

<b>Document reference</b>	HR004	<b>Document type</b>	Policy
<b>Version</b>	4.0	<b>Date of issue</b>	Nov 2021
<b>Classification</b>			



## **HR004 ANTI BULLYING AND HARASSMENT POLICY AND PROCEDURE**

### **Introduction**

#### **1.1 Purpose and Scope**

This policy aims to support the prevention of bullying and harassment and to provide employees with a safe, healthy and fair working environment.

Specifically it aims to:

- Support positive morale and employee relations;
- Support the creation of an inclusive working environments and culture across the Service;
- Support productivity, reduce the number of working days lost and reduce turnover;
- Eliminate behaviours associated with bullying and harassment and maintain the Service's excellent reputation;
- Ensure that all employees are aware of their right not to be personally harassed or bullied;
- Ensure that all employees are aware of their obligation to their colleagues, customers and visitors;
- Maintain fair procedures for dealing promptly with complaints from employees.

#### **1.2 Legal and Regulatory Requirements**

The Service recognises its duty of care, and responsibilities under health and safety legislation, to take action on bullying and harassment as well as responsibilities under discrimination law. Consideration will be given to all aspects of employment law to ensure that the Service is compliant throughout any element of the application of this policy and procedure.

### **1.2.1 Employment Rights Act 1996 (section 80F – 80I) and Employment Act 2002**

The above regulations relate to the general principles afforded to individuals with employed status in an organisation.

### **1.2.2 Data Protection Act 2018 and EU General Data Protection Regulation**

The Service's records relating to claims of bullying and harassment will be kept confidential and in accordance with the above Act and Regulations.

### **1.2.3 Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (PTW)**

The PTW state that employers cannot treat part-time workers less favourably than their full-time equivalents and cannot subject them to any disadvantage (or detriment) because of their part-time status, unless objectively justified.

### **1.2.4 The Equality Act 2010**

The Equality Act 2010 legally protects people from discrimination in the workplace. It is unlawful to discriminate against people because of any, or all, of the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, sex and sexual orientation). The Equality Act 2010 uses a single definition of harassment to cover the relevant protected characteristics;

Harassment

A person (A) harasses another (B) if –

- (a) A engages in unwanted conduct related to a relevant protected characteristic, and (b) the conduct has the purpose or effect of –
  - (i) Violating B's dignity, or

- (ii) Creating an intimidating, hostile, degrading, humiliating or offensive environment for B.

For marriage and civil partnership the Equality Act 2010 gives protection against eliminating unlawful discrimination in employment only.

The Service will ensure that direct or indirect discrimination does not occur when applying the procedure for the prevention of bullying or harassment. Direct discrimination is treating someone with a protected characteristic less favourably than others, whilst indirect discrimination involves the application of rules and/or arrangements in place that apply to everyone, but may put someone with a protected characteristic at an unfair disadvantage.

Under the Disability provisions of the Equality Act the Service may have to make reasonable adjustments to accommodate an employee who has a disability. HR and Occupational Health, in partnership with departments, will work with managers and individuals to ensure that this happens.

### **1.2.5 Public Sector Equality Duty**

The Service is obliged under the Public Sector Equality Duty to provide and publish relevant equality information which will make public bodies transparent about decision-making processes, and accountable to its service users. The HR Team will monitor all claims of bullying or harassment to ensure the Service meets its duty.

### **1.2.6 Other Considerations**

This policy and procedure is one of several policies and procedures relating to the management of employee concerns, problems or complaints as detailed below;

- Grievance Policy and Procedure
- Disciplinary Policy and Procedure

## **2 Exclusions from this policy**

This policy and procedure applies equally to all employees of the Service. It relates to bullying, harassment and victimisation in the workplace and in any work-related setting away from the Service's premises including work - related social events.

This policy covers bullying and harassment relating to anyone else commissioned to work for, and on behalf of, the Service whether by direct contract or otherwise. In the event that a third party makes a claim, or is accused, of bullying or harassment the policy will be applied with appropriate modifications as determined by the nature of the relationship (e.g. agency worker).

## **3 Policy Statement**

Tyne and Wear Fire Service is committed to providing a workplace that ensures all of its employees are valued and treated with dignity and respect. The Service is committed to protecting all employees against bullying, harassment or victimisation. The Service recognises that bullying and harassment is unlawful and will not tolerate any behaviour of this kind. Nor will the Service tolerate victimisation of a person for making allegations of bullying or harassment, or for supporting someone else to do so.

The Service is committed to the provision of measures to help prevent bullying and harassment and all allegations will be investigated and managed appropriately, which may include the application of disciplinary action (further information is available in the Disciplinary Policy and Procedure (HR3.5)).

This Policy explains the support available and the associated procedure to informally address issues relating to bullying and/or harassment. When using the

formal route to address issues of bullying, harassment or victimisation the Grievance Policy and Procedure will apply.

## **4 Policy Objectives**

In order to support the Service in the achievement of the above aims the following objectives are in place:

- Provide a workplace where employees are consulted and problems are discussed;
- Establish a transparent communication channel for raising issues relating to bullying and harassment;
- Ensure that complaints of bullying and/or harassment or victimisation, or information from staff relating to such complaints, will be dealt with fairly, confidentially and sensitively;.

## **5 Policy Application**

### **5.1 Definition and General Principles**

The general definition of bullying or harassment relates to action experienced by an employee that is unwelcome, unwarranted and causes a detrimental effect. Bullying and harassment is not just physical, face-to-face behaviour, it may occur through various methods of communication and action, including through social media.

The interpretation of behaviour can be subjective and, for this reason, a list of unacceptable behaviour covered by this policy and procedure is provided below, but which is not limited to:

- Physical contact ranging from unwelcome touching to violence;
- Spreading malicious rumours, or insulting someone by word or behaviour;
- Jokes or comments of a sexual (gender or sexual orientation), racial, age, disability or religious belief nature that may cause offence;

- Questions about a person's sex life;
- Copying correspondence (such as email, memo) that are critical about someone to others who do not need to know;
- Ridiculing or demeaning someone;
- Unwanted or inappropriate nicknames;
- The use of obscene gestures;
- The open display of pictures or objects with sexual and/or racial overtones, even if not directed at any particular person e.g. magazines, calendars, posters etc;
- Exclusion or victimisation;
- Harrassment on social media both during and outside of working hours.
- Unfair treatment;
- Overbearing supervision or other misuse of power or position, including the offer of rewards in exchange for sexual favours;
- Unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected;
- Making threats or comments about job security without foundation;
- Deliberately undermining a competent worker by overloading and constant criticism;
- Preventing individuals progressing by intentionally blocking promotion or training opportunities;
- verbal abuse including shouting or swearing;
- Defamatory remarks or ridicule;
- Deliberately sabotaging or impeding work effort;
- Setting unrealistic deadlines for an increased workload;
- Exclusion from meetings that the employee has a reasonable expectation of attending;
- Refusal of reasonable requests for leave or training (without reasonable cause);
- Inappropriate comments made using social media, including those made outside of work.

Every member of staff has the right to decide what behaviour is acceptable to him or her, and to have their feelings respected by others. Behaviour may be considered as harassment whether or not the person to whom a complaint is related to, intends to offend the recipient.

The terms 'bullying and harassment' are commonly used interchangeably in the workplace to describe behaviour that causes distress, harm, offence or humiliation. There is, however, an important difference between them in the law. Whilst an employee may take a claim of harassment to an employment tribunal, it is not possible to take a claim of bullying. Bullying may involve the same or similar kinds of behaviour, but it is not specifically defined in the law and has no legal relationship to protected characteristics. For this reason, it is not possible to make a direct complaint to an employment tribunal about bullying.

#### **5.1.1 Defining Bullying**

Bullying may be characterised by offensive, intimidating, malicious or insulting behaviour or an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

#### **5.1.2 Defining Harassment**

Harassment can be a one-off incident - for example, if a colleague makes a racist comment to an individual in front of other staff. It can also be a series of incidents or **bullying** which takes place over time. It can happen at work, but also outside work at work-related trips or social events.

The Equality Act 2010 defines harassment as:

Unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual;

The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex and sexual orientation.

Harassment does not cover the pregnancy and maternity protected characteristic where any unfavourable treatment may be considered discrimination.

Harassment does not cover the marriage and civil partnership protected characteristic.

Behaviour that any reasonable person would consider to be likely to cause offence will be classified as harassment. The recipient of the behaviour does not have to make it clear in advance that behaviour of that type is unacceptable to him or her e.g. unwanted physical contact, racist or homophobic language.

It may not be as clear in advance that some other forms of behaviour would be unwelcome e.g. certain 'banter', flirting or humour. In these cases, first-time conduct which unintentionally causes offence will not be harassment but it will become harassment if the conduct continues after the recipient has made it clear that such behaviour is unacceptable to them. A single incident can be harassment if it is sufficiently serious, such as a threat of violence.

Whilst harassment applies to all protected characteristics, it does not mean that an individual must possess one or more of them to claim unwanted conduct. An individual who is perceived to have a protected characteristic, or treated as if they do, is covered under the definition of harassment.

### **5.1.3 Defining Victimisation**

Victimisation is defined as bad treatment directed towards someone who has made or is believed to have made or supported



a complaint under the Equality Act, including bullying and/or harassment. It includes situations where a complaint hasn't yet been made but someone is victimised because it's suspected they might make one.

Victimisation is a disciplinary offence and is unlawful under the Equality Act 2010.

Vexatious and/or unfounded complaints relating to victimisation will result in disciplinary action against the claimant.

## **5.2 Principle of Managing Claims of Bullying, Harassment and/or Victimisation**

For the avoidance of doubt, if an employee makes a claim of bullying or harassment or victimisation this claim will be dealt with regardless of the scope of the definitions detailed above. Claims will be dealt with promptly, sensitively and confidentially where required.

For claims of bullying or harassment that require management through a formal route – in circumstances where the informal route has been exhausted, or is not appropriate – the formal procedure of the Grievance Policy and Procedure will be applied.

All bullying and harassment is misconduct and is a disciplinary offence which will be dealt with in accordance with the Service's Disciplinary Policy and Procedure. This will also apply to employees who attempt to induce other employees to discriminate, harass or victimise.

Employees found guilty of bullying or harassment may face disciplinary sanctions, up to and including dismissal, and may be found personally liable for the cost of compensation in legal claims.

Some bullying or harassment will constitute unlawful discrimination, if it relates to one or more of the protected characteristics. Bullying or harassment may amount to other civil or criminal offences.

## **6 Accountability and Responsibility**

### **6.1 Human Resources (HR) is responsible for:**

- implementing this policy and procedure
- providing training and development to those involved in the application of this policy and procedure
- ensuring that the policy and procedure meets and continues to meet the requirements of employment legislation
- providing advice and guidance to managers and employees in relation to claims of bullying, harassment or victimisation
- effectively communicating this policy and procedure to all staff
- managing, administering and coordinating bullying, harassment and victimisation claims
- maintaining management information relating to claims of bullying, harassment and victimisation and producing relevant reports to ELT

### **6.2 All Heads of Department are responsible for:**

- ensuring the fair and consistent application of this policy and procedure
- informing HR of any claims, or potential claims – informal or formal – of bullying, harassment and/or victimisation
- adhering to the Anti-Bullying and Harassment Policy and Procedure when managing employees
- undertaking training in the management of bullying and harassment claims
- supporting all employees who are affected by this policy and procedure

### **6.3 Individuals are responsible for:**

- adhering to the requirements of this policy and procedure
- making it clear that bullying and harassment is unacceptable
- being aware of how humour can be subjective, and that 'jokes' have the potential to cause offence
- treating colleagues with dignity and respect
- taking a stand against inappropriate jokes or comments being made
- making it clear to an individual when their behaviour is deemed unacceptable
- being aware of, and implementing, their duty to establish a workplace free from bullying or harassment
- being aware of, and understanding, types of unacceptable behaviour
- setting a good example through their own display of behaviour
- understanding the definitions of bullying and harassment and examples of such behaviour
- ensuring that there is a supportive working environment
- ensuring that employees are aware of the standards of behaviour expected of them
- intervening to stop bullying or harassment
- reporting any incidents of bullying, harassment or victimisation to their Line Manager/Section Head and HR.

### **6.4 Trade Unions are responsible for:**

- supporting the implementation of, and adherence to, this policy and procedure.

## **7 Implementation**

This policy is underpinned and implemented through the Service's Anti-Bullying and Harassment Procedure Appendix 1. All new staff will be made aware of this policy and procedure during their induction and all documents will be available on

the intranet. Existing staff will be informed of this policy and procedure via news bulletins. Where necessary, training for those managers involved in the execution of the procedure will be provided by Human Resources.

## **8 Monitoring and Review**

The Human Resources Department will monitor and review this policy and associated procedure in line with timelines specified and will take account of any new or emerging political, social, technological, legislative, environmental, competitive, citizen or reputational factors.

## **9 Additional Information**

### **9.2 Equality Impact Assessment**

This policy has been assessed in accordance with the Service's Equality Impact Assessment Procedure.

The findings of the EIA conclude that the Anti-Bullying and Harassment Policy and Procedure does not have a detrimental impact on any group of staff, including those with one or more protected characteristics. Conversely, the Anti-Bullying and Harassment Policy and Procedure is considered to provide additional benefits to staff, in the context of protection against unacceptable behaviour.

### **9.3 Data and Privacy Impact Assessment**

This policy has been assessed in accordance with the Data Protection Impact Assessment Procedure.

<b>Policy</b>	HR004 ANTI BULLYING & HARRASSMENT POLICY AND PROCEDURE		
<b>Classification:</b>			
<b>Version Number:</b>	4		
<b>Version Date:</b>	November 2021		
<b>Author:</b>	Head of HR		
<b>EIA Completed</b>	Yes	Date:	June 2021
<b>Consultation:</b>	Staff	Date:	N/A
	Unions	Date:	June 2021
	SLT	Date:	N/A
	ELT	Date:	August 2021
	FA	Date:	N/A
	Legal Services	Date:	N/A
	Other(s)	Date:	
<b>Authorisation:</b>	John Rawling	Date:	August 2021
<b>Implementation:</b>		Date:	Nov 2021
<b>Review Cycle:</b>	Every three years	Date:	Nov 2024
<b>Link to Strategy:</b>			
<b>Links to other policies</b>	Grievance Policy and Procedure Disciplinary Policy and Procedure		

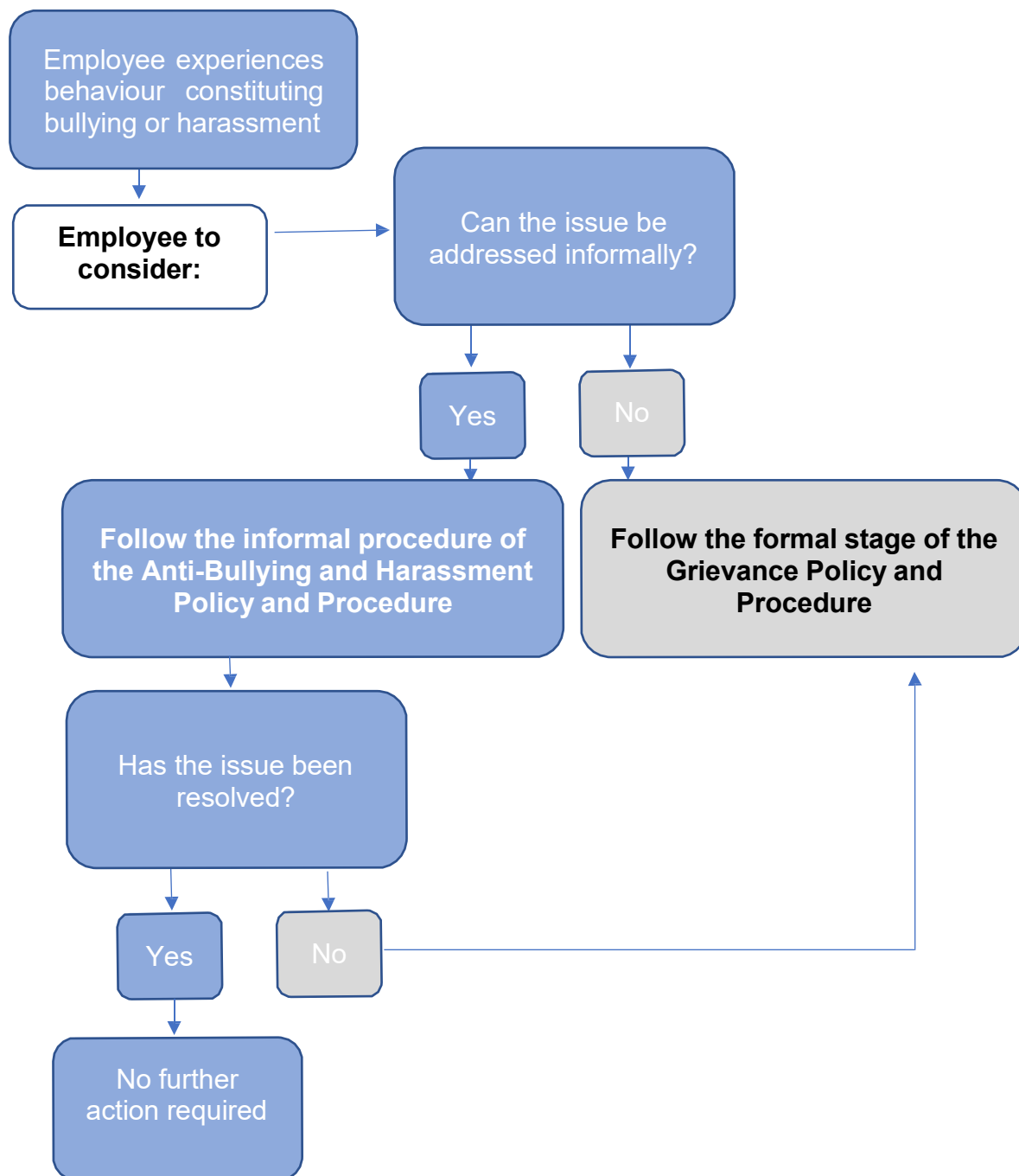
## **Anti-Bullying and Harassment Management Procedure**

### **1.0 Introduction**

- 1.1 This is the procedure that underpins and implements Tyne and Wear's Fire Service's Anti-Bullying and Harassment Policy.

### **2.0 Making a Claim of Bullying or Harassment**

- 2.1 If an employee has experienced any of the behaviours that constitute bullying, harassment or victimisation it is important that this is reported to the relevant line manager. Where possible, and appropriate, employees are encouraged to try to resolve problems relating to bullying and harassment on an informal basis before using the formal route.
- 2.2 Support is available from HR and the employee's Line Manager (and Trade Union representative as applicable). If the bullying or harassment relates to the employee's Line Manager the next level of manager should be approached.
- 2.2 Complaints of bullying and harassment may be serious enough to constitute a finding of gross misconduct which, if proved after thorough and prompt investigation, could lead to dismissal without notice.
- 2.3 The complainant has a legal right not to be victimised for making a complaint that was founded and just. However, if the claimant is found to have made a vexatious and/or unfounded claim disciplinary action may be applied.
- 2.4 The flow chart detailed below indicates the process to be followed when experiencing behaviour associated with bullying or harassment;



### **3.0 Informal Route**

- 3.1 When experiencing unwelcome or upsetting behaviour it is important to make the individual responsible for the behaviour aware of the impact of his or her actions. It may be possible to rectify the situation informally by highlighting the effects of the behaviour to the individual. An informal discussion may help them to understand the impact of their behaviour, and agree to change it.
- 3.2 It is advisable to try to resolve a complaint as early as possible, to reduce stress and anxiety for all parties concerned.
- 3.3 When an employee is approached informally about their behaviour it is important that this is not dismissed. Whilst the behaviour may not have been intended as it has been perceived, different people respond differently to situations and have different views about what is acceptable. An employee may therefore unintentionally offend their colleague, and in this instance the situation may be resolved by an apology and an explanation, along with assurance that the situation will not occur again.
- 3.4 Assistance from the HR Team, a Trade Union representative, Line Manager or Department Head may be sought, but is not essential, when approaching an individual to address unwelcome behaviour. When seeking support the Line Manager should be the first route to use. Alternatively, an initial approach could be made by a representative of the individual affected by the behaviour. The individual should be advised that behaviour of the nature to which the issues relate will prompt a formal complaint under the Anti-Bullying and Harassment Policy and Procedure.

Points discussed and any proposed resolution should be documented by the Line Manager and provided to the employee.

- 3.5 Mediation is another way to try to resolve issues with bullying or harassment informally. All employees can explore support through mediation available from HR. Mediation is a confidential, facilitated meeting between the claimant, the



other person involved, and an independent and impartial mediator. Mediation can be successful if all parties are willing to participate fully in the process and genuinely want to repair the working relationship. Mediation is a voluntary process, so all parties have a choice about whether to participate. It is entirely acceptable for either party to decide not to participate in mediation and the decision will not impact on any formal process.

- 3.6 Mediation is not suitable in certain cases for example, harassment related to any of the 'protected characteristics', where the formal process should be followed straightaway.
- 3.7 Following the application of the informal route the employee will either be satisfied with the outcome, in which case no further action is required, or the employee may be dissatisfied and seek to escalate the issue to the formal route.

#### **4.0 Formal Route**

- 4.1 If an informal route does not resolve matters or it is not considered appropriate to pursue this channel, the formal route should be followed by using the formal stage of the Grievance Policy and Procedure.

#### **5.0 Support for Staff Affected**

- 5.1 Counselling can play a vital role in complaints about bullying and harassment. Occupational Health is available and can provide counselling services to employees.
- 5.2 HR representatives are available to support staff affected by bullying or harassment and can be contacted confidentially by email ([hr.helpdesk@twfire.gov.uk](mailto:hr.helpdesk@twfire.gov.uk)) or telephone (0191 444 1111).

- 5.3 Some types of harassment may constitute unlawful discrimination, which may be presented to an employment tribunal. Claims to an employment tribunal must be made within the 3 months' time limit from the date when the act of bullying or harassment occurred. More information about an employment tribunal is available through ACAS ([www.acas.org.uk](http://www.acas.org.uk)).

## **INC002 RECORD OF EQUALITY IMPACT ASSESSMENT**

**Title of Proposal : New Anti-Bullying and Harassment Policy and Procedure**

<b>Completed By: HR Director (JR), Head of HR (NM)</b>		<b>Department: HR</b>	
<b>Contact Details:HR.Helpdesk@twfire.gov.uk</b>		<b>Date of Submission: June 2021</b>	
<b>Is this Proposal:</b>  New <input type="checkbox"/> Updated <input checked="" type="checkbox"/> Other <input type="checkbox"/> Specify: Updated			
<b>ANALYSIS RATING (Please tick one)</b>		<b>*In the case of an Amber Rating, proportionate, objective justification must also be ticked.</b>	
<b>RED</b>		<b>AMBER</b>	
		<b>GREEN</b>	<input checked="" type="checkbox"/>
			<b>Proportionate, Objective Justification</b>

## Intended Outcomes

<b>Summary of intended outcomes and benefits of the proposal? These should be linked to strategic or corporate outcomes where appropriate.</b>	<p>Tyne and Wear Fire and Rescue Service is committed to providing a workplace that ensures all of its employees are valued and treated with dignity and respect. The Service is committed to protecting all employees against bullying, harassment or victimisation. The Service recognises that bullying and harassment is unlawful and will not tolerate any behaviour of this kind. Nor will the Service tolerate victimisation of a person for making allegations of bullying or harassment, or for supporting someone else to do so.</p> <p>The Service is committed to the provision of measures to help prevent bullying and harassment and all allegations will be investigated and managed appropriately, which may include the application of disciplinary action (further information is available in the Discipline Policy and Procedure (HR033)).</p> <p>This Policy explains the support available and the associated procedure to informally address issues relating to bullying and/or harassment. When using the formal route to address issues of bullying, harassment or victimisation the Anti Bullying and Harassment Policy and Procedure will apply.</p> <p>Policy Aim</p> <p>This policy aims to support the prevention of bullying and</p>
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	<p>harassment and to provide employees with a safe, healthy and fair working environment. Specifically it aims to:</p> <ul style="list-style-type: none"> <li>• Support positive morale and employee relations;</li> <li>• Support the creation of an inclusive working environments and culture across the Service;</li> <li>• Support productivity, reduce the number of working days lost and reduce turnover;</li> <li>• Eliminate behaviours associated with bullying and harassment and maintain the Service's excellent reputation;</li> <li>• Ensure that all employees are aware of their right not to be personally harassed or bullied;</li> <li>• Ensure that all employees are aware of their obligation to their colleagues, customers and visitors;</li> <li>• Maintain fair procedures for dealing promptly with complaints from employees</li> </ul>
<p><b>Who will be affected by the proposal and in what way? (e.g. applicants, employees, local communities other services etc).</b></p>	<p>All employees of the Service will be potentially affected, and will benefit from the existence of measures to support the prevention of bullying and harassment and to provide employees with a safe, healthy and fair working environment.</p> <p>Residents of Tyne and Wear will benefit from knowing their FRS uses appropriate people management processes.</p>

## Data and evidence collection

<p><b>Please list sources of information have been used to inform this analysis.</b></p>	<p>Previous Dignity at Work Procedure (to be replaced by this one)</p> <p>The National Joint Council for Local Authority Fire and Rescue Service Grey Book,</p> <p>National Joint Council for Local Government Services Green Book</p> <p>Relevant employment law (see list in Policy):</p> <p>Cleveland FRS Anti Bullying and Harassment Procedure</p>
<p><b>Are there any gaps in the data or intelligence available?</b></p> <p><b>If so please describe what</b></p>	<p>No.</p>

they are and what actions have been taken to obtain or improve the information.	
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## Establishing Relevance and Equality Analysis

- Demonstrate how you used the data and evidence listed above
- Demonstrate consideration of the actual and potential impact
- Demonstrate actions taken to reduce or eliminate negative impact
- Consider whether the proposal will or is likely to influence TWFRS's capacity to meet the PSED aims to:
  1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
  2. Advance equality of opportunity between different groups of people.
  3. Foster good relations between people who share a protected characteristic and those who do not.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Justification for rating (neutral/positive/negative) and actions taken to reduce negative impact and / or increase positive impact
Age		X		We acknowledge the potential for employees with an age-related life event (one example being menopause) having issues or concerns that they may wish to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.
Disability		X		We acknowledge the potential employees with a disability having issues or concerns that they may wish to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently

<b>Gender Reassignment</b>		X		We acknowledge the potential employees who have undergone, are undergoing or are considering gender reassignment having issues or concerns that they may wish to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.
<b>Pregnancy &amp; Maternity</b>		X		We acknowledge the potential for pregnancy and maternity to cause workplace issues that employees might want to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently. This would be minimised by our supportive policies and provision for pregnant employees.
<b>Race - this includes ethnic or national origins, colour or nationality</b>		X		We acknowledge the potential for clashes in cultures to cause workplace issues that employees might want to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.
<b>Religion / Belief - this includes lack of belief</b>		X		We acknowledge the potential for a lack of awareness of the need to be respectful of religious observances (e.g. the impact of fasting or taking time for prayers) to cause workplace issues that might need to be raised via the Anti Bullying and Harassment Policy and Procedure. Employees will benefit from achieving an appropriate resolution fairly, promptly and consistently.
<b>Sex</b>		X		We acknowledge the potential for issues related to Sex to cause workplace issues that employees might want to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.

<b>Sexual Orientation</b>		X		We acknowledge the potential for issues related to Sexual Orientation to cause workplace issues that employees might want to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.
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**Will this proposal impact people who are marginalised as a result of other characteristics not protected by the Equality Act 2010? E.g. social economic factors (i.e. poverty and or isolation, caring responsibilities, unemployment, homelessness, urbanisation, rurality, health inequalities or any other disadvantage). It may also be relevant to consider whether all employees of the service are able to equally access your proposal, given the diversity of roles within the organisation.**

<b>Identified Characteristic</b>	<b>Neutral Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Justification for rating (neutral/positive/negative) and actions taken to reduce negative impact and / or increase positive impact</b>
<b>Health inequalities</b>		X		We acknowledge the potential employees with a health condition related to Health Inequalities having issues or concerns that they may wish to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.
<b>Caring responsibilities</b>		X		We acknowledge the potential employees with caring responsibilities having issues or concerns that they may wish to raise via the Anti Bullying and Harassment Policy and Procedure. They will benefit from achieving an appropriate resolution fairly, promptly and consistently.



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## Response to Analysis, Action Plan and Monitoring

### Recommendations

Decision	Rating	Statement of Justification
Continue as planned, no major change.	GREEN	Positive impacts of the Policy and Procedure have been identified; no negatives have been identified at this stage.
Continue as planned but some adjustment to the proposal may be required before proceeding. Ensure actions are completed before submitting proposal.	AMBER	
Stop the proposal.	RED	
Proportionate, Objective Justification		

### Monitoring and review

What procedures are in place to monitor the impacts outlined in the analysis?	The Anti Bullying and Harassment Policy and Procedure will be reviewed in accordance with the review programme and such reviews will include an examination of any impacts or other learning points that arise from any cases
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	handled under the Policy and Procedure.
<b>How often will this take place?</b>	Lessons Learned exercise as and when they arise; the Policy be reviewed in line with the Policy Review framework.
<b>Date of next planned review?</b>	1.10.2023

**Declaration: I believe that due regard has been paid to the aims of the Public Sector Equality Duty as it relates to the proposal.**

<b>Completed by:</b>	John Rawling	<b>Date:</b>	19.6.2021
<b>Head of Dept:</b>		<b>Date:</b>	

**Please follow section 6 of the BSI001 Policy & Procedure Writing Guidance in order to progress the proposal and accompanying Record of EIA through the consultation process. No proposals are to be published without an accompanying EIA.**

**If you require further assistance regarding the Equality Impact Assessment, please contact the Inclusion Manager.**