

## Equality Impact Screening (EMPLOYMENT)

1. SUMMARY INFORMATION	
Name of policy / project:	Guidelines for E-mail Users
What is the aim or purpose of the policy / project?	To ensure that employees and contractors are aware of their obligations in line with the use of the Company's e-mail services.
Who is affected by this policy / project?	All employees of the Company and contractors undertaking work on behalf of the Company.
Who is responsible developing this policy or delivery of this project?	The Human Resources Section

2. INITIAL SCREENING QUESTIONS – DOES THIS POLICY / PROJECT:		
Introduce a new policy or amends an existing policy affecting employees?	Yes	No
Involve a change of departmental or Company structure?	Yes	No
Involve a reduction or increase in workforce?	Yes	No
Change employee's terms and conditions	Yes	No
Change employee's working hours?	Yes	No
Change employee's work location?	Yes	No
Change aspect of employee's physical work environment?	Yes	No
Introduces new or amends existing working practices for employees?	Yes	No

3. EQUALITY ACT 2010 SCREENING QUESTIONS		
Question	Protected Characteristic	Potential Impact
1. Will this policy or decision impact on each of the groups shown opposite in different or particular ways?  If yes please provide detail in the end column.	Age	None
	Disability	None
	Gender Reassignment	None
	Pregnancy & Maternity	None
	Race	None
	Religion or Belief	None
	Sex (Gender)	None
	Sexual Orientation	None
	Employees with Caring Responsibilities	None
	Full Time Employees	None
	Part Time Employees	None

Question	Protected Characteristic	Potential Impact
<p>2. Is there a risk that any part of this policy or decision could cause discrimination to any of the groups opposite?</p> <p>If yes please provide detail in the end column.</p>	Age	None
	Disability	None
	Gender Reassignment	None
	Pregnancy & Maternity	None
	Race	None
	Religion or Belief	None
	Sex (Gender)	None
	Sexual Orientation	None
	Employees with Caring Responsibilities	None
	Full Time Employees	None
	Part Time Employees	None
Question	Three needs of Equality Act 2010	Potential Impact
<p>3. How can this policy or decision help us to:</p>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010?	By reinforcing that, offensive messages must not be circulated using the Company's e-mail services.
	Advance equality of opportunity between people who share a relevant protected characteristic and those who do not?	This does not apply.
	Foster good relations between people who share a protected characteristic and those who do not?	This does not apply.

4. CONCLUSION		
<p>4. Should you proceed to a full EEqIA for this policy or decision?</p> <p>Please provide a brief statement explaining why you have made this decision.</p>	Yes	<b>No</b>
	Policy arrangements will not adversely affect employees who share a protected characteristic.	
<p>5. Did you identify anything in questions 1. 2 or 3 which you have incorporated into the policy development or project plan?</p> <p>If yes, please provide a brief statement about this opposite.</p>	No.	
<p>6. Have you identified anything which is likely to change during the implementation stages of the project or policy development which would result in your reviewing this screening?</p> <p>If yes, please provide a brief statement opposite.</p>	No	

5. SCREENING SIGN OFF			
Responsibility	Print Name	Signature	Date
Lead Officer	Pamela Carruthers	P.Carruthers	29.04.2014
Human Resources Manager	Paul McGaulley	<i>Paul McGaulley</i>	29.04.2014