

<b>AssessmentNo</b>	518	<b>Owner</b>	tspooner	
<b>Resource</b>	Transformation		<b>Service/Establishment</b>	People and Technology
	First Name	Surname	<b>Job title</b>	
<b>Head Officer</b>	Tara	Spooner	HR Adviser	
	(include job titles/organisation)			
<b>Members</b>	Lisa MacGregor PCP Louise Hastings PCP Leeanne Galasso PCP			
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>			
<b>Policy Title</b>	Respect at Work Policy and Procedure			
	<b>The aim, objective, purpose and intended out come of policy</b>			
	The Respect at Work policy and procedure sets out how to resolve any arising concerns involving bullying, harassment, discrimination, victimisation promptly and constructively. An accompanying Toolkit providing support and guidance to managers and employees will be developed as a second step.			
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>			
	SHR TUs			
<b>Does the proposals involve the procurement of any goods or services?</b>			<b>Yes</b>	
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			<b>No</b>	
<b>SCREENING</b>				
<i>You must indicate if there is any relevance to the four areas</i>				
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			<b>Yes</b>	
<b>Relevance to Human Rights (HR)</b>			<b>Yes</b>	
<b>Relevance to Health Impacts (H)</b>			<b>Yes</b>	
<b>Relevance to Social Economic Impacts (SE)</b>			<b>Yes</b>	
<b>Who will be affected by this policy?</b>				
All employees, and anyone who carries out work for the council.				
<b>Who will be/has been involved in the consultation process?</b>				
TUs, Management representatives, Strategic HR				
<b>Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.</b>				
	<b>Needs</b>	<b>Evidence</b>	<b>Impact</b>	
<b>Age</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	Employees of all ages can be subject to bullying, harassment, victimisation and discrimination in the workplace	Positive as this policy and procedure provides employees of any age with appropriate processes through which to address workplace bullying,	

			harassment, discrimination and victimisation
<b>Cross Cutting</b>	<p>Equality and Diversity in the Workplace, Code of Conduct, Grievance Policy and Procedure and the International Labour Organisation's Violence and Harassment Convention (ILO C190) 'recognises the right of everyone to a world free from harassment, including gender based harassment'. Also, Equality, Diversity and Human Rights training and training is mandatory which helps to raise awareness.</p>	Factors can and do combine, so a cross cutting approach is needed	<p>Positive. Training and communication will raise employee awareness. The process will follow the Councils Communicating Effectively guidance and all involved will be made aware of this guidance</p>
<b>Disability</b>	<p>People with a disability are at an increased risk of discrimination and harassment at every stage of the employment lifecycle including the recruitment stage</p>	<p>ONS in 2020 Census Outcomes for Disabled people reported that 53.8% of working age disabled people were in work compared to 80% of those without a disability</p>	<p>Positive as committing to this policy and provides employees with a disability with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination</p>
<b>Social &amp; Economic Impact</b>	<p>A potential reduction in sick pay as a more robust policy and the provision for early resolution and with good support for all employees should result in less sickness absence including absence due to work related stress</p>	<p>The impacts of bullying, harassment, victimisation and discrimination are well understood in this area, especially around employee wellbeing</p>	<p>Positive</p>
<b>Sex</b>	The council has duty	Women are more	Positive as

	of care toward all its workers, and in terms of the Public Sector Equality Duty	likely to be subject to sexism, discrimination and harassment in the workplace	committing to this policy and provides all employees with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination
<b>Gender Reassign</b>	Trans people in the UK suffer higher levels of verbal abuse and discrimination at work because of who they are.	Pink News Feb 11th 2021	Positive as committing to this policy and provides trans employees with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination
<b>Health</b>	Bullying, harassment, discrimination and victimisation impacts on physical, mental/emotional wellbeing	Physical and mental health considerations overlap	Positive as any measures adopted to reduce the risk of occurrence e.g. zero tolerance will reduce the risk to physical and mental wellbeing
<b>Human Rights</b>	Bullying, harassment, discrimination and victimisation in or outside of work is an obvious abuse of human rights	Some people are subject to harassment based on others reaction to their appearance	Positive as the policy and procedure provides all employees with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination
<b>Marriage &amp; Civil Partnership</b>	N/A		
<b>Pregnancy &amp; Maternity</b>	Cross cuts with Sex	EHRC's Pregnancy and maternity discrimination research findings	Positive as committing to this policy and provides employees who are pregnant, on maternity leave or have recently returned from maternity leave with appropriate processes through

			which to address workplace bullying, harassment, victimisation and discrimination
<b>Race</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	"Racism Ruins Lives" Study carried out by TUC (2019) Black, Asian and Minority Ethnic employees are at a higher risk of experiencing bullying, harassment, victimisation and discrimination due to racism in the workplace	Positive as committing to this policy and provides BAME employees with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination
<b>Religion and Belief</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	Issues such as Islamophobia and Sectarianism may result in employees being subject to bullying, harassment, victimisation or discrimination in the workplace	Positive as committing to this policy and provides employees of all faiths and no faith with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination
<b>Sexual Orientation</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	CIPD research, 2/5 lesbian, gay and bisexual workers experience direct discrimination at work and this could take the form of violence and harassment	Positive as committing to this policy and provides LGB employees with appropriate processes through which to address workplace bullying, harassment, victimisation and discrimination

**Actions**

**Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.**

N/A

**Will the impact of the policy be monitored and reported on an ongoing bases?**

Yes

**Q7 What is your recommendation for this policy?**

Introduce

**Please provide a meaningful summary of how you have reached the recommendation**

This policy and procedure provides all employees with appropriate processes to raise and resolve concerns with a focus on early resolution. The impact of this has been assessed as having a positive impact for employees, specifically those in protected groups. It is anticipated that BME, LGB, Trans and disabled people will be significantly impacted as everyone as they may be in more than 1 protected groups. Other positive steps being taken are e.g. training and the use of Communicating Effectively guidance