

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Policy on Dignity & Respect in the Workplace
What is it?	A revised Policy/Strategy/Practice <input type="checkbox"/>
Description of the proposal: (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate).	The purpose of the policy is to give a clear statement of the Council's position on dignity and respect in the workplace; to give examples of the types of behaviour which would constitute unacceptable behaviour; make clear the respective responsibilities of managers and employees; and make clear the process to be followed if an employee believes they have suffered unacceptable behaviour.
Service Area: Department:	People, Performance & Change Human Resources
Lead Officer: (Name and job title)	Iain Davidson Employee Relations Manager
Other Officers/Partners involved: (List names, job titles and organisations)	

Date(s) IIA completed:

June 2022

2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?

Yes

If yes, - please state here:

- Code of Conduct for Employees
- Councillors' Code of Conduct
- Disciplinary Procedures for Misconduct
- Equality Diversity & Human Rights Policy
- Family Friendly Policies
- Grievance Procedure
- Managing employees with a Disability guidance (see appendix 1 Attendance Management Policy)

3 Legislative Requirements

3.1 Relevance to the Equality Duty:

Do you believe your proposal has any relevance under the Equality Act 2010? Yes

(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)

Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	This policy will help eliminate discrimination by setting out what constitutes unacceptable behaviour, including discriminatory behaviour, making the responsibilities of managers and employees clear and detailing a process employees can use if they believe they have been subject to discrimination.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	As above, any discriminatory behaviour is clearly proscribed by the policy and there are effective remedies for addressing it.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	Making clear the standards of behaviour expected and providing remedies if unacceptable behaviour occurs will help foster good relations.

3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
Age Older or younger people or a specific age grouping		X		This policy will have a positive impact on all equality groups. It clearly proscribes unacceptable behaviour in respect of any of the protected characteristics.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		
Gender Reassignment /Gender Identity anybody whose gender identity or gender		X		

expression is different to the sex assigned to them at birth				
Marriage or Civil Partnership people who are married or in a civil partnership		X		
Pregnancy and Maternity (refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),		X		
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)		X		
Sex women and men (girls and boys)		X		
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual		X		
<p>3.3 Fairer Scotland Duty</p> <p>This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.</p> <p>The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.</p>				

Is the proposal strategic?

Yes

If No go to Section 4

If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:

	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.		X		The requirement to treat everyone with dignity and respect will have a positive impact on all of these groups.
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies		X		
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)		X		
Socio-economic Background – social class i.e. parents' education, employment and income		X		
Looked after and accommodated children and young people		X		
Carers paid and unpaid including family members		X		
Homelessness		X		

Addictions and substance use		X		
Those involved within the criminal justice system		X		

4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

No

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

The policy contains a full description of unacceptable behaviour, what people’s responsibilities are and an effective process if an employee thinks they have been subjected to unacceptable behaviour.

Given the overwhelmingly positive effects a full Impact Assessment is not required.

The operation of the policy will be monitored and any necessary changes made.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	29 June 2022
Counter Signature Director	Clair Hepburn
Date:	07/08/2022

