

## //EQUALITY IMPACT ASSESSMENT

<b>Procedure title:</b>	<b>Safe Leave Procedure</b>
<b>Procedure lead/ owner:</b>	HR Business Partner
<b>Others involved in EqlA assessment group</b>	Assessment group included: HR Adviser, HR BP
<b>Procedure implementation date:</b>	01/12/2023

### 1 Framing the Procedure

#### 1.1 Briefly describe the outcomes, aims and purpose of the Procedure:

This Procedure sets out the entitlements and support available to employees who wish to take safe leave.

The Procedure sets out the procedure for employees and managers in using safe leave.

#### 1.2 Is the Procedure new or being changed, reviewed or stopped?

Review in line with Procedure review cycle, first year review.

#### 1.3 Who is affected by this Procedure?

This Procedure applies to all eligible employees who have a contract of employment with SRUC.

#### 1.4 Are there any other SRUC policies that may be affected by this Procedure?

[Special Leave, Attendance Management Procedure.](#)

### Evidence relevant to the Procedure including consultation

The information you gather in this section will:

- help you to understand the importance of your Procedure/ practice/ process/ service for different equality groups,
- inform the depth of equality impact assessment you need to do (this should be proportional to the potential impact on equality groups), and
- provide justification and an audit trail behind your decisions, including where it is agreed an equality impact assessment is not required.

**1.5 Evidence:** Set out in the table what you know about the experiences of people in terms of each equality group. Consider the diversity within each group (e.g. experiences of people from different religions or faiths) as well as the differences between groups. There may also be cumulative barriers experienced by people when you look at more than one group together (e.g. experiences of women of different minority ethnic groups, so the intersectional impact of sex and race).

You can add more rows to present the evidence if required.

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the Procedure/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
Age	Internal data	<p>According to SRUC internal data, the highest proportion age range of employees are between 50–54 at 13.5% in 2022. This is followed by employees aged 55 to 59 at 12.1%.</p> <p>GBV disproportionately affects women and children. Types of GBV, including prostitution, early marriage and FGM <a href="#">The New Humanitarian   Definitions of sexual and gender-based violence</a>, are most likely to happen to young women/girls. This</p>

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		<p>evidence would suggest that younger employees may experience a higher level of GBV, identifying ways to interact and promote the procedure to this age group is key to its success.</p> <p>In 2021-22, the 31 to 35 years old age group had the highest incident rate for both victims (261 incidents recorded per 10,000 population) and suspected perpetrators (243 incidents recorded per 10,000 population).</p>
<b>Disability</b>	<a href="#">Disability and domestic abuse – GOV.UK</a>	<p>In 2022, 83.6% of SRUC employees declared as having no known disability. This increased in 2023 to 83.9%. There is also a slight increase of the number of employees declaring a disability between 2022 and 2023, 7.2% to 7.8% respectively.</p> <p>Evidence from gov.uk shows disabled people experience disproportionately higher rates of domestic abuse. They also experience domestic abuse for longer periods of time, and more severe and frequent abuse than non-disabled people. They may also experience domestic abuse in wider contexts and by greater numbers of significant others, including intimate partners, family members, personal care assistants and health care professionals. Disabled people also encounter differing dynamics of domestic abuse, which may include more severe coercion, control or abuse from carers. Anybody who experiences domestic abuse may face broader risk factors, but disabled people face specific risks. They are often in particularly vulnerable circumstances that may reduce their ability to defend themselves, or to recognise, report and escape abuse. Impairment can create social isolation, which, along with the need for assistance with health and care and the potential increased situational vulnerabilities, raises the risk of domestic abuse for disabled people. Physical and environment inaccessibility, stigma and discrimination can also exclude and isolate</p>

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		them. Their reliance on care increases the situational vulnerability to other people's controlling behaviour and can exacerbate difficulties in leaving an abusive situation.
<b>Race</b>	<a href="http://fgmaware.org">ADVICE FOR PARENTS (fgmaware.org)</a>  <a href="http://gov.uk/ethnicity-facts-figures">Domestic abuse – GOV.UK Ethnicity facts and figures</a>	<p>FGM is illegal in the UK however in some countries it is not.</p> <p>Employees from certain ethnic groups may be less likely to discuss GBV with managers, and even less where the manager is male.</p>
<b>Sex</b>	<p>Internal Data</p> <p><a href="http://ons.gov.uk/vawg">Violence against women and girls – Office for National Statistics (ons.gov.uk)</a></p>	<p>In 2022 57.7% of SRUC employees identify as female, 40.2% as male, 0.2% identify as other and just over 2% of employees prefer not to say. In comparison 51% of Scotland's population are women, 49% are men.</p> <p>GBV can be experienced by anyone, including males but disproportionately affects women and children.</p> <p>The definition of Violence Against Women and Girls" Any act of gender-based violence that results in, or is likely to result in, physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life".</p> <p>Crime types such as domestic abuse including homicide, sexual assault, stalking, sexual exploitation, child abuse, female genital mutilation (FGM), forced marriage and harassment in work and public life are all forms of abuse covered by our VAWG terminology.</p>

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the Procedure/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
		Research suggests <a href="#">Male victims position paper (March 2019) (accessible version) – GOV.UK (www.gov.uk)</a> that males are less likely to report instances of GBV for a number of reasons
<b>Gender Reassignment</b>	<a href="#">Gender-based Violence   GenderTrust.org.uk</a>	Research shows <a href="#">Gender-based Violence   GenderTrust.org.uk</a> that as transgender issues have become more mainstream in recent years, there has been an increase in trans individuals reporting incidents of gender-based violence. The increase in reporting may suggest that there is a rise in incidents or trans individuals feel more confident about reporting gender-based crimes.
<b>Sexual orientation</b>	<a href="#">Gender-based violence: lesbian and transgender women face the highest risk but get the least attention (worldbank.org)</a>	There is evidence to suggest that lesbian, bisexual, and transgender women <a href="#">face disproportionate levels of violence</a> at the hands of both strangers and intimate partners. A recent <a href="#">U.N. human rights report</a> noted that LGBT people are at a disturbingly elevated risk of homicidal violence, highlighting the increased risk that lesbian, bisexual, and transgender women face because of gender-based discrimination.  There is limited evidence however to show UK statistics.
<b>Religion or Belief</b>	<a href="#">Gender-based violence, religion and forced displacement: Protective and risk factors – University of Birmingham</a>	Religion acted as both a “protective” and “risk” factor for GBV experiences. Religious beliefs were assets in coping with GBV experiences, but also contributed to creating an environment in which violence was normalized, exposing women to further harm. Religious practices supported survivors emotionally to cope with GBV but also some practices posed risks. Religious organizations in many cases served as a lifeline for many displaced women, offering practical and emotional support, however religious leaders at times encouraged survivors to stay in abusive relationships. Religious

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	What does the evidence tell you about the experiences of this group in relation to the Procedure/ practice/ process/ service? Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
		experiences “empowered” and “disempowered” survivors across the processes of forced migration.
Pregnancy or maternity	<a href="#">Violence and abuse in pregnancy   Ready Steady Baby! (nhsinform.scot)</a>  <a href="#">ADVICE FOR PARENTS (fgmaware.org)</a>	<p>There is a higher chance of unwanted pregnancies for individuals who have experienced GBV.</p> <p>Female genital mutilation (FGM) can cause issues during pregnancy and childbirth. If this has happened to you, you may need extra care.</p> <p>You may feel pressured by family members or the wider community to arrange FGM for your daughter. FGM is against the law in the UK.</p>
Marriage or civil partnership	<a href="#">Domestic abuse: statistics recorded by the police in Scotland - 2021/22 - gov.scot (www.gov.scot)</a>	<p>In domestic abuse cases in Scotland in 2021-22, just under nine-in-ten (89%) of all domestic abuse incidents occurred in a home or dwelling.</p> <p>In 2021-22 half (50%) of domestic abuse incidents, where the relationship between the victim and suspected perpetrator was known, were between current partners. Just under half (49%) of incidents were between ex-partners. For the remaining 1% of incidents, the relationship was categorised as 'Other'</p>

**1.6 Consultation and stakeholder involvement:** Speaking to people who will be affected by your Procedure/ practice/ process/ service can help clarify the impact it will have on different equality groups. Describe below what you learned from the consultation/ involvement. Consultation can take time so make sure that you build this into your Procedure review/ development timeline.

This Procedure is currently being developed in consultation with all SRUC recognised Trades Unions, Prospect, EIS and Unison, who represent all staff throughout the organisation.

In addition, as this is an internal Procedure, SRUC will also consult with all employees through the Procedure review process. These include SRUC Rainbow Network.

This Procedure will be launched through with all family friendly policies to increase awareness.

### 1.7 Record here if you need to undertake a full equality impact assessment based on your evidence above.

Outcome of Step 2 following initial evidence gathering and relevance to equality characteristics	Yes/ No (Y or N)	Next steps
There is no relevance to equality	No	Proceed to sign off (step 5) to agree with decision makers that no EqlA is required based on current evidence
There is relevance to some or all of the equality groups	Yes	Proceed to Step 3: complete full EqlA
It is unclear if there is relevance to some or all of the equality groups	Yes	Proceed to Step 3: complete full EqlA

## 2 Impact on equality groups and changes to Procedure

You must consider the three aims of the general duty for each protected characteristic. The following questions will help:

- **Is there potential for discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010?** Yes. This will be mitigated by ensuring confidentiality and promoting a fair and consistent application of the Procedure. The Procedure offers legislative minimum requirements. SRUC offers support through the Grievance Procedure and Dignity at Work Procedure to ensure that any potential discrimination, victimisation or harassment can be

investigated and addressed. The data around Shared Parental Leave will be reported on under the PSED through the HR MI reporting.

- **Is there potential to advance equality of opportunity between people who share a characteristic and those who do not?** How can this be achieved? The shared parental leave Procedure should advance opportunity for those employees protected by “Pregnancy and maternity” and other employees who have caring responsibilities. The Procedure is available to all employees, regardless of sex. The Procedure uses inclusive language throughout.
- **Is there potential for developing good relations between people who share a relevant protected characteristic and those who do not?** How can this be achieved? Through the promotion of the equality section of the Procedure scope through the rainbow network.  
SRUC will launch this Procedure with all family friendly policies (maternity, adoption/surrogacy, paternity/partner) to promote awareness and hopefully lead to an increase of uptake.

**2.1 Does the Procedure have any impacts (whether intended or unintended, positive or negative) on any of the equality characteristics?** In the tables below, record the impact of the Procedure, as it is planned or as it operates, might have on each equality characteristic and describe what changes in Procedure or actions will be required to mitigate that impact or to take advantage of a positive impact.

Equality group	Public sector equality duty	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
		Positive impact	Negative impact	No impact	
Age	Potential for discrimination			X	The procedure applies to all employees of SRUC employees regardless of ages. The procedure does highlight the increase in GBV numbers for women and young
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			



Equality group	Public sector equality duty	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
		Positive impact	Negative impact	No impact	
					children and therefore the procedure should be launched on a range of platforms and throughout the organisation (posters, yammer)
<b>Disability</b>	Potential for discrimination	X			The evidence shows that individuals with disability status are more likely to experience GBV. Managers guidance and support will be made available throughout the policy and supporting documents for all employees to access in a range of ways. The policy uses inclusive language. The policy is formatted to promote accessibility. The policy also offers the employee to access alternative formats. The policy will be published with the option of immersive format and accessibility mode.
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			
<b>Race</b>	Potential for discrimination			X	SRUC does not restrict access to the policy based on this protected characteristic. Managers guidance and support will be made available throughout the policy and
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			

Equality group	Public sector equality duty	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
		Positive impact	Negative impact	No impact	
					supporting documents for all employees to access in a range of ways.
<b>Sex</b>	Potential for discrimination			X	The evidence shows that woman and children are more likely to experience GBV. The guidance is aimed at all employees and also offers individuals the opportunity to discuss any details with a member of HR should they not feel comfortable with discussing it with their line manager.
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			
<b>Gender Reassignment</b>	Potential for discrimination			X	SRUC does not restrict access to the Procedure based on this protected characteristic. The Procedure uses gender neutral language throughout.
	Potential to advance equality of opportunity			X	
	Potential to foster good relations	X			
<b>Sexual orientation</b>	Potential for discrimination			X	SRUC does not restrict access to the Procedure based on this protected characteristic. The procedure will be launched and promoted in a range of areas throughout SRUC, including the Rainbow Staff Network. The Procedure uses gender neutral language throughout.
	Potential to advance equality of opportunity			X	
	Potential to foster good relations	X			
	Potential for discrimination			X	

Equality group	Public sector equality duty	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
		Positive impact	Negative impact	No impact	
<b>Religion or Belief</b>	Potential to advance equality of opportunity			X	SRUC does not restrict access to the Procedure based on this protected characteristic.
	Potential to foster good relations	X			
<b>Pregnancy or maternity</b>	Potential for discrimination	X			SRUC does not restrict access to the Procedure based on this protected characteristic.
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			
<b>Marriage or civil partnership</b> (in employment)	Potential for discrimination			X	SRUC does not restrict access to the Procedure based on this protected characteristic.
	Potential to advance equality of opportunity	X			
	Potential to foster good relations	X			

## 2.2 Think about and describe below how your assessment impacts on your Procedure review/ development timeline including but not limited to:

- Procurement criteria: do you need to include specific equality criteria as part of the technical specification ?
- Communication plan/ products: do you need to communicate with people affected by this Procedure/ practice/ service/ process in a specific format (e.g. audio, subtitled video, different languages)?
- Cost: do you propose any actions because of this assessment which will incur additional cost?
- Resources: do the actions you propose require additional or specialist resource to deliver them?

**2.3 Record the outcome of this assessment below having considered the potential or actual impacts of your Procedure/ practice/ process/ service on equality groups.** Choose from one of the following (mark with an X or delete as appropriate):

**Note: You must take action to remove barriers or take advantage of positive opportunities BEFORE the Procedure goes live.**

Please select (X)	Implications for the Procedure/ practice/ process/ service
X	<b>No major change:</b> Your assessment demonstrates that the Procedure service is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.
	<b>Adjust the Procedure:</b> You need to take steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the Procedure when implemented.
	<b>Continue the Procedure:</b> The Procedure will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.
	<b>Stop and remove the Procedure:</b> The Procedure will not be implemented due to adverse effects that are not justified and cannot be mitigated.

### 3 Monitoring Procedure impact and further actions

It is important to continue to monitor the impact of your Procedure/ practice/ process/ service on equality groups to ensure that your actual or likely impacts are those you recorded. Your monitoring information will also inform a future review of the Procedure.

**3.1 Record in the table below how you intend to monitor the impact of this Procedure/ practice/ process/ service on equality groups. In the table below you should:**

- list the relevant measures,
- Identify who or which team is responsible for implementing or monitoring any changes
- Where the measure will be reported to (e.g. committee, ELT, Board) and how often.

Measure	Lead department/ individual	Reporting (where/ frequency)
Safe Leave uptake	HR	Annual

**3.2 Record further actions or changes required after the Procedure is implemented in the table below. Make it clear if there are no outstanding actions.**

Action	Lead department/ individual	Action target date
Managers guidance to sit alongside the Safe Leave procedure	HR	December 2023
Safe leave promoted through HR drop in Sessions	HR	December 2023

**4 Sign off and future review**

Equality impact assessments must be signed off by the relevant Head of Service/ Department, even where an EqlA is not required. Also note here when you plan to review the Procedure and accompanying EqlA which should be no later than 5 years from Procedure implementation.

**4.1 Senior Responsible Owner/ Committee sign off.**

Job/ Committee title: Chief People Officer

Date: 04/12/2023

## 4.2 Equality impact assessment review date.

Date: 04/12/2028

**Important:** You must send the final version of this equality impact assessment to:

- the Equality Diversity & Inclusion Lead.
- the Communications team for publication on SRUC's equality page on the external website.

Document control		
Document control:		V0.1
Date Procedure live from:		01/01/2024
Review/ Approval Group:		Human Resources
Last reviewed:		01/01/2024
Review cycle:		No more than five years
Document change log		
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