

Colchester Borough Homes

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: screening stage

Name of policy, service or strategy to be assessed:

Bullying and Harassment at Work Policy

1. What is the main purpose of the policy, service or strategy?

CBH is committed to providing equal opportunities in employment and believes that it should take positive steps to provide a work environment which reflects this. CBH expects standards of behaviour amongst its employees which recognise and respect the dignity of individuals at work and, that it regards any form of victimisation, intimidation, bullying and harassment as unacceptable behaviour.

2. What main areas or activities does it cover?

The policy covers an explanation and examples of harassment, explanation of bullying and responsibilities of managers, all employees and board members. How to raise a complaint under the policy

3. Who are the main audience, users or customers who will be affected?

All employees – used to investigate serious complaints by tenants against CBH employees

4. What outcomes do you want to achieve from the policy, service or strategy?

All employees have the right to complain about harassment and all complaints will be fully and fairly investigated and remedied in the most appropriate way.

5. Are other service areas or partner agencies involved in delivery? If so, please give details below:

Directors management team, Senior management team, Human resources, The board and employees. Any issues raised during consultation would have been taken into account when redrafting the policy. All employees are made aware of this policy at the start of their employment during the induction process and this policy is available on the HUB and from HR for those who do not have access to a computer. Managers received training in bullying and harassment as part of Equality and Diversity training in July 2010 but more training is needed in this area. Both managers and staff have HR support to discuss how to use this policy when needed.

6. Does the policy, service or strategy help to further or facilitate to our `general duty'¹ to:

- (a) eliminate unlawful discrimination, harassment and victimisation? Yes
- (b) advance equality of opportunity between people who share a `protected characteristic'² and those who do not? Yes
- (c) foster good relations between people who share a protected characteristic and those who do not? Yes

If you have answered `no', please give details of the reasons for this decision:

7. If you answered `yes' to any of the sections in Question 6 (above), please complete the following in order to identify how the policy, practice or strategy furthers the aim of the `general duty':

'Protected characteristic' group		How does it help to `eliminate unlawful discrimination, harassment and victimisation'?	How does it help to `advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to `foster good relations between those who share a protected characteristic and those who do not'?
Age	Older people (60+)	Applies to all regardless of protected characteristics	All people treated fairly regardless of protected characteristics	Confidence to raise any concerns knowing they will be dealt with.
	Younger people (17-25) and children (0-16)	Ditto	Ditto	Ditto
Disability	Physical	Ditto	Ditto	Ditto
	Sensory	Ditto	Ditto	Ditto
	Learning	Ditto	Ditto	Ditto
	Mental health issues	Ditto	Ditto	Ditto
	Other – <i>please specify</i>	Ditto	Ditto	Ditto

¹ These three points summarise the `general duty' as it applies to public sector organisations in the Equality Act 2010

² The Equality Act's `protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

'Protected characteristic' group		How does it help to 'eliminate unlawful discrimination, harassment and victimisation'?	How does it help to 'advance equality of opportunity between people who share a protected characteristic and those who do not'?	How does it help to 'foster good relations between those who share a protected characteristic and those who do not'?
Ethnicity ³	White	Ditto	Ditto	Ditto
	Black	Ditto	Ditto	Ditto
	Chinese	Ditto	Ditto	Ditto
	Mixed Ethnic Origin	Ditto	Ditto	Ditto
	Gypsies/ Travellers	Ditto	Ditto	Ditto
	Other – <i>please state</i>	Ditto	Ditto	Ditto
Language	English not first language	Ditto	Ditto	Ditto
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	Ditto	Ditto	Ditto
Religion or Belief	People with a religious belief (or none) ⁴	Ditto	Ditto	Ditto
Sex	Men	Ditto	Ditto	Ditto
	Women	Ditto	Ditto	Ditto
	Transsexual / gender reassignment	Ditto	Ditto	Ditto
Sexual Orientation	Lesbian, gay and bisexual	Ditto	Ditto	Ditto
Marriage and Civil Partnership ⁵	People who are single, married or in a civil partnership	Ditto	not applicable	not applicable

³ Census 2011 categories are: Bangladeshi, Indian, Pakistani, Other Asian (Asian or Asian British); African, Caribbean, Other Black (Black or Black British); White and Black African, White and Asian, White and Black Caribbean (Mixed); British, Irish; Other White (White); Chinese, Other (Other ethnic group).

⁴ For example, Buddhist, Christian, Hindu, Jewish, Muslim, Sikh or no religious belief.

⁵ Our legal duty in respect of 'marriage or civil partnership' extends only to the need to eliminate unlawful discrimination.

8. Are there any concerns that the policy, service or strategy could have a differential impact in terms of equality?

No. It eradicates differences and the policy has recently been updated to include all protected characteristics.

Please use the table below to indicate how the policy, service or strategy could have a positive or negative effect on any of the following equality groups (known under the Equality Act as ‘protected characteristics’). Include reference to any consultation, data or information that you have used in making this assessment about positive or negative effects.

‘Protected characteristic’ group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Age	Older people (60+)	X	Clear policy sets out what Bullying and Harassment is and what the responsibilities are. Easy for people to raise concerns. All complaints of this nature are taken seriously and investigated as appropriate	X	No negative impact identified
	Younger people (17-25) and children (0-16)	X	Ditto	X	As above
Disability	Physical	X	Ditto	X	Ditto
	Sensory	X	Ditto	X	Ditto
	Learning	X	Ditto	X	Ditto
	Mental health issues	X	Ditto	X	Ditto
	Other – <i>please specify</i>				
Ethnicity	White	X	Ditto	X	Ditto
	Black	X	Ditto	X	Ditto
	Chinese	X	Ditto	X	Ditto
	Mixed Ethnic Origin	X	Ditto	X	Ditto
	Gypsies/ Travellers	X	Ditto	X	Ditto
	Other – <i>please state</i>				
Language	English not first language	X	Ditto	X	Ditto

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks	X	Ditto	X	Ditto
Religion or Belief	People with a religious belief (or none)	X	Ditto	X	Ditto
Sex	Men	X	Ditto	X	Ditto
	Women	X	Ditto	X	Ditto
	Transsexual / gender reassignment	X	Ditto	X	Ditto
Sexual Orientation	Lesbian, gay and bisexual	X	Ditto	X	Ditto
Marriage and Civil Partnership	People who are single, married or in a civil partnership	X	Ditto	X	Ditto

9. Could the policy, service or strategy discriminate⁶ against any 'protected characteristic', either directly or indirectly?

No

10. If you have identified any negative impacts above, have you been able to minimise or remove them, and if so, how?

N/A

⁶ Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or Marriage and Civil Partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic' unless the practice can be objectively justified by a legitimate aim.

Summary and findings of Initial Equality Impact Assessment – screening stage

11. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No likely negative impacts have been identified and this has been justified with reference to consultation, data or information. ✓	Sign off screening and finish.
Likely negative impacts have been identified but have been minimised or removed. <input type="checkbox"/>	Sign off screening and finish.
Likely negative impacts were identified but have not been minimised or removed. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

12. Name and job title of person completing this form:

Fiona Emanuele – HR Business Partner

13. Date of completion:

January 2018

14. Date for update or review of this screening:

January 2021