

**EQUALITY IMPACT ASSESSMENT  
SUMMARY OF RESULTS**

<b>POLICY / PROCEDURE BEING SUMMARISED:</b>	
Equality, Diversity & Dignity SOP	
<b>OWNING DEPARTMENT:</b>	<b>DATE EIA COMPLETED:</b>
People And Development	31/07/13

**Note:** This form should be completed in accordance with the [Equality Impact Assessment SOP](#) and the [How to Complete EIA Form - Guidance](#).

<b>WHAT ARE THE PURPOSE AND THE INTENDED OUTCOMES OF THE POLICY / PROCEDURE UNDER ASSESSMENT?</b>
<p>The purpose of this Standard Operating Procedure (SOP) is to outline the responsibilities of staff members towards other members of staff and the public in regard to their actions and behaviour to help to ensure that people are treated with dignity and respect by treating all members of staff in a fair and respectful manner.</p> <p>Also outlined are the procedures and support available within the service for complaints and grievances should an instance of discrimination, victimisation, bullying or harassment occur.</p> <p>This is to build a culture within the Scottish Police Authority (SPA) / Police Service of Scotland (Police Scotland) where discrimination, victimisation bullying and harassment are not tolerated by informing staff that they will be provided with the right to:</p> <ul style="list-style-type: none"> <li>• Dignity and respect at work;</li> <li>• Work in an environment free from discrimination, victimisation, bullying or harassment;</li> <li>• Report, without fear of victimisation, any act of negligence or omission relating to equality of opportunity;</li> <li>• Expect management to deal with any issues raised in a manner that is both professional and appropriate; and</li> <li>• Have equal access to training, career development and promotion opportunities.</li> </ul> <p>Application of the SOP will create a more pleasant working environment for all.</p> <p>All staff will be helped and encouraged to develop their full potential and the talents and resources of staff will be fully utilised to maximise the efficiency of the organisation.</p>

**PART A: SUMMARY OF ANALYSIS / DECISIONS**

## **WHAT THE ASSESSMENT FOUND AND ACTIONS ALREADY TAKEN:**

### **Outcome of Assessment:**

The SOP is written and is to be applied fairly across all protected characteristics. It is recognised that issues may arise in respect of its application particularly in relation to sensitivities and thus potential areas of conflict across some protected characteristics which may result in members of staff feeling aggrieved that they are expected to comply with the criteria of this SOP which may go against their own personal views and opinions.

### **Action to be taken:**

The effectiveness of the procedures will be monitored to determine if it is fit for purpose and whether or not they have a positive impact on workplace culture.

### **Outcome of Assessment:**

Having such a SOP ensures that all staff know the standard of behaviour expected of them and how they expect to be treated by the organisation and members of staff and therefore will build confidence in the fact that processes are flexibly applied to ensure that they meet the needs of a diverse workforce.

Ensuring that consideration is given to the impact of SPA / Po.lice Scotland business on an individual / or group based on their protected characteristics will enable any existing inequality or disadvantage to be considered where possible removed or reduced therefore advancing equality of opportunity across the work force.

### **Action to be taken:**

Benefits recognised in adopting similar working practices in place across legacy police forces across Scotland whereby such a SOP ensures that all staff know the standards of behaviour which are expected of them. Staff Associations and Equality Groups have and continue to be supportive of such an approach.

### **Outcome of Assessment**

In setting out the standards of behaviour expected of all staff, a work place which is safe, pleasant and support of staff will be fostered.

### **Action to be taken:**

Recognition requires to be given to the potential of areas of conflict which may arise due to personal views and feelings held by some staff relating to the areas of protection afforded by the Equality Act 2010. To ensure that this does impact on individual members of staff or corporately within the organisation staff will require to understanding and apply the principles of the SOP to ensure that all staff afforded with the dignity and respect applied by the SOP.

## **PART B: SUMMARY OF IMPLEMENTATION / MONITORING**

### **WHAT ELSE WE PLAN TO DO AND HOW WE INTEND TO CHECK THAT IT'S BEEN DONE:**

SOP and staff communication to be published on PSoS / SPA Intranet

Consider supporting training material for all staff

Monitor grievances, disciplinary cases and conduct cases against SOP.

Measure performance against Equality and Diversity Employment Monitoring across all aspects of employment.