforce Specialist Services for the area that is impacted. This report is a standard report, however, you will need to be precise as to the Department/Directorate/location etc you are requesting for. Using the information in the report, you will need to state whether there is a **POSITIVE** or **NEGATIVE** impact on EACH Protected Characteristic and provide detail of the impact. If selecting the **NONE** option, you will also need to back this up in the narrative box. Below is an indication of the kind of detail you may wish to consider and include.

SEX

- Equal access to recruitment, personal development, promotion and retention.
- Caring arrangements that do not exclude a candidate from employment and the need for flexible working.
- The provision of single sex facilities, toilets, etc remain an aspiration of the organisation.
- Equality of opportunity for individuals irrespective of their gender.

AGE

- Any discriminatory employment practices including recruitment, personal development, promotion, entitlements and retention.
- opportunity and application of policy and process must be provided, regardless of age.
- Tackling known inequalities experienced by younger / older people, for example, in relation to development opportunity and application of policy.

ETHNICITY

- Any discriminatory employment practices including recruitment, personal development, promotion, entitlements and retention.

DISABILITY

- Reasonable steps that can be taken to accommodate a disabled persons requirement, including:
 - ✓ Physical access
 - ✓ Format of information
 - ✓ Time of interview or consultation event
 - ✓ Induction loop system
 - ✓ Content of interview or course etc.
 - ✓ Steps to make reasonable adjustments

*this list is not exhaustive

SEXUAL ORIENTATION

- Recognition and respect of individual's sexuality
- Recognition of same sex relationships

- The maintenance of confidentiality about an individual's sexuality
Fair treatment in relation to having children, shared parental leave, parental leave and Maternity support leave.

RELIGION / BELIEF AND CULTURE

- Provision of prayer facilities should be made wherever practicable, and engagement with colleagues on what their most basic requirements would/could be.
- Dietary requirements.
- Give fair consideration for requests from colleagues to have time off for religious festivals and strategies.
- Consider Temporary Flexible working arrangements for religious festivals and events
Fair consideration should be given to the impact of festivals etc on any group of workers e.g. consider the makeup of teams on shifts etc.
- seek to understand any dress codes and consider how this can be accommodated, in line with the Uniform Policy and other controlled documents.

GENDER RE-ASSIGNMENT (The process of transitioning from one gender to another).

- Equal access to recruitment, personal development, promotion and retention.
- Equality of opportunity for individuals irrespective of their gender, trans or 'whether they identify with the gender they were assigned at birth'.
- The maintenance of confidentiality about an individual's trans identity / history.

MARRIAGE AND CIVIL PARTNERSHIP

- Equal access to recruitment, personal development, promotion and retention.
- Equality of opportunity irrespective of whether they are single, divorced, separated, living together or married or in a civil partnership

PREGNANCY AND MATERNITY

- Equal access to recruitment, personal development, promotion and retention for employees who are pregnant or on maternity leave, or a primary adopter.
- Equality of opportunity for women irrespective of whether they are pregnant or on maternity leave or breast feeding.
- Unlawful to treat a woman unfavourably because she is breast feeding.

The EIA will be kept by HR Change Admin and details will be provided back to you to use as part of the Consultation process (Formal or Informal).

The EIA and the D&I report should be discussed as part of the agenda in any collective consultation process and referred to in the proposal and outcome documents.

You should give consideration if appropriate, to seeking comparative data such as within the wider NHSBT.