

Equality Impact Assessment (EqIA)

The purpose of this document is to ensure that decision makers consider the impact of their policies and procedures on those who share protected characteristics. An EqIA should be undertaken for new practices or changes to current practices that could directly or indirectly affect staff, students and stakeholders.

Title of the Policy/Decision/Change Considered:	Grievance Policy and Procedure
Impact Assessed by:	Ralph Burns
Signature(s) of assessor(s):	Ralph Burns
Date of Impact Assessment:	Dec 2024

Step 1: (a) Identify the aims of the policy/decision/change.

- (i) What is the purpose of the policy/decision/change?
- (ii) Why has this policy/decision/change been come about?
- (iii) How does the policy/decision/change seek to achieve its purpose?

The policy provides a structured process for employees to raise and resolve complaints, ensuring issues are addressed promptly and fairly.

The policy applies to all employees.

It should be noted that due to National Bargaining agreements changes are limited to legal and structural changes only

Step 1: (b) Identify who is affected by the policy/decision.

- (i) Who benefits from this policy/decision/change?
- (ii) How does the group of people benefit from the policy/decision/change?
- (iii) Who does not benefit from the policy/decision/change? Is anyone disadvantaged either directly or indirectly?
- (iv) If so, how is the group of people disadvantaged by this policy/decision/change?

All staff benefit from this policy as it provides a structured process, both formal and informal, to support resolution of disputes and as a means for staff to raise concerns with the knowledge these will be dealt with in a fair, consistent, and professional manner. They provide a mechanism for holding individuals accountable for behaviour that violates equality policies. This reduces the risk of bias from influencing the outcome.

Step 2: Consultation

Where a policy, decision or change is organisation specific, it can be useful to consult those that will be directly impacted. This may not always be appropriate or proportionate. It may be useful to explore other types of information available such as college data, Listening to Learners, cultural surveys etc.

Is a consultation required for any stage of this process?	
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Policies require consultation from staff representatives to ensure fairness and transparency	
Where a consultation was identified as being proportionate and appropriate	
(i)	Outline the analysis of the data gathered during the consultation
(ii)	The recommendations identified following this analysis
Union representatives are offered the opportunity to consult on changes, in this case changes are limited due to national agreements	

Step 3: Consider the evidence and assess impact by protected characteristic.

(i)	What data or evidence have you used to consider the impact of the policy/decision/change on each protected characteristic? For example student/staff demographic data; consultation responses; national data/reports. If you lack data/evidence, where else could you look for/gather data? Is this reasonable/proportionate to the change proposed?
(ii)	Referring to the evidence you do have available, would this policy positively or negatively impact on those who share protected characteristics?
(iii)	If there is an identified impact, where negative, detail the action required to mitigate this impact. Where positive or no impact, are there any other actions that could be identified to further enhance the positive impacts of the policy/decision/change?

Protected Characteristic	Evidence	Impact	Action Required
Disability	The policy supports adjustments and considerations of staff with a disability to ensure fairness. This can include the option to reschedule, or record meetings and also in mitigation considered as part of decision making processes	Positive	Grievance procedures empower employees, especially those from underrepresented or marginalised groups, to raise concerns about unequal treatment or barriers they face. Grievance procedures help identify and rectify barriers to career progression, training, or assignments that disproportionately affect those with disabilities.
Sex (man or woman)	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	A robust grievance process allows employees to report harassment, including sexual harassment, confidently and securely. It ensures that such behaviour is addressed quickly and effectively, deterring future occurrences and creating a safer environment for everyone. Grievance procedures help identify and rectify barriers to career progression, training, or assignments that disproportionately affect one sex.
Race (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins)	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures empower employees, especially those from underrepresented or marginalised groups, to raise concerns about unequal treatment or barriers they face. They provide a platform for employees to report subtle but harmful behaviours, such as microaggressions, that can create a hostile work environment for racial minorities.
Age	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures allow employees to report instances of age discrimination, such as being overlooked for promotions, unfair dismissal, or ageist remarks. Fair grievance systems ensure that older employees are not unfairly pressured to retire or that younger employees are not dismissed for lacking experience. Older employees may require accommodations such as flexible working hours or phased retirement plans. Grievance procedures allow them to raise concerns if such needs are unfairly denied.
Gender Reassignment (the process of transitioning from one	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures empower employees, especially those from underrepresented or marginalised groups, to raise concerns about unequal treatment or barriers they face

gender to another)			Patterns in grievances can highlight broader problems which need addressed. Transgender employees can use grievance mechanisms to report harassment, including transphobic comments, misgendering, or refusal to use correct names and pronoun
Sexual Orientation (whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes)	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	By addressing complaints through formal channels, these procedures hold individuals and organisations accountable for discriminatory behaviour or non-inclusive practices
Religion and Belief (including no belief)	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures can help address issues related to religious accommodations in the workplace. For example, if an individual feels their religious observances (such as prayer times, fasting, or dress code requirements) are not being reasonably accommodated, a grievance procedure allows them to seek a resolution that respects their rights to religious practice while balancing college needs
Pregnancy and Maternity	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures help ensure that workplaces comply with laws and regulations regarding maternity rights, such as maternity leave, pay, and protection from discrimination. Employees can use these procedures to report violations, ensuring that their rights are upheld.
Marriage and Civil Partnership	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	No Impact	
Other Identified Groups (e.g. carers, care experienced students)	There is no evidence to suggest any disadvantage or negative impact based on this characteristic	Positive	Grievance procedures can support carers in raising concerns about flexible working hours or unpaid leave. This might involve taking action if an employer does not accommodate requests for flexible working to allow a carer to balance work and caregiving responsibilities. Carers may feel stigmatised or undervalued due to their caregiving duties. A grievance process can offer a structured way for workers to bring up issues of bias or discrimination related to their role as a carer, fostering a more supportive workplace culture.

(iv) If it has been identified that more evidence is required, detail the action plan to collect that evidence and identify the timescale for this;

In order to reduce the risk of discrimination based on protected characteristics, all staff have been required to complete mandatory training. This will help ensure that employees involved in the grievance process are aware of their potential biases and how their actions and words may impact on others. Those raising a grievance are also entitled to support from a colleague or trade union representative; this can help them during stressful situations, and also ensure there is someone else with them to help them understand what is going on, and aid their communication if needed by reading statements or helping them understand the questions

Step 4: Decision Making

Select an option below that identifies the next stage of the implementation stage;	
No amendment to the policy/decision/change is required. It has been concluded that the policy/decision/change is robust with no negative impact.	x
Adjustments the policy/decision/change are required to take steps to meet the general duty and reduce negative impact on those who share protected characteristics.	
Adverse impact has been identified but a decision has been made to implement the policy/decision/change without adjustment.	
Adverse effects have been identified and the impact cannot be justified or be considered reasonable or proportionate. The policy/decision/change will not proceed.	

Step 5: Publication:

	Does this group need to be aware of this EqIA?	How will information be shared with this group?
Students	No	
Employees	Yes	

Partner organisations & stakeholders	No	
Other - please state:	N/A	
Are there any barriers to communicating with the groups identified?	No	
If yes, how will any barriers to communication be overcome?		

Step 6: Monitoring and Review

Is monitoring required as part of the process of implementation?	Yes
If yes, how will this policy/decision be monitored to assess its impact on protected characteristics groups? E.g. will qualitative/quantitative data be collected? Survey, Student Council, Listening to Learners sessions?	Data from instances where the policy is enacted will be reviewed both statistically and through feedback
Staff member/designation responsible for ensuring monitoring/review takes place:	Ralph Burns
Review date:	Dec 2027

Please send the completed EqlA to equality@forthvalley.ac.uk

If you require any assistance in completing an EqlA, please contact equality@forthvalley.ac.uk