

## Dignity at Work Policy

Evidence based equality analysis

Main aims, purpose and outcomes and how does it fit in with the wider aims of the organisation:

The main aims and purpose of the procedure is to enable employees to raise any concerns they have regarding their treatment in the workplace. Cheshire West and Chester Council is committed to the development and promotion of a positive workplace culture that is free from harassment and bullying and aims to ensure that any allegation of harassment or bullying at work is taken seriously, is properly investigated and is dealt with appropriately.

The HR team support managers in applying this procedure and monitor the cases that are raised. This helps to ensure a fair and consistent application.

Lead officer: Rachel Urquhart

Stakeholders: All employees, trade unions

Equality analysis is a valuable tool to help embed equality into everything we do

While process is important, equality analysis is essentially about outcomes

Lack of evidence of discrimination is not evidence of a lack of discrimination

It is not acceptable to say that a policy is applied uniformly to all groups and is therefore fair and equal. Applying a policy or procedure consistently may result in differential outcomes for different groups.

For each of the areas below, an assessment needs to be made on whether the policy has a positive, negative or neutral impact, and brief details of why this decision was made and notes of any mitigation should be included. Where the impact is negative, this needs to be given a high, medium or low assessment. It is important to rate the impact of the policy based on the current situation (i.e. disregarding any actions planned to be carried out in future).

High impact – a significant potential impact, risk of exposure, history of complaints, no mitigating measures in place etc.

Medium impact – some potential impact exists, some mitigating measures are in place, poor evidence

Low impact – almost no relevancy to the process, e.g. an area that is very much legislation led and where the Council has

very little discretion			
	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>
Target group / area			
<b>Race and ethnicity</b> (including Gypsies and Travellers; migrant workers, asylum seekers etc.)			<p>Could have language barriers at informal verbal stage or more formal stages where written complaints and outcomes are required. The policy does allow for employees to receive support from trade unions so this could mitigate if support sought early, plus language services available.</p> <p>HR would take direct action to support staff in finding a resolution as required.</p> <p>Low</p>
<b>Disability</b> (as defined by the Equality Act - a person has a disability if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities)			<p>There could be a barrier to providing written complaints for employees who have dyslexia or learning disabilities.</p> <p>Could have impact on compliance with meeting timescales if absent from work – where that is the case HR would support the individual and manager with modified timescales with agreement.</p> <p>The Council provides all staff with access to Occupational Health and the Employee</p>

			<p>Assistance Programme. The policy also allows for employees to receive support from trade unions/ work colleagues so this could mitigate if support sought early.</p> <p>HR would take direct action to support staff in finding a resolution as required.</p> <p>Low</p>
<b>Gender</b>		Provides an avenue to raise concerns about treatment for any bullying or harassment related to gender.	
<b>Gender reassignment</b>		Provides an avenue to raise concerns about treatment for any bullying or harassment related to gender reassignment.	
<b>Religion and belief</b>		Provides an avenue to raise concerns about treatment for any bullying or harassment related to religion and belief.	
<b>Sexual orientation</b> (including heterosexual, lesbian, gay, bisexual)		Provides an avenue to raise concerns about treatment for any bullying or harassment related to sexual orientation.	
<b>Age</b> (children and young people aged 0 – 24, adults aged 25 – 50, younger older people aged 51 – 75/80; older older people 81+. The age categories are for illustration)			<p>May be potential impact on those who are new to work in younger age groups.</p> <p>HR would take direct action to support staff in finding a</p>

only as overriding consideration should be given to needs)			resolution as required. Low
<b>Rural communities</b>	No impact		
<b>Areas of deprivation</b>	No impact		
<b>Human rights</b>		Provides an avenue to raise concerns about treatment in the workplace.	
<b>Health and wellbeing</b> (consider both the wider determinants of health such as education, housing, employment, environment, crime and transport, as well as the possible impacts on lifestyles and the effect there may be on health and care services)		Provides an avenue to raise concerns which may be creating stress and anxiety which affects overall health and wellbeing.	
<b>Procurement/partnership</b> (if project due to be carried out by contractors/partners etc, identify steps taken to ensure equality compliance)	✓		

**Evidence:**

HR casework log – all cases are logged by the HR leads and can be reported on the basis of protected characteristics. The workforce metrics for Cheshire West and Chester Council do not show any specific trends or concerns regarding the implementation of the procedure in relation to any of the protected characteristics. As some fields on the employee personal information include the options; other, prefer not to say and are not compulsory fields the self-reported data is limited and this in turn has an impact on the reporting – further work is to be undertaken to improve the self-reporting in Cheshire West and Chester and as such should have a positive impact on the accuracy of information held on employees.

The procedure was developed by experienced HR practitioners and the Cheshire West and Chester Council Trade Union Representatives were involved in the consultation and development of the procedure.

**Action plan:**

<b>Actions required</b>	<b>Key activity</b>	<b>Priority</b>	<b>Outcomes required</b>	<b>Officer responsible</b>	<b>Review date</b>
Review equality analysis		Low		HR Team	2019 or sooner if policy is amended
Continue with work to improve data captured on employees		High	Annual data cleanse prompt in self-service to include personal information	HR Team with relevant technical support	March / April 2016
Review signposting and reporting mechanisms, plus communication of policy	Make reporting more accessible for all, including those without computer access	High		HR Team	July 2016

<b>Sign off</b>	
Lead officer:	Rachel Urquhart
Approved by Head of Service:	
<b>Moderation and/or Scrutiny – Chief Executive’s Equality Group</b>	
Date: 18 March 2016	
<b>Date analysis to be reviewed based on rating</b> (high impact – review in one year, medium impact - review in two years, low impact in three years)	Three years