

## Appendix B

### Equality Impact Assessment – Screening Form

#### Section 1: Proposal details

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| <b>Service:</b> Human Resources   | <b>Person undertaking the assessment:</b> Sarah Haig Pincay |
| <b>Policy being assessed:</b> The updated Respect@Work Policy   | <b>Job Title:</b> HR Policy Manager                         |
|   | <b>Contact details:</b> Sarah.Haig@Cambridgeshire.gov.uk    |
| <b>Date commenced:</b> 02/09/2021   | <b>Date completed:</b>                                      |
| <p><b>Key service delivery objectives</b></p> <p>The purpose of the Respect@Work policy is to:</p> <ul style="list-style-type: none"> <li>• Set out clear expectations around the standards of behaviour expected of all of our workforce – outlining how we create/strengthen a culture of respect across the organisation.</li> <li>• Provide a clear route for employees to raise/address concerns relating to bullying, harassment and discrimination</li> <li>• Define the steps that are followed to address concerns informally/formally</li> </ul> <p>The purpose of this update is to ensure that the Respect@Work policy is clear and fit for purpose.</p>  |   |
| <p><b>Key service outcomes:</b></p> <ul style="list-style-type: none"> <li>• Employees are aware of the Respect@Work policy</li> <li>• All employees are clear the standards of behaviour that are expected of them and understand that following these standards is a requirement of the CCC Code of Conduct.</li> <li>• Employees feel confident to challenge inappropriate behaviour and know how to do this.</li> <li>• Employees know that they can talk to a Respect@Work contact for support</li> <li>• Employees know that concerns that are raised will be taken seriously</li> </ul>  |   |
| <p><b>What is the proposal?</b></p> <p>Intended updates to the Respect@Work policy are as follows:</p> <ul style="list-style-type: none"> <li>• Making it explicit that we have a zero-tolerance approach to bullying and harassment</li> <li>• Adding specific information about discrimination</li> <li>• Adding information on what an employee should do if they experience bullying or harassment from an elected member or a contractor</li> <li>• Updating the examples document that supports the policy to include a specific example relating to discrimination to show how the policy can be applied in practice.</li> <li>• Reviewing the terminology used to take out gender specific terms (e.g. his/her, he/she).</li> </ul> |   |
| <p><b>What information did you use to assess who would be affected by this proposal?</b></p> <p>Information held on the number of employees that have spoken to a Respect@Work contract/number of Respect@Work cases to see if this highlighted any particular trends/issues.</p>   |   |

Feedback from members of the equality and diversity action group – working with a focus group of 5 people  
 Feedback from the equality and diversity network group – policy distributed to network members for comments and suggestions and their feedback taken onboard.

**Are there any gaps in the information you used to assess who would be affected by this proposal?**

We have limited feedback on the employee’s experience after speaking to a Respect@Work contact. We have added a prompt to the policy to ask employees to provide feedback following a discussion with a Respect@Work contract.

The feedback from the Respect@Work pulse survey will provide additional insight into employees experiences at work – this may inform further updates to the policy, supporting documents or how the policy is communicated.

**Who will be affected by this proposal?**

The Respect@Work policy applies to all CCC employees at all levels of the organisation. The potential to use the policy to address incidents of discrimination is particularly relevant to employees that have protected characteristics.

**Section 2: Identifying impacts on specific minority/disadvantaged groups**

| Scope of this Equality Impact Assessment   |                          |                                 |                          |
|--|--------------------------|---------------------------------|--------------------------|
| <i>Check box if group could foreseeably be at risk of negative impact from this proposal</i> |                          |                                 |                          |
| Note *= protected characteristic under the Equality Act 2010                                 |                          |                                 |                          |
| Age*   | <input type="checkbox"/> | Disability*                     | <input type="checkbox"/> |
| Gender reassignment*   | <input type="checkbox"/> | Marriage and civil partnership* | <input type="checkbox"/> |
| Pregnancy and maternity*   | <input type="checkbox"/> | Race*                           | <input type="checkbox"/> |
| Religion or belief (including no belief)*  | <input type="checkbox"/> | Sex*                            | <input type="checkbox"/> |
| Sexual orientation*  | <input type="checkbox"/> | Rural isolation                 | <input type="checkbox"/> |
| Poverty  | <input type="checkbox"/> |                                 |                          |

**Section 3: Explanation of ‘no foreseeable risk’ EIA screening**

Explain why this proposal will not have a foreseeable risk of negative impact for each group. Provide supporting evidence where appropriate. Where the same explanation applies to more than one group, state it in the ‘Reasons’ column for the first relevant group and put ‘as per [first group name] above’ to reduce duplication.

| Characteristic / group of people | Explanation of why this proposal will not have a foreseeable risk of negative impact   |
|----------------------------------|--|
| 1. Age                           | The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals due to their age.<br><br>There is a possibility that those with less work experience could need more support to raise a Respect@Work concern however this is mitigated by having Respect@Work contacts to support employees with this process. |

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|                                   | <p>The updated policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 2. Disability                     | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on disabled individuals.</p> <p>Specific examples are given around disability discrimination and ableism to highlight that these behaviours are not acceptable.</p> <p>The primary way of contacting a Respect@Work contact is via phone which could be less accessible for an individual with a hearing impairment however an email alternative is also provided.</p> <p>Employees can use a screen reader to access the policy and example documents.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p> |
| 3. Gender Reassignment            | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on transgender employees.</p> <p>The policy gives transphobia is given as an example of behaviour is not acceptable.</p> <p>The gender identity signposts employees to address any discrimination that they experience via the Respect@Work policy.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 4. Marriage and Civil Partnership | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals on the basis of their marriage/civil partnership status. Marriage and civil partnerships are detailed as characteristics covered by the Equality Act.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>  |
| 5. Pregnancy and Maternity        | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals on the basis of being pregnant or on maternity leave. Pregnancy and maternity are detailed as characteristics covered by the Equality Act.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 6. Race                           | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals based on their race.</p>  |

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|   | <p>Specific examples are given around racial discrimination to highlight that this is not acceptable. An extra example has been added to the supporting document detailing a situation where an employee has experienced racial discrimination. The example shows how the Respect@Work policy would apply in this situation.</p> <p>The policy includes new references to gaslighting and micro-aggressions which are relevant in the context of race as well as for other protected characteristics.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p> |
| 7. Religion or Belief (including no belief) | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals based on their religion or belief.</p> <p>Specific examples are given around discrimination on the basis of religion or belief to highlight that this is not acceptable.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 8. Sex                                      | <p>The language in the policy has been updated to make it gender neutral.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 9. Sexual Orientation                       | <p>The updates to the Respect@Work policy do not have a foreseeable negative impact on individuals based on their sexual orientation.</p> <p>The policy is explicit that discrimination on the basis of sexual orientations is unacceptable and unlawful.</p> <p>The policy sign posts the equality and diversity network as a source of support which is particularly relevant to individuals with any protected characteristic.</p> <p>The policy highlights the positive value of having a diverse workforce.</p>   |
| 10. Rural Isolation                         | <p>There is no negative impact anticipated based on an employee living or working in an isolated rural location – the treatment that employees can expect at work are not directly impacted by these factors. The Respect@Work policy can be accessed by employees working at any CCC location with access to Camweb. They will have equal access to the Respect@Work policy.</p>  |
| 11. Poverty                                 | <p>The policy applies equally to employees across the organisations pay grades. The figures for Respect@Work cases do not show a correlation between a person's pay grade and the likelihood of the person raising a concern via the Respect@Work procedure. Some employees on lower grades do not routinely access our computer network/Camweb – we therefore focus communications about the Respect@Work policy via non electronic channels</p>  |

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|  | e.g. briefing note to be discussed in team meetings and using physical posters where possible. |
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### Other relevant information

#### **Respect@Work Contacts**

Respect@Work contacts can provide support to employees to address issues that they have experienced – to be able to fulfil this role employees need to be willing and comfortable to speak with them. Following feedback from the focus groups we have updated the information on Respect@Work contacts in the policy to include a photo and short biography of each contact. This is to make these contacts more approachable and allow employees to decide who they feel most comfortable to speak to.

Not all of the Respect@Work contacts will have lived experience of discrimination on the basis of a protected characteristic e.g. they may not have personally experienced racism, sexism or homophobia etc. Training will ensure that all Respect@Work contacts have the cultural competency to deal with a broad spectrum of issues. We are also currently working on recruiting a broader range of Respect@Work contacts, from across the organisation to increase the diversity of the people available to speak to.

A potential issue is that all of the current Respect@Work contacts currently work in the HR Team. Some employees may prefer to contact a person that is outside of the HR team/someone within their service. The work that we are undertaking to recruit Respect@Work contacts from across the organisation will address this issue giving employees a broader range of Respect@Work contacts to choose from.

#### **Communication and Credibility**

How well the policy supports employees that are experiencing bullying, harassment or discrimination on the basis of age is dependent on employees knowing that the policy exists, being willing to use the policy and trusting that their concern will be taken seriously. A communications campaign has been designed to raise awareness of the Respect@Work policy. We also highlight the Respect@Work policy in our Equality and Diversity in Employment policy, our induction process, Our Conversations Guidance (this is our performance management system), our contracts of employment and our Code of Conduct.

The updates to the policy have been informed by feedback from a diverse range of employees that made suggestions about how to make the policy clearer more user friendly.

#### **Establishing a Culture of Respect**

Building and strengthening a respectful work culture is dependant on how the Respect@Work policy is applied in practice e.g. how managers and employee give and receive feedback, willingness to promptly and effectively address conduct issues, how all individuals engage with and demonstrate the Respect@Work pledge statements in their day to day work. The policy sets the framework for expected behaviour managers and employees at all levels have a key role in putting the Respect@Work policy into practice.

### Section 4: Approval

*Note: if there is no information available to assess impact, this means either information should be sought so this screening tool can be completed, or information should be gathered during a full EIA.*

I confirm that I have assessed that a full Equality Impact Assessment is not required.

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| <b>Name of person who completed this EIA:</b> |  |
| <b>Signature:</b>                             |  |
| <b>Job title:</b>                             |  |
| <b>Date:</b>                                  |  |

I have reviewed this Equality Impact Assessment – Screening Form, and I agree that a full Equality Impact Assessment is not required.

|                   |  |
|-------------------|--|
| <b>Name:</b>      |  |
| <b>Signature:</b> |  |
| <b>Job title:</b> |  |
| <b>Date:</b>      |  |