libraries ni

Equality Screening Template for Bullying and Harassment Policy

Date: 13 March 2023

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Equality Screening Template

Part 1: Policy Scoping

Information about the policy

Name of the policy: Bullying and Harassment Policy
Is this an existing, revised or a new policy? Revised
What is it trying to achieve? (intended aims/outcomes) To promote a respectful and harmonious working environment in which no employee feels bullied, threatened or intimidated.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. The policy offers the same benefits to all persons irrespective of their status in relation to section 75 categories.
Who initiated or wrote the policy? The policy was initiated by Human Resources.
Who owns and who implements the policy? Head of Human Resources

Implementation Factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? If yes, are they:

	Financial
√	**Legislative**
	Other, please specify: _____

Main Stakeholders Affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

√	**Staff**
	Service Users
	Other Public Sector Organisations
√	**Voluntary/Community/Trade Unions**
	Other, please specify: _____

Other policies with a bearing on this policy
- What are they?
- Who owns them?

• Capability Policy   • Health and Safety Policy • Code of Conduct for Staff   • Managing Attendance at Work Policy • Discipline Policy • Equal Opportunities Policy   • Menopause Policy • Grievance Policy   • Probation Policy All owned by Human Resources

Available Evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the section 75 categories

Section 75 category	Details of evidence/information
Religious belief	As the policy applies to and impacts on all section 75 categories in a fair and consistent manner no qualitative and quantitative evidence has been gathered to inform this policy
Political opinion	As above
Racial group	As above
Age	As above
Marital status	As above
Sexual orientation	As above
Men women generally	As above
Disability	As above
Dependants	As above

Needs, Experiences and Priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify for each of the section 75 categories.

Section 75 category	Details of needs/experiences/priorities
Religious belief	The policy applies fairly and consistently to all persons impacted by this policy irrespective of religious belief
Political opinion	The policy applies fairly and consistently to all persons impacted by this policy irrespective of political opinion
Racial group	Where necessary the policy may require to be translated into alternative languages.
Age	The policy applies fairly and consistently to all persons impacted by this policy irrespective of age
Marital status	The policy applies fairly and consistently to all persons impacted by this policy irrespective of marital status
Sexual orientation	The policy applies fairly and consistently to all persons impacted by this policy irrespective of sexual orientation
Men women generally	The policy applies fairly and consistently to all persons impacted by this policy irrespective of gender
Disability	Where necessary the use of different formats when communicating the policy to support understanding may be required.
Dependants	The policy applies fairly and consistently to all persons impacted by this policy irrespective of dependents

Part 2. Screening Questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories?		
Section 75 category	**Details of policy impact**	**Level of impact? Minor/major/none**
Religious belief		None
Political opinion		None
Racial group	Provided consideration is given to those whose first language is not English	None
Age		None
Marital status		None
Sexual orientation		None
Men women generally		None
Disability		None
Dependants		None

2	Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?	
Section 75 category	**If yes, provide details**	**If no, provide reasons**
Religious belief		The procedure does not impact on the equality of opportunity for this category
Political opinion		The procedure does not impact on the equality of opportunity for this category
Racial group	By addressing language needs and translation of any relevant material	
Age		The procedure does not impact on the equality of opportunity for this category
Marital status		The procedure does not impact on the equality of opportunity for this category
Sexual orientation		The procedure does not impact on the equality of opportunity for this category
Men women generally		The procedure does not impact on the equality of opportunity for this category
Disability	Libraries NI will take into account the needs of those with disabilities, including consideration of the use of different formats when communicating the policy.	
Dependants		The procedure does not impact on the equality of opportunity for this category

3	To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? Minor/major/none	
Section 75 category	**Details of policy impact**	**Level of impact Minor/major/none**
Religious belief	None	None
Political opinion	None	None
Racial group	None	None

4	Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?	
Section 75 category	**If yes, provide details**	**If no, provide reasons**
Religious belief		The scope of the procedure does not offer the opportunity to promote good relations.
Political opinion		As above
Racial group		As above

Additional Considerations

Multiple identity

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant section 75 categories concerned

As the policy applies fairly and consistently to all staff irrespective of their membership of a particular section 75 category the issues of multiple identity is already covered in the previous responses.

Part 3. Screening Decision

If the decision is not to conduct an equality impact assessment, please provide details of the reason.

> The policy does not have any adverse impact on any of the Section 75 categories - provided proper consideration is given to those who may have particular needs e.g. workers who do not speak English as a first language or for those with disabilities that require consideration of the use of different formats when communicating the policy.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

> Not Applicable

If the decision is to subject the policy to an equality impact assessment, please provide details of the reason

> Not Applicable

Mitigation

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

> If following formal investigation, under this policy, bullying and/or harassment is determined to have taken place the matter will be referred to Libraries NI Discipline Policy for appropriate action.

Timetabling and Prioritising

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1 - 3)
Effect on equality of opportunity and good relations	NA
Social need	NA
Effect on people's daily lives	NA
Relevance to a public authority's functions	NA

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

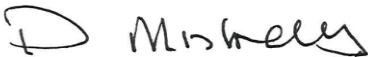Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details:

No

Part 4. Monitoring

The policy will be monitored internally and reviewed in line with any legislative requirements.

Part 5. Approval and Authorisation

Screened by:	Position/Job Title:	Date:
Jacqueline McKinstry	Head of Human Resources	13 March 2023
Approved by:		
D Mitchell	Director of Business Support	13 March 2023

Note: A copy of the Screening template, for each policy screened should be 'signed off' and approved by a senior manager responsible for the policy, made easily accessible on the website as soon as possible following completion and made available on request.