

Equality Impact Assessment Procedure Template

1. Initial Screening Process

1.1 Title of the policy/procedure/function/service	
Use of Social Networking Websites Policy	
1.2 Directorate/Department	
Human Resources	
1.2 Name of the person responsible for this Equality Impact Assessment	
Mary Sampson, Corporate HR Manager	
1.3 Date of Completion	
17 th March, 2011	
1.4 Aims and Purpose of this policy/procedure/function/service	
To purpose of the policy is to outline the responsibilities of employees using the internet social networking websites at any time, to ensure their personal conduct and behaviour using these forums does not raise concerns for the Trust, its patients and staff	
1.5 Is this a new or existing policy/procedure/function/service	
NO	
1.7 Examination of Available Evidence – Tick evidence used	
<i>Census Data for UK</i>	<input type="checkbox"/>
<i>Census Data for London</i>	<input type="checkbox"/>
<i>Census Data for Local Authority Area</i>	<input type="checkbox"/>
<i>Trust Workforce Data</i>	<input type="checkbox"/>
<i>Trust Patient Data</i>	<input type="checkbox"/>
<i>National Patients Survey</i>	<input type="checkbox"/>
<i>Trust Patients Survey</i>	<input type="checkbox"/>
<i>Complaints Summaries</i>	<input type="checkbox"/>
<i>Other Internal Research/Survey/Consultation/Audit (please list)</i>	
<i>Other External Research/Survey/Consultation/Audit (please list)</i>	
What is the summary of the available evidence?:	
As this policy is about personal conduct whilst using the internet sites, e.g. Facebook, Twitter etc, there is no evidence available on usage for non work purposes.	

1.8 Does the evidence indicate that there is, or is the potential to be any significant impact on anyone or any group in relation to the following equality strands?

Strand	Yes/No/Insufficient Data	Justified Yes/No
Ethnicity/Race	No	
Disability	No	
Gender/Sex	No	
Religion/Belief	No	
Sexual Orientation	No	
Age	No	
Human Rights	No	

If further evidence is required to complete this section, take steps to obtain to **before** proceeding with the assessment. If the review of evidence indicates that there is a significant unjustified impact, a Full Equality Impact Assessment must be carried out.

1.9 No further evidence Required. Skip to Section 5.

1.10 Full Equality Impact Assessment required. Continue to Section 2 below.

2. Full Equality Impact Assessment

2.1 Describe the aims of the parts of the policy causing concern?

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2.2 Who is intended to be affected by the policy?

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2.3 How does this policy fit with the Trust's wider aims?

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2.4 Describe how is this policy, service or function put into practice?

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2.5 Age: Testing of disproportionate or adverse impact

2.5a How are younger and older people reflected in the take-up of the service or in benefiting from the policy?

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2.5b Describe how the policy has a significant impact on younger and older people

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2.5c Do any of the differences amount to an adverse impact or unlawful discrimination?

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2.6 Race: Testing of disproportionate or adverse impact
2.6a How are people reflected in the take-up of the service or in benefiting from the policy in relation to ethnicity, race nationality or national origin?
2.6b Describe how the policy has a significant impact on people in relation to ethnicity, race nationality or national origin?
2.6c Do any of the differences amount to an adverse impact or unlawful discrimination?
2.7 Religion or Belief: Testing of disproportionate or adverse impact
2.7a How are people reflected in the take-up of the service or in benefiting from the policy or function in religion or belief? (including other philosophies, or those with no religious belief)
2.7b Describe how the policy has a significant impact on people in relation to religion or belief? (including other philosophies, or those with no religious belief)
2.7c Do any of the differences amount to an adverse impact or unlawful discrimination?
2.8 Disability: Testing of disproportionate or adverse impact
2.8a How are disabled people reflected in the take-up of the service or in benefiting from the policy or function?
2.8b Describe how the policy has a significant impact on disabled people?
2.8c Do any of the differences amount to an adverse impact or unlawful discrimination?
2.9 Gender: Testing of disproportionate or adverse impact
2.9a How are women/men/transgender people reflected in the take-up of the service or in benefiting from the policy or function?
2.9b Describe how the policy has a significant impact on people because of their gender, sex (including gender reassignment) or because they are married or civil partners?

2.9c Do any of the differences amount to an adverse impact or unlawful discrimination?
2.10 Sexual Orientation: Testing of disproportionate or adverse impact
2.10a How are Lesbian, Gay and Bisexual people reflected in the take-up of the service or in benefiting from the policy or function?
2.10b Describe how the policy has a significant impact on Lesbian, Gay and Bisexual people
2.10c Do any of the differences amount to an adverse impact or unlawful discrimination?
2.11 Human Rights: testing of disproportionate or adverse impact
2.11a Describe how the policy has a significant impact on Human Rights?
2.11b Do any of the differences amount to an adverse impact or unlawful discrimination?
2.12 Equality of Opportunity
Describe how the policy will promote equality of opportunity between different groups; including taking account of disabled people's disabilities, even where that involves treating disabled people more favourably than other persons.
2.13 Eliminating Discrimination
Describe how the policy will eliminate unlawful discrimination – both direct and indirect.
2.14 Eliminating Harassment
Describe how the policy will eliminate harassment of people for any reason.
2.15 Promoting Positive Attitudes
Describe how the policy will promote positive attitudes towards others.
2.16 Promoting Participation
Describe how the policy will encourage participation in public life.

3. Action Plan

3.1 Summary of recommendations for improvement (*Recommendations should be SMART – specific, measurable, achievable, realistic and timely*).

4. Stakeholder Involvement and Consultation

4.1 Describe stakeholder involvement and consultation in the Equality Impact Assessment.

5. Monitoring Arrangements

5.1 Describe how the actions put into place to eliminate or reduce any unjustified negative impact will be monitored, including timeframes and accountability.

The Trust IT department monitors employees internet usage at work, to ensure their usage is in accordance with IT Acceptable use policy and this policy. Disciplinary action will be taken against any employee whose personal conduct is detrimental to other staff, patients and services.

6. Completion

You should now:

- Undertake formal consultation on your findings
- Make any amendments in response to the results of the consultation
- Publish your results (see guidance) and submit a copy to the Equality and Diversity Manager.

