

## **Colchester Borough Homes**

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

#### Section 1: Initial Equality Impact Assessment

##### **CBH Internet, email, phones and social media policy**

1. What is the main purpose of the policy?

To set out the principles and parameters for all staff and Board members when using the internet, email, phones and social media for both work and personal use.

2. What main areas or activities does it cover?

Online behaviour, Information held on third-party websites, issue and care of company devices, monitoring.

3. Are there changes to an existing policy being considered in this assessment? If so what are they?

This policy incorporates the current Internet, email and mobile phone policy and social media policy.

4. Who are the main audience, users or customers who will be affected by the policy?

CBH Managers, employees and Board members.

5. What outcomes do you want to achieve from the policy?

Ensuring the acceptable use of the internet, email, phones and social media, which do not create unnecessary business risks to the Company.

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

Information and Communications Technology

7. Are you aware of any relevant information, data, surveys or consultations which help us to assess the likely or actual impact of the policy upon customers or staff?

No

8. The 'general duty' states that we must have "due regard" to the need to:

- (a) eliminate unlawful discrimination, harassment and victimisation
- (b) advance equality of opportunity between people who share a 'protected characteristic'<sup>1</sup> and those who do not<sup>2</sup>
- (c) foster good relations between people who share a protected characteristic and those who do not<sup>3</sup>

Not all policies help us to meet the 'general duty', but most do.

*Where applicable, explain how this policy helps us to meet the 'general duty':*

The policy helps us to 'eliminate unlawful discrimination, harassment and victimisation' in the following way(s):

- Ensures staff and Board members are aware of acceptable and unacceptable uses of the internet, email, phones and social media during the course of their employment/ appointment.

The policy helps us to 'advance equality of opportunity...' in the following way(s):

- Ensures staff and Board members are aware of acceptable and unacceptable uses of the internet, email, phones and social media during the course of their employment/ appointment.

The policy helps us to 'foster good relations...' in the following way(s):

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<sup>1</sup> 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.

<sup>2</sup> This involves having due regard, in particular, to the need to: (a) remove or minimise disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic; (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it, and (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

<sup>3</sup> This involves having due regard, in particular, to the need to (a) tackle prejudice, and (b) promote understanding.

- None identified

9. This section helps us to identify any disproportionate impacts. Please indicate in the table below whether the policy is likely to particularly benefit or disadvantage any of the ‘protected characteristics’.

Remember to include reference to any relevant consultation, data or information.

‘Protected characteristic’ group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Age	Older people (60+)		None identified		None identified
	Younger people (17-25) and children (0-16)		None identified		None identified
Disability	Physical	X	The policy may particularly protect vulnerable groups from harassment or bullying.		None identified
	Sensory				None identified
	Learning				None identified
	Mental health issues				None identified
	Other – <i>specify</i>				None identified
Ethnicity <sup>4</sup>	White	X	The policy may particularly protect vulnerable groups from harassment or bullying.		None identified
	Black				None identified
	Chinese				None identified
	Mixed Ethnic Origin				None identified
	Gypsies/ Travellers				None identified
	Other – <i>please state</i>				None identified
Language	English not first language		None identified	✓	This policy is written in English
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks		None identified		None identified

<sup>4</sup> National 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).

'Protected characteristic' group		Positive Impact	Explain how it could particularly benefit the group	Negative Impact	Explain how it could particularly disadvantage the group
Religion or Belief	People with a religious belief (or none)	X	The policy may particularly protect vulnerable groups from harassment or bullying.		None identified
Sex	Men		None identified		None identified
	Women		None identified		None identified
Gender Reassignment <sup>5</sup>	Transgender/ Transsexual <sup>6</sup>	X	The policy may particularly protect vulnerable groups from harassment or bullying.		None identified
Sexual Orientation	Bisexual, Heterosexual, Gay or Lesbian	X	The policy may particularly protect vulnerable groups from harassment or bullying.		None identified
Marriage and Civil Partnership	People who are married or in a civil partnership		None identified		None identified

10. If you have identified any negative impacts (above) how can they be minimised or removed?

CBH has translation services available which can be accessed by staff and customers.

11. Could the policy discriminate<sup>7</sup> against any 'protected characteristic', either directly or indirectly<sup>8</sup>? **No**

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<sup>5</sup> The protected characteristic of gender reassignment is defined by the Equality Act 2010 as “a person proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.” This is a personal process that may involve medical interventions such as counselling, psychotherapy, hormone therapy or surgery, but does not have to.

<sup>6</sup> It is generally held that people who are *transgender* disguise their features or clothing to resemble their preferred sex, whereas people who are *transsexual* wish to change their body to completely resemble their preferred sex.

<sup>7</sup> The Council has a general duty to 'eliminate unlawful discrimination, harassment and victimisation'. 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'.

(Please read the footnotes below before completing this section.)

## Summary and findings of Initial Equality Impact Assessment

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

Findings	Action required
No negative impacts have been identified <input type="checkbox"/>	Sign off screening and finish.
Negative impacts have been identified but have been minimised or removed X	Sign off screening and finish.
Negative impacts could not be 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.

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

- Krishna Thaker, HR Business Partner

14. Date of completion:

- 23.12.2019

15. Date for update or review of this screening:

- December 2022

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<sup>8</sup> If you answer ‘yes’ to question 11 (above) you will need to complete this section *and* go on to complete Section 2 in order to conduct a full Equality Impact Assessment.