



Initial Screening Tool

Title of policy/service/function/procedure/ programme/ or strategy being assessed: **HR026 Policy on Bullying and Harassment**

Is it new or revised

(If revised, please attach a copy of the original Equality Impact Assessment.)

Senior Manager Responsible Tony Crabtree

Department Human Resources

Section Employee Services

Equality Impact Assessment Screening Team

Name	Department	Role
Tony Crabtree	HR	Assistant Director
Pete Hannell	Ops	TU rep – Critical friend
Paul Cassidy	EOC	AOM

Date of screening 27 July 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion



Please summarise below the aims and objectives of this policy/service/function etc. including any intended outcomes.

The policy sets out the standards of behavior expected of staff in the work place and the process to be followed when bullying and/or harassment is reported.

Please state below who is intended to benefit from this policy/service/function etc. and in what way.

The policy is applicable to all employees of the Trust. It sets out:

- To define the types of behavior that constitute bullying and harassment
- To clearly state that such behavior, affecting any or all equality strands, will not be tolerated and is unacceptable
- To make clear to staff what is expected and how to raise any issues and concerns
- To state management and staff responsibilities
- To identify support available to staff and managers

Please state in the table below whether the policy/service/function etc. could have any potential impact on any of the equality strand groups, whether service users, staff or other stakeholders

Equality Strand Group	Is there likely to be a positive or neutral impact in regard to:	If the impact is adverse, can this be justified on the grounds of promoting equality of opportunity for an equality strand group or for another reason?
Age	Yes	
Disability	Yes	
Gender	Yes	
Race	Yes	
Religion or Belief	Yes	
Sexual Orientation	yes	



Please provide and summarise below any relevant evidence for your declaration above – this could include for example the results of specific consultations, complaints or compliments, customer satisfaction or other surveys, service monitoring and take-up, comments from stakeholders and demographic data.

Evidence from 2009 staff survey indicates that respondents report a reduction in bullying and harassment incidents year on year.

Are there any gaps in the evidence you have which make it difficult for you to determine whether there would be an adverse impact?

No Yes

If yes, please state below how you intend to acquire this evidence and your timescales for doing so.

Staff survey responses do not reflect evidence through e.g. exit interviews, disciplinary and grievance cases, which do not correspond with the reported levels. These sources will continue to be monitored, as will staff survey feedback, following training for all staff and publicity for the policy.

If you have identified a positive or negative potential impact for any equality strand group, which is not legal or justifiable, then you must complete a full Equality Impact Assessment. Please insert below any issues you have identified/recommendations for the full Equality Impact Assessment.

n/a

If you have only identified a neutral or positive impact on any equality strand group then no further action is required, other than having your Director sign off this form, a copy stored on the shared drive and sent to Communications for publication on the Trust's website.

Name of Director: Caron Hitchen

Signature:

Date: 26 Oct 2010

Title: Equality Impact Assessment Guidance and Form	Version: 3.0
Date: 16/03/2010	Owner: Equality and Inclusion