Equality Impact Assessment (EQIA) Template

Section 1: Details of the policy/practice/project

| **Information required** | **Enter information below** |
| --- | --- |
| Department/Team responsible | People Team: HR/EDI |
| Name of Policy, Practice or Project being assessed | Employee Passport Scheme |
| Purpose and anticipated outcomes | Introduce the Employee Passport scheme, to improve understanding and uptake of workplace adjustments.This project contributes to the following Scottish Forestry equality outcomes:1. Our workforce increases in diversity to reflect the communities we serve and the general population of Scotland by 2023.
2. Foster and continue to embed an inclusive and accessible workforce culture, where people of all backgrounds are valued for their uniqueness and treated according to their needs; can access support and learning to develop their careers and have a sense of belonging and a voice in decision making.
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| Is this a new or existing Policy, Practice or Project? | New practice |
| List of participants in Equality Impact Assessment process | Ella Hashemi – Equality, Diversity & Inclusion ManagerFiona Dundas – HR business partner |
| Date Assessment started | 09/11/22 |
| Completion date | 04/01/23 |
| Who is likely to be affected?*E.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.* | Scottish Forestry employees. In particular: * colleagues with circumstances that impact on their day-to-day work life
* colleagues with ongoing or long-term medical conditions
* new recruits to Scottish Forestry
* disabled staff
* line managers
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Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data, including census information, research, consultation and survey reports, feedback and complaints, case law, others knowledge and experience. Please refer to the list of evidence on the EqIA page of the intranet.

| **Details** | **Source of evidence** |
| --- | --- |
| Total staff – 205**Sex:** 53% are female, 47% are male **Age:** 30% are 39 years and under, 70% are 40 years and over **Sexual Orientation:** 49% are heterosexual/straight, 4% are lesbian/gay/bisexual, 47% did not specify**Race:** 89% are White British/Scottish/Northern Irish/Irish/English/Welsh, 3% are from Other White backgrounds, 3% are Minority Ethnic **Gender reassignment :** 0% have undergone gender reassignment, 60% have not undergone gender reassignment, 40% have not specified**Disability:** 6% are disabled, 89% are not disabled, 5% have not specified**Marital Status:** 30% are single, 9% have a partner, 50% are married or in a civil partnership, 8% are divorced or separated, 3% have not specified**Religion: 7%** Church of Scotland, 9% Christian- Other, \*% Other religion, 3% agnostic, 29% atheist or no religion, 51% did not specify.\* figure is <3% and has therefore been suppressed to protect anonymity. | Scottish Forestry Workforce Equality Data, September 2022 |
| **Age**There has been a lot of feedback from existing Scottish Government staff that they wished they had had the passport in place when they started in Scottish Government. The experience of the review of Workplace adjustments service was that younger new starts are more likely to be aware of their health condition/neuro-diverse condition whereas older colleagues are more likely to have conditions associated with the aging process such as gradual hearing loss. Young new starts are also more likely to have received support during school and/or university and there is an expectation of a similar level of support in Scottish Government. When support is not there it feels like a hammer blow.**Disability**This passport came about because of recognition of a need to improve the experiences of our existing and potential staff with disabilities. The SG workplace adjustments team drew on specific research to explore those experiences for this passport.A report by Storm ID of SG disabled staff looked at their experience of the reasonable adjustment process. Participants self-identified as having the following types of impairments:* Physical impairment - one or more physical impairments such as Psoriatic Arthritis, Hyper Mobility, Dyspraxia, Visual impairment, Osteoarthritis and Fibromyalgia. One other participant had both physical and cognitive impairments. Physical and neurological impairments.
* Cognitive impairment, Dyslexia or Heightened Sensory issues or both cognitive and neurological impairments.
* Neurological impairment, Neurological dizziness, Multiple Sclerosis or a Neurological condition.
* Mental impairment, Obsessive Compulsive Disorder, Anxiety or Asperger’s Syndrome or both cognitive and neurological conditions.
* Cognitive and physical conditions.
* Neurological and physical conditions.

The research found the following barriers within the informal system of applying workplace adjustments, and the following opportunities:Barriers:* Sometimes, negative responses are given to the applicant for requesting adjustments
* Line managers are not up-to-date especially with mental health impairments
* Some staff who deliver the service don't know what the process is between the Occupational Health team and People team
* Unable to consistently provide workplace adjustments for all those who need them for interviews
* Not always communicating with the end user about the interview environment and access details of the building prior to the interview, leaves the end users unable to say what adjustments they may require
* Sometimes, the adjustments provided do not work for the end user. This stems from the lack of keeping the end user in the loop and not consulting them while the key decisions are being made

Opportunities:* Design a seamless process that works for everyone
* Information shared about one’s impairment and adjustments should be carried through to employment
* Inform the end user about disclosing an impairment and the boundaries within which they can get adjustments. Give examples.
* Provide actionable and meaningful guidance to the end user
* Consult with the end user during key decisions
* Quality assure the adjustments process to ensure requested adjustments are put into place

The research recommended:* Guidance on Saltire for tailored step-by-step support on requesting and making workplace adjustments.
* Individuals should be responsible for their workplace passports – ownership is critical. Passport users own their passports and the information in it. Their line manager cannot share it with anyone without their prior consent.
* Workplace adjustments passport to record an individual’s impairment and adjustments data – the passport does this
* Individuals update their records about their impairment and adjustments as and when things change. This would make changes manageable and enable having a seamless process

**Sex**The Scottish Government review of workplace adjustments and the trial of the passport highlighted a number of benefits of the passport in relation to sex. The SG workplace adjustments team gave a presentation to the Women’s Development Network and this led to a number of people taking up the passport. There are issues which are particular to women such as menopause, fertility treatment which are extremely difficult to “bring to work”. The passport enables these conversations. The same applies to men. There are a large number of men with mental health problems who need a trigger or structure to enable them to open up about it. The passport does this. **Pregnancy and Maternity**The experience of the pilot of the passport and the review of workplace adjustments was that pregnant women may need a workplace adjustment to enable them to continue to work throughout their pregnancy. Women returning from maternity leave are likely to experience changes to their role due to the passage of time This could be a change of line manager or location or organisational set-up. In all of these cases and more, a passport would help the return to work. **Gender Reassignment**The Scottish Transgender Allianceobserves that the workplace is one of the most likely locations for transphobic discrimination and harassment to occur, and as a result many Transgender people are unemployed, under-employed or self-employed - Morton (2008)found that 19.7% of the respondents to his survey in Scotland were self-employed, although no comparison should be made from this sample to a national average.**Religion or Belief**The experience of the Scottish Government review of workplace adjustments highlighted a number of issues with prayer and contemplation spaces. Muslim colleagues, for example, needed a space for prayer during Ramadan.The passport allows staff to talk about any circumstances impacting on them at work and in Scottish Government this has enabled conversations about religion albeit in a small number of cases to date.**Sexual Orientation**A TUC survey of LGB employees in 2000 suggested that 44% had experienced some form of discrimination at work. Experiences of discrimination have ranged from discomfort or signs of embarrassment shown by managers and colleagues towards the person's sexual orientation, to exclusion, homophobic comments and insults, direct or constructive dismissal, lack of promotion and denial of employee benefits. Frost (2006) reports that 23% of LGB staff in one study had been harassed or bullied, compared to 10% of staff as a whole.**Race**Of the Part 2s of the passport that were submitted during the trial, none related to race issues. However, the trial demonstrated that the passport has universal application.  | The review of the Scottish Government workplace adjustments service in 2020/21Storm ID Report December 2018The trial of the Employee Passport in Scottish Government, Nov/Dec 2021The trial of the Employee Passport in Scottish Government, Nov/Dec 2021Scottish Government Equality Outcomes: LGBT evidence review (Scottish Government Social Research 2013)**Source:** The review of the Scottish Government workplace adjustments service in 2020/21Scottish Government Equality Outcomes: LGBT evidence review (Scottish Government Social Research 2013)Scottish Government trial of the Employee Passport in Nov/Dec 2021 |

| **Detail below if there are any other groups to be consulted** |
| --- |
| Consultation and feedback has so far focused on the learning from the Scottish Government employee passport pilot scheme. For Scottish Forestry staff, there will be a feedback survey open to all staff and managers after the launch of the passport to see how the scheme is being used and to improve the service. |

Section 3: Impacts

Has the research and consultation identified any potential for impacts on those with the following protected characteristics:

| **Protected Characteristic** | **Potential Impact (yes or no)** | **Explain** |
| --- | --- | --- |
| **Age***E.g. older people, children including looked after children, young people including care leavers* | Yes - positive | Our age distribution is 30% of our staff are 39 years and under, 70% are 40 years and over. There is an age imbalance here and we need to recruit and retain more young people. The Employee passport will be added to the induction pack for all new starts. This will be a significant aid in the retention of younger members of staff. Research from Scottish Government following their pilot launch of the employee passport in 2021 showed that younger staff considered the passport to be beneficial to them because they frequently changed roles/line managers and the passport supported them to not have to “retell their story”. |
| **Disability***E.g. long term mental health conditions, neurodiversity, physical impairments* | Yes - positive | The passport came about because the Scottish Government recognised the need to improve the experiences of existing and potential staff with disabilities. In Scottish Forestry, 6% of our staff have declared as having one or more disability. Disabled staff increasingly comprise more of our workforce, (4% declared as disabled in 2021).The passport aims to better support and retain disabled staff by mainstreaming their adjustment needs and creating transparent and consistent ways to request and receive workplace adjustments.As part of the passport’s introduction, we are implemented the recommendations from SG’s research (from Storm ID), including: * guidance on Saltire for requesting and making workplace adjustments
* individuals are responsible for and own their passports and the information in it. Their line manager cannot share it with anyone without their prior consent.
* passports record an individual’s impairment and adjustments data
* Individuals update their records about their impairment and adjustments as and when things change. This would make changes manageable and enable having a seamless process
 |
| **Gender reassignment***Where a person is living as a different gender to that at birth* | Yes - positive | Though there are no staff who have currently declared as undergoing or having undergone gender reassignment, the passport creates a clear structure for trans people to talk about their situation. Once recorded, this can then be passed to future line managers and the situation should become increasingly easier with the trans person not having to constantly retell their story or start from scratch – and thereby encourage progression up the organisation. |
| **Pregnancy and maternity***Including breastfeeding*  | Yes - positive | The passport can enable conversations around returning to work, and remaining in work during pregnancy. |
| **Race, ethnicity, colour, nationality or national origins***Including gypsies or travellers, refugees or asylum seekers* | Yes - positive | Minority ethnic staff increasingly comprise more of Scottish Forestry’s workforce (3% in 2022, 2% in 2021).The passport provides a forum for the passport user to talk about race and how it impacts on their day-to-day working life. Once recorded, this can then be passed to future line managers and the situation should become increasingly easier with the passport user not having to constantly retell their story or start from scratch – and thereby encourage progression up the organisation.  |
| **Religion or belief***Including non-belief* | Yes - positive | The passport allows staff to talk about any circumstances impacting on them at work, such as the need for prayer spaces. In Scottish Government this has enabled conversations about religion albeit in a small number of cases to date. |
| **Sex/Gender** | Yes - positive | In conjunction with wider wellbeing, diversity and inclusion initiatives such as the Menopause Guidance and input each year to raise awareness at men’s and women’s health week, the passport can enable conversations to support staff with issues they experience. |
| **Marriage and civil partnership** | No | The passport is not relevant to marriage or civil partnership. |
| **Sexual Orientation** | Yes - positive | Research (Frost, 2006) finds that LGB staff are more than double as likely to be harassed or bullied compared to staff as a whole. The passport will provide a forum for the passport user to talk about their sexual orientation and how it impacts on their day-to-day working life. Once recorded, this can then be passed to future line managers and the situation should become increasingly easier with the passport user not having to constantly retell their story or start from scratch. For example, the passport could be the vehicle for providing staff awareness sessions and thereby avoid discrimination. |

Is there any evidence that the policy may result in any less favourable treatment, discrimination, harassment or victimization as detailed below:

| **Potential outcome of the policy** | **Delete as appropriate** | **If yes, give details of the potential outcome and any project modifications to mitigate the risk** |
| --- | --- | --- |
| Result in less favourable treatment for particular groups | Yes / No / No evidence |  |
| Give rise to direct or indirect discrimination | Yes / No / No evidence |  |
| Give rise to unlawful harassment or victimisation | Yes / No / No evidence |  |

Section 4: Meeting our General Equality Duty

| **Enter below which aspects of the Policy, Practice or Project seek to eliminate unlawful discrimination, harassment and victimisation** |
| --- |
| The main aim of the passport is inclusion. Discrimination can appear in many forms and sometimes be unintended. The Employee passport will mainstream the workplace adjustments needed for all equality groups and make them more known about and accessible. |

| **Enter below which aspects of the Policy, Practice or Project seek to advance equality of opportunity between people who share a relevant protected characteristic and those who do not** |
| --- |
| The passport provides a forum for the passport user to talk about their situation and how it impacts on their day-to-day working life. Once recorded, this can then be passed to future line managers and the situation should become increasingly easier with the passport user not having to constantly retell their story or start from scratch – and thereby encourage progression up the organisation.  |

| **Enter below which aspects of the Policy, Practice or Project seek to foster good relations between people who share a protected characteristic and those who do not** |
| --- |
| The passport provides a forum for talking openly about different situations, backgrounds and impairments – and thereby improve relations between people who share a protected characteristic and those who do not. The passport trial in SG showed that the passport has universal application to facilitate discussions about any circumstances impacting on a person’s daily work life. |

Section 5: Outcome of the assessment

| **Outcome of the assessment on the Policy, Practice or Project** | **Enter detail below** |
| --- | --- |
| No major change  | X |
| Adjust the Policy, Practice or Project |  |
| Continue to Policy, Practice or Project |  |
| Stop and remove the Policy, Practice or Project |  |

| **Detail below recommendations, including action required, to address any negative impacts identified** |
| --- |
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Section 6: Monitoring

| **Describe below how you will monitor the impact of this Policy, Practice or Project***E.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes etc.* |
| --- |
| Summer 2023 – feedback survey sent to all staff and managers. Analyse data and project team to review and make changes.  |

| **When and how is the Policy, Practice or Project due to be reviewed?** |
| --- |
| A review will take place 6 months into the project, in summer 2023 and following the feedback survey.  |

Section 7: Sign off

| **Required information** | **Enter information below** |
| --- | --- |
| Date sent to Equality and Diversity Manager | 21/12/22 |
| Comments from Equality and Diversity Manager | Not applicable, part of the project team |
| Date signed off by Equality and Diversity Manager | 04/01/23 |

| **Details of Senior Manager who has signed off this Equality Impact Assessment** | **Enter information below** |
| --- | --- |
| Name | Julie Fitzpatrick |
| Title | Head of People and OD |
| Date approved | 16.1.23 |