

Isle of Wight Council

EQUALITY, DIVERSITY AND INCLUSION STATEMENT AND GUIDANCE

1 Document Information

Policy Information	
Policy Title	Equality, Diversity and Inclusion Statement And Guidance
Policy Purpose	To provide a statement
Policy Contact	Judy Mason judy.mason@iow.gov.uk
Policy Date	March 2021
Supersedes	2.3.2 Statement
Consultation	Consulted and agreed with all recognised Trade Unions', Lead for Equality and Diversity as well as signatories.
Scope	This policy applies in its entirety to all employees, agency workers, casuals etc. including (schools, fire etc). Where appropriate, this policy will be updated to account for any changes in legislation without further consultation This policy is non-contractual and therefore does not form part of the employee's contract of employment (and the Council reserves the right to amend or replace this policy at any time).

If you have difficulty understanding this document, please contact us on 01983 821000 and we will do our best to help you.

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This policy statement does not form any part of any employee's contract and may be amended at any time.

3 Equality Policy Statement

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

The organisation - in providing goods and/or services and/or facilities - is also committed against unlawful discrimination of customers or the public.

The policy's purpose is to:

- provide equality, fairness and respect for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances, dismissal, redundancy, leave for parents/flexible working
- oppose and avoid all forms of unlawful discrimination. This includes; requests for recruitment, promotion, training or other developmental opportunities

The organisation commits to:

- Encouraging equality, diversity and inclusion in the workplace as they are good practice and make business sense
- Creating a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- Making decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Reviewing employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- Monitoring the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

The Isle of Wight Council's approach to equality and diversity issues over the next four years (2019-2022) can be seen via the Action Plan available [HERE](#); setting out our vision approach and monitoring..

We as a council are committed to;

- Publishing information to show compliance with the equality duty, at least annually
- Setting and publishing equality objectives, at least once every four years.
- Eliminating unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act
- Advancing equality of opportunity between people who share a protected characteristic and those who do not

- Fostering good relations between people who share a protected characteristic and those who do not

The equality objectives that we are progressing over the next four years are;

- Understanding community impacts when making business decisions
- Promoting good relations
- Promoting awareness
- Increasing accessibility
- Compliant procurement and commissioning.

All staff should understand they, as well as the council, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

Such acts will be dealt with under the council's grievance and/or disciplinary procedures, and appropriate action will be taken.

Signature: 		
John Metcalfe Chief Executive	Claire Shand Director of Corporate Services	Judy Mason Equality & Diversity Lead

4 Equality Policy Guidance

Equality: Equality is about making sure everyone is treated fairly by removing barriers, eliminating discrimination and making sure everyone is given equal access to opportunities which allow them to contribute fully and fairly in the workplace

Diversity: Is about recognising, valuing and taking account of people's different backgrounds, knowledge, skills and experiences, and encouraging and using those differences to create productive and effective workforces.

Inclusion: Refers to an individual's experience within the workplace and the extent to which they feel valued and included

The above statement shows the council's commitment and stance on Equality, Diversity and Inclusion. This next section focusses more on guidance and sets out what the protected characteristics are, their individual definitions alongside practical examples.

This guidance is not intended to cover in vast detail the intricate details of each protected characteristic or the legal application of each. Further detailed guidance advice can be sought from;

- Equality Human Rights Commission; [Home Page | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com)
- The government website; [Discrimination: your rights - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/topics/discrimination)

5 Values

Below outlines the corporate values with the equality, diversity and inclusion relevance underlined.

Customer and community focused

- Putting customers and our community at the heart of everything that we do.
- Be sensitive to local needs and concerns in everything that we do.
- Protect and nurture the environment and heritage.
- Understand the different equality needs and requirements of both the community and colleagues to improve the service you provide
- Effective customer service across all cultures and backgrounds

Working together

- Engaging with partners to maximise integrated working.
- Working as a team for the Isle of Wight
- Helping communities to help themselves
- Work together to understand different cultures and needs
- Take responsibility for enhancing diversity and inclusion

Effective and efficient

- Being effective and efficient in everything we do
- and spending money wisely
- Getting on with delivery
- Being bold, ambitious and innovative.
- Innovatively ensure diversity and inclusion are at the core of what you do
- Be ambitious around diversity and inclusion improvements

Fair and Transparent

- Transparent decision making, based on the
- effective use of data and evidence.
- Treating people fairly
- Use equality information to enhance and improve service
- Show diversity and inclusion considerations when making decisions

6 Equality Act 2010 – Protected Characteristics

The Equality Act 2010 defines of the characteristics that are now protected from discrimination. These are (as defined by the Equality Human Rights Commission):

1	Age	A person belonging to a particular age (for example 32-year olds) or range of ages.
2	Disability	A person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.)
3	Gender Reassignment	The process of transitioning from one gender to another
4	Marriage and Civil Partnership	Marriage is a union between a man and a woman or between a same-sex couple. Same-sex couples can also have their relationships legally recognised as 'civil partnerships'. Civil partners must not be treated less favourably than married couples (except where permitted by the Equality Act
5	Pregnancy and Maternity	Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context.
6	Race	It refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.
7	Religion and Belief	Religion refers to any religion, including a lack of religion. Belief refers to a religious or philosophical belief and includes a lack of belief.
8	Sex	A man or a woman.
9	Sexual Orientation	Whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

7 Protected characteristics in practice

The Equality Act 2010 makes it unlawful to discriminate against, harass or victimise a person because of their protected characteristic. For the Isle of Wight Council this also refers to access to services including training facilities.

Protected characteristics should not be a factor for justifying refusal for a post in a team or any other employment decision such as training. Managers must be clear that it is not appropriate to use the protected characteristics to prevent workers from any opportunities such as applying for jobs that may mean promotion, attending training courses or not undertaking regular supervision for example.

8 Age

The Equality Act 2010 makes it unlawful to discriminate against, harass or victimise a person because of their age or age group.

From April 2011 it is no longer legal to end a contract of employment because an employee has achieved the state retirement age, or their employer's agreed retirement age. There may be specific occupations within the Council where a default retirement age is in place and this will be based upon a legitimately justified reason.

Unlike any other type of direct discrimination, such as direct sex or race discrimination, direct age discrimination can be justified. It can only be justified if it is a proportionate means of achieving a legitimate aim and the threshold for such is high.

Example of bad practice: An employee is in their late 40s but looks much younger. Their manager has to send a team member to represent the service to speak at a conference but decides not to send the young-looking employee as they don't believe that the employee looks old enough to be credible at such a high-profile event. This would be discrimination by perception of age.

9 Gender Reassignment

The Equality Act 2010 makes it unlawful to discriminate against, harass or victimise a person because they are proposing to undergo, are undergoing or have undergone gender reassignment.

The Isle of Wight Council's [Trans Policy](#) provides guidance for trans employee's which managers should also familiarise themselves with too.

What this means in practical terms is that managers must respond sensitively and appropriately to an employee who is planning to undergo gender reassignment. This may be a very difficult time for the employee on both personal and professional levels. The manager must ensure that they discuss with the employee how best they would like to work with the manager to raise awareness and notify the team (if they wish).

The employee must also be protected from comments and other workplace behaviour that may be either seen to be explicit or perceived to be discriminatory or may be interpreted as victimisation.

10 Marriage and Civil Partnership

The Equality Act 2010 protects people who are married or in a civil partnership from direct and indirect discrimination and victimisation in employment. This protection does not extend to single people.

What is Civil Partnership?

The Civil Partnership Act came into force on 5 December 2005, enabling same sex couples to legally register their partnerships. This gives parity of treatment in a wide range of legal matters with those opposite-sex couples who enter into a civil marriage.

From 10 December 2014 couples in a Civil Partnership have had the option to convert it to a Marriage. Couples will be issued with a marriage certificate dated from the original Civil Partnership.

Managers must treat workers who they know are going to marry or enter a civil partnership in the same way.

Example of good practice: An employee who is gay has let the team know that they are celebrating their civil partnership at the end of the month. This coincides with one of their colleague who is getting married. The team manager circulates a card and collection for both members of workers to ensure that both are treated equally.

Managers must ensure that they do not make decisions that discriminate against people regardless of whether they are married or in a civil partnership.

Examples of bad practice: A manager interviews two potential workers for a position in the team. The position is a career development post and will require some time away from the office attending training events. One candidate is newly married, and one is single. In spite of the married candidate scoring higher at interview, and clearly meeting the competencies of the person specification, the manager feels that offering the position to the single person is justified because they are less likely to have conflicts with their time and commitment than the newly married person. This action is discriminatory against the married person.

11 Pregnancy and Maternity

The Equality Act 2010 protects women from discrimination on the grounds of pregnancy and maternity.

In employment a woman is protected from discrimination during the period of their pregnancy and during any period of compulsory or additional maternity leave.

Women should be enabled to express milk or breast feed on council premises if they are choosing to breast feed their child and this applies to workers who are visiting with the baby to meet with colleagues on Council premises.

Example of good practice: Women who have returned to work from maternity leave and are still breast feeding may need to express milk and also take rest breaks. As far as is possible managers should seek to provide adequate facilities to support their employees' needs. Refusing to support these needs may amount to unlawful discrimination on grounds of both sex and in relation to maternity.

Health and safety considerations

It may be necessary to treat pregnant and returning mothers differently from other workers. This would be justifiable on the grounds of what the Health and Safety guidelines require. As soon as a manager is aware that a member of their staff is pregnant, they should carry out a risk assessment and seek further guidance (where applicable from the Health and Safety Team).

Managers who have workers who are pregnant or on maternity leave and who are at risk of redundancy or have been issued notice of redundancy should contact the HR department for advice on how to manage this situation.

12 Race

Under the Equality Act 2010 it is unlawful to discriminate against, harass or victimise anyone because of their race, which includes colour, nationality and ethnic or national origin.

Managers must be careful to ensure that they do not, and are not perceived to be, discriminating against any member of workers or prospective member of workers on the grounds of their race. This discrimination can be direct or indirect and examples are provided below. As a manager for the council it is also important that you ensure your team members are aware of their responsibilities in relation to discrimination, and how this may lead to accusations of harassment and or victimisation.

Example of bad practice: A manager refuses to employ a black employee because they believe that this will cause unease amongst an all-white team. This is unlawful direct discrimination.

Example of bad practice: An Asian employee regularly undergoes taunts and teasing due to their nationality from their colleagues. They complain to their manager who is concerned but says that this is to be expected and is just workplace banter. This is direct discrimination by team members who may be seen to be harassing their colleague, and discrimination by the manager who is responsible for the conduct of the team.

13 Religion or Belief

Under the Equality Act 2010 it is unlawful to discriminate against, harass or victimise anyone because of their religion or belief (including lack of belief).

What is religion or belief?

Religion or belief includes any religion and any religious or philosophical belief and also includes a lack of any such religion or belief. Religions do not need to be mainstream or well-known to be protected under the Act; however, they must be identifiable and have a clear structure and belief system. A belief does not need to include faith or worship of a god or gods, but in order to be protected under the Act it must fulfil the following criteria:

- it must be genuinely held;
- It must be a belief and not an opinion or viewpoint, based on the present state of information available;
- it must be a belief as to a weighty and substantial aspect of human life and behaviour;
- it must attain a certain level of cogency, seriousness, cohesion and importance;
- it must be worthy of respect in a democratic society, compatible with human dignity and not conflict with the fundamental rights of others.

Examples of such beliefs may include (but are not limited to) Humanism, Atheism and Pacifism or take the form of philosophical beliefs.

Managers should consider the religious or belief needs of their workers. These may include for example:

- Flexible working to support religious days or festivals;

- Time off to observe religious days or festivals;
- Finding a suitable environment or space for an employee to pray or reflect, with appropriate hygiene facilities;
- Consideration of fasting or dietary requirements (such as making sure that colleagues don't criticise vegetarian or vegan colleagues who may be following this practice as part of their faith or belief) that may include how food is prepared and stored in a shared kitchen environment;
- Dress requirements;
- Consider when workers meetings are held in order that workers observing prayers don't miss out on or are put at a disadvantage to other colleagues.

Discussing these needs with workers is a good starting point, and this also means that encouraging tolerance of the range of views and opinions in an open and supportive way among the team is important. Managers should also be aware that some workers may not wish to discuss their views.

14 Sex

The Equality Act 2010 applies to both men and women. Employers must give men and women equal treatment in their terms and conditions of employment if they are employed on;

- 'like for like work' i.e. work that is the same or broadly similar (work of equal value);
- work rated as equivalent through job evaluation.

The Act makes it unlawful for an employer to victimise workers if they discuss their pay with colleagues with a view to establishing differences in pay although individuals should not feel pressured to disclose their pay if they do not wish.

Managers cannot prevent work/roles/promotions due to the individual's sex. Managers cannot usually treat workers differently because they are men or women.

Example of bad practice: A senior role has become vacant and a male candidate has been earmarked for promotion. A woman who works in the same department at the same level as their male colleague wants to know why they haven't been included in the ring-fencing of the role. Their manager responds that it's because they have indicated that they intend to have a child in the near future and the manager needs someone in post who can provide consistency, something that he feels that the employee cannot do. This is direct discrimination.

15 Sexual Orientation

The Equality Act 2010 makes it unlawful to discriminate or victimise a person because of their sexual orientation. The Act defines sexual orientation as a person's sexual orientation towards:

- persons of the same sex;
- persons of the opposite sex, or
- persons of either sex.

It will not always be apparent that someone who is working with you is gay, lesbian or bisexual. It is therefore important that a basic rule is adhered to regarding the workplace and that there are no references to these in any derogatory manner (and this includes joking or banter). This avoids offending people and protects the manager and the team members.

Managers should also be aware that even if they believe that no workers are gay, lesbian or bisexual, any derogatory comments made about these protected characteristics in the

workplace may still cause upset or offence for a variety of reasons.

16 Disability

The Equality Act 2010 replaced the Disability Discrimination Act 1995 from October 2010, but continues to make it unlawful to discriminate against, harass or victimise a person because they are disabled. If you're disabled, you have the same rights as other workers. Employers should also make 'reasonable adjustments' to help disabled employees and job applicants with:

- application forms, for example providing forms in Braille or audio formats
- aptitude tests, for example giving extra time to complete the tests
- interview arrangements, such as providing wheelchair access, communicator support
- making sure the workplace has the right facilities and equipment for disabled workers or someone offered a job
- work-related benefits like access to recreation or refreshment facilities

It is unlawful for an employer to discriminate against or victimise a disabled person because of their disability:

- in the arrangements made for deciding who should be offered a job;
- in the terms on which the person is offered a job, or
- by refusing to offer, or deliberately not offering, the person a job;
- in the terms of employment;
- in any opportunities for promotion, a job transfer, training or receiving any other benefit, facility or service as part of their job;
- by deliberately refusing to provide any such opportunity, or
- subjecting them to any other detriment citing their disability alone as a justifiable reason.

15.1 Access to Work

Access to Work supports to assist people with a disability to either gain employment or remain in the workplace work. 'Access to Work' is a Government benefit scheme administered through Job Centre Plus. Managers should be aware that if 'Access to Work' make recommendations of equipment or software etc for employees with a disability who require reasonable adjustments then costs may be applicable.

The council developed guidance which outlines the process and how this works with ICT as well as a simple flowchart as a quick reference guide are available here;

- Access to Work guidance for managers - <https://wightnet.iow.gov.uk/documentlibrary/view/access-to-work-guidance-for-managers>
- Access to Work flowchart - <https://wightnet.iow.gov.uk/documentlibrary/view/access-to-work-guidance-for-managers-flow-chart>

15.2 Disability Confident Employer

Disability confident employers are recognised as going the extra mile to make sure disabled people get a fair chance.

The Isle of Wight Council is proud to be granted Disability Confident Employer status which means, we:

- have undertaken and successfully completed the Disability Confident self-assessment
- are taking all of the core actions to be a Disability Confident employer
- are offering at least one activity to get the right people for our business and at least one activity to keep and develop our people.

15.3 Dyslexia and Neuro-Diversity

A common but often misunderstood condition is dyslexia. This is often defined as difficulties with reading, writing and numeracy. All assessments for dyslexia should now be referred through the individuals GP.

Neuro-diversity is someone who has difficulties with organisation, memory, concentration, time, direction, perception, sequencing, poor listening skills which can lead to low self- esteem. Again, any assessments for this need to be made directly through the individuals GP.

16 What does the Act cover in relation to employment?

The Act provides protection against discrimination, victimisation (treating someone less favourably because they exercise, or intend to exercise, their rights under a specific piece of legislation) and harassment on any of the above grounds throughout the whole employment relationship, including:

- pre-employment - recruitment and selection (including the role and the advert itself)
- terms of employment
- benefits provided during employment and on termination
- promotion/secondment opportunities
- access to learning, training and development
- dismissal (including redundancy)
- retirement

There are a number of different forms of discrimination;

Direct discrimination occurs where someone is treated less favourably because of one or more of the protected characteristics set out above. For example, rejecting an applicant on the grounds of their race because they would not "fit in" would be direct discrimination.

Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same protected characteristic at a particular disadvantage. For example, a job advert for a salesperson says applicants must have spent 10 years working in retail. By doing this the business could be discriminating indirectly based on age. This is because the advert excludes young people who may still have the skills and qualifications needed. *Indirect discrimination can be allowed if the employer can prove a business case for the rule or arrangement ('objective justification') – the threshold however is very high. If you are unsure, you should also seek advice.*

Harassment related to any of the protected characteristics is prohibited. Harassment is unwanted conduct that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our [Harassment and Bullying \(Protection from\) Policy](#).

Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.

17 Recruitment

Job applicants should not be asked about past or current pregnancy or future intentions related to pregnancy. Likewise, applicants should not be asked about matters concerning age, race, religion or belief, sexual orientation, or gender reassignment without advice of Human Resources (who will assist in the consideration of whether such matters are relevant and whether they may lawfully be taken into account).

Applicants should not be asked about health or disability before a job offer is made. There are limited exceptions which should only be used with Human Resources' approval. For example:

e.g. "This job requires post holders to undertake a range of physical activities. Please tell us what adjustments may be needed to assist you."

17.1 Positive Recruitment

Positive action is about taking specific steps to improve equality in your workplace. It can be used to meet a group's particular needs, lessen a disadvantage they might experience or increase their participation in a particular activity.

You must be able to show that positive action is an appropriate way for the council to achieve one of these aims and the steps you are taking have been carefully thought through.

Examples of positive action;

- placing job adverts to target particular groups - to increase the number of applicants from that group
- including statements in job adverts to encourage applications from under-represented groups
- offering training or internships to help certain groups get opportunities or progress at work
- offering shadowing or mentoring to groups with particular needs
- hosting an open day specifically for under-represented groups to encourage them to get into a particular field
- favouring the job candidate from an under-represented group, where two candidates are 'as qualified as' each other
- targeted recruitment

The Equality Act 2010 allowed employers to make recruitment decisions based upon improving equal access to employment. The act protects people from being treated less favourably because they have a 'protected characteristic'.

Section 5.1.3 of the council's [Recruitment Policy](#) provides guidance on the positive action position of the council.

17.2 Identity/Eligibility to be employed in the UK & Equal opportunities monitoring:

We are required by law to ensure that all workers are entitled to work and live in the UK. Assumptions about immigration status should not be made based on appearance or apparent

nationality. All prospective workers, regardless of nationality, must be able to produce original documents (as required by the Home Office) before employment starts, to satisfy current immigration legislation.

Further information can be found via the [Recruitment Policy](#).

To ensure that this policy is operating effectively and to identify groups that may be under-represented or disadvantaged in our organisation, we monitor applicants' ethnic group, sex, disability, sexual orientation, religion or belief, marital status / civil partnership status, gender reassignment status and age as part of the recruitment procedure. Provision of this information is voluntarily, and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information is removed from applications before short listing and kept in an anonymised format solely for the purposes stated in this policy. Analysing this data helps us take appropriate steps to avoid discrimination and to improve equality and diversity.

18 Breaches of the Equality Act 2010

If you believe that you may have been discriminated against you are encouraged to raise the matter through our [Grievance Procedure](#) although seeking to resolve a situation through informal means is recommended in the first instance. If you believe that you may have been subject to harassment you are encouraged to raise the matter through our [Harassment and Bullying Policy \(Protection from\)](#). If you are uncertain which applies, or need advice on how to proceed, you should speak to your manager or a trade union representative.

Workers who make allegations in good faith will not be victimised or treated less favourably as a result. False allegations which are found to have been made in bad faith will, however, be dealt with under our [Disciplinary Procedure](#).

Any member of workers who is found to have committed an act of discrimination or harassment will be subject to disciplinary action. Such behaviour may constitute gross misconduct and, as such, may result in summary dismissal. We take a strict approach to breaches of this policy.

19 The Fluency Duty

The Isle of Wight Council is required by the Immigration Act 2016 often referred to as the 'Fluency Duty' to ensure that all employees are able to "converse at ease with customers and provide advice in accurate spoken English is required for the post". [The Government has produced a code](#) to ensure that the appropriate legislation is being met by those in scope.

Therefore, the Fluency Duty cannot be used in contradiction to the purpose of the Equality Act 2010.

20 Reporting Hate Crime – incidents involving protected characteristics

All workers have a right to report any hate crime that they either receive or witness. They can use the diversity incident reporting process, and there is an online form available on iwight.com. To report hate crime you can:

Call 999 if you are witnessing or experiencing the incident

Call 101 if the incident occurred earlier

Incidents can also be recorded online via the [True Vision website](#)

There are a number of third party Hate Crime reporting centers across the island

A hate crime incident is an offence motivated by the offender's hatred of people. This includes racism, homophobia, disablement, ageism, sexism, religious hate crime etc or where the victim was chosen because they were seen to be vulnerable, or an 'easy target,' because of one of the protected characteristics e.g. young people, visually impaired people, etc.

It is recommended that if any workers are affected by hate crime or perceive that they are being in any way bullied at work, that they speak to their line manager to raise the issue. A manager must take all issues seriously (again, refer to the Protection from Harassment and Bullying Policy for further information). Any workers who are suspected of committing any form of bullying or harassment and this includes breaching any of the guidelines contained in this Policy, may be liable to disciplinary action by the Council and potentially criminal action.

21 Equality Impact Assessments

When should one be completed?

An Equality Impact Assessment (EIA) should be completed when you are considering:

- developing, reviewing or removing policies
- developing, reviewing or removing strategies
- developing, reviewing or removing services
- developing, reviewing or removing a council function

The EIA should be part of the decision-making process and therefore, it needs to be considered and completed before the decision is made.

How do I complete one?

An Equality and Diversity Guidance document is available which sets out when to complete an EIA, how to complete one and the subsequent approval process.

What next?

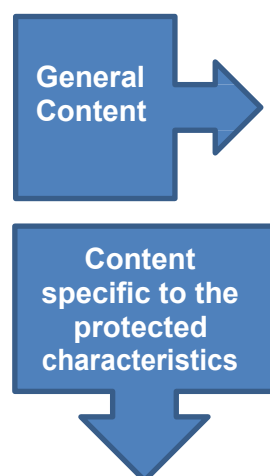
Once an equality impact assessment has been completed it will need to be published internally and/or externally as required. It should also be a rolling document so the consideration continues.

Exemplars

Although the below EIA examples won't 'fit' for all scenarios, it enables you see the level of information and analysis required.

- EIA Office Moves/Agile Working - [HERE](#)
- EIA Section 13a Discretionary Relief - [HERE](#)
- EIA Direct Payment Support Service - [HERE](#)
- EIA Deferred Payment Agreement Policy - [HERE](#)
- EIA Respite Care for Adults Policy - [HERE](#)
- EIA Generic Role Profiles - [HERE](#)
- EIA Local Council Tax Support Scheme - [HERE](#)
- EIA Fire and Rescue Services IRMP - [HERE](#)
- EIA Local Assistance Scheme - [HERE](#)
- EIA Highways PFU Procurement phase - [HERE](#)
- EIA Healthwatch - [HERE](#)
- EIA Persistent anti-social behaviour policy - [HERE](#)

Map of Digital Learning Opportunities Equality and Diversity



COURSE TITLE	INTENDED IMPACT
Mandatory (all staff) Introduction to Equality and Diversity	This course covers the Equality Act 2010 and introduces the protected characteristics, discrimination, and unfair treatment within a professional environment.
Mandatory (all managers) A guide to Reasonable Adjustments	This course will explain when and why adjustments are sometimes necessary. It will help you to provide the best possible service to customers with disabilities and ensure you are acting lawfully
Equality Impact Assessments	This module looks in detail at equality impact assessments, including why they are important and how to carry out an effective assessment
Equality and Diversity – Dignity at Work	The aim of this course is to explain what the Equality Act 2010 means for service planning and delivery and to give you practical help in challenging unlawful discrimination or inappropriate behaviour in the workplace
Unconscious Bias	Gain an understanding of unconscious bias so that you can identify, acknowledge and challenge it in your workplace

Protected Characteristic	Course Title	Intended Impact
Age	All Age Carers	This course looks at the characteristics that define a carer, including the roles of both young and adult carers.
	Dementia Awareness	This course will explain what dementia is, the signs and symptoms and causes of dementia
Disability	Disability and Discrimination	This course will show you some practical steps that you can take to avoid discrimination against people with a disability
	Understanding Autism – Tier 1	This course is designed for people in any sector who require a general understanding of autism and the support autistic people may need
	Learning Disability Awareness	This module will help you to understand more about learning disabilities and difficulties, and the issues that sufferers can face in everyday life
	Communicating with Deaf Customers	This course will help you to recognise the different types of deafness and identify ways in which hard of hearing and Deaf people communicate
	Epilepsy Awareness	To offer ongoing support to our social care providers to ensure their staff have the appropriate knowledge and skills to support those with epilepsy
Gender Reassignment	Downs Syndrome Training	The purpose of this course is to provide a basic awareness and understanding of Down's syndrome
	Trans Awareness	This course will provide an overview of trans awareness, explain some of the key terms, definitions and addresses some commonly held misconceptions
	LGBTQI Awareness	This course will provide a general awareness of LGBTQI and enable you to ensure colleagues, your team and customers feel respected, cared for and dignified
Pregnancy and Maternity	Understanding Maternity Leave	Anyone who is planning a family, due to take maternity leave or managing a new or expectant mother and wants to gain an understanding of how maternity leave works and what entitlements you may receive
Religion & Belief	Honour Based Violence	This awareness course looks the concept of 'Honour' and the motives behind the violence
Race	Racial Inequality (for managers and leaders)	This course consists of two modules and will take you on a journey through some real-life scenarios looking at people's experiences with racism, how it makes them feel, and look at the active steps you can take

There will also be further learning opportunities that are focused on specialist areas for staff, such as Learning Disability and alternative communication methods. These will be offered in a range of delivery methods most suitable to the content, ranging from blended activities, virtual classroom and face-to-face events. These will be targeted at certain service areas and may not be visible to all staff.