

## POLICY SCREENING FORM

<b>Policy Title and Responsible Person:</b> Preventing and Dealing with Bullying, Harassment and Sexual Harassment - Ray Dolan	<b>New/Revised/Existing?</b> Existing
<b>What is the policy trying to achieve:</b> To ensure dignity of staff, promote a positive working environment and to inform people about bullying and harassment.  <b>Does it relate to other policies and how?</b> It relates to the Equality and Health and Safety policies. Bullying and harassment definitions and conduct is defined in legislation and good practice.	
<b>Does the policy relate to functions carried out in Northern Ireland? (If not, no further consideration for screening or impact assessment is necessary – go to Page 9) Yes</b>	
<b>Are there any Section 75 categories which might be expected to benefit from the policy? (Explain how)</b> All because the different categories can all be harassed and/or bullied. This policy is to ensure that people are educated around the issues.	
<b>Are there any factors which could contribute/detract from intended aim/outcome of policy/decision? If yes, are they:</b> <input type="checkbox"/> Financial <input type="checkbox"/> Legislative <input type="checkbox"/> Other, please specify: N/A	<b>Who are the main stakeholders?</b> <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Consumers <input checked="" type="checkbox"/> Public sector organisations/Sponsoring Departments/NSMC <input checked="" type="checkbox"/> Voluntary/Community Groups <input type="checkbox"/> Other – please specify:



## Available Evidence, Needs and Priorities

Is there any relevant data/information (both qualitative and quantitative) available to inform this policy? Using this information, what are the different needs, experiences and priorities of each of categories in relation to this particular policy?

Section 75 Category	Details of Evidence and Information	Details of Needs/Experiences and Priorities
Religious Belief	<p>S75 groups can be very vulnerable to bullying, harassment and sexual harassment. Both jurisdictions explicitly detail bullying and harassment definitions in their legislation clearly outlining protection for the individual. The NIABF (Northern Ireland Anti Bullying Forum and Bully4U (ROI) highlight the vulnerabilities for children, young people and people in the workplace. Several reports have detailed the profound negative effect bullying can have on women, men, young and old people, ethnic minorities and the lesbian and gay community.</p>	<p>The various reports have all highlighted the need for workplace policies, coaching, mentoring, raising awareness, offering support and having in place a sound and clear policy that explains what bullying and harassment is and how it should be dealt with. Legislation has provided the clear definitions and structure. This policy is designed to provide protection for the individual and raise awareness for staff.</p>
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men and Women generally		
Disability		
With/without dependents		



## Screening questions

Consideration needs to be given on the need to carry out an Equality Impact Assessment. Taking into account the evidence presented above, consider the likely impact of equality of opportunity and good relations for those affected by this policy in any way. Indicate the level of impact on the group by categorising MINOR, MAJOR OR NONE.

In making the decision on impact, the following statements need to be considered:

### Major Impact:

- Is the policy significant in terms of strategic importance?
- Are the potential equality impacts unknown? E.g. is insufficient data available to make a decision, are the impacts too complex?
- Is there likely to be a disproportionate or adverse impact on groups of people?
- Would further assessment be beneficial to examine the evidence and develop recommendations where there is a concern about affected groups e.g. multiple identities?
- Is the policy likely to be challenged by way of judicial review?
- Is it significant in terms of expenditure?

### Minor Impact:

- Is the policy considered not unlawfully discriminatory and any potential impacts judged to be negligible?
- If there are potentially unlawful discriminatory areas, can they be easily eliminated by making appropriate changes or by adopting appropriate mitigating measures?
- Are the equality impacts intentional because they are specifically designed to promote equality of opportunity for particular disadvantaged groups?
- By amending the policy is there better opportunities to promote equality of opportunity and/or good relations?

### None:

- There is no relevance to equality of opportunity or good relations.
- It is purely technical in nature and will have no bearing in terms of impact on equality of opportunity or good relations for people within the equality and good relations categories.

Section 75 Category	1. What is the likely impact (Major, Minor or None) on equality of opportunity giving details?	2. Are there better opportunities to promote equality of opportunity – Yes/No giving reasons.
Religious Belief	<p data-bbox="331 1106 427 1899">It has a minor impact. The policy is intended to be positive as it is about awareness and providing support and guidance to staff.</p>	<p data-bbox="331 259 395 1106">No as the policy clearly supports best practice and legislation.</p>
Political Opinion		
Racial Group		
Age		
Marital Status		
Sexual Orientation		
Men and Women generally		
Disability		
With or without dependents		

Good Relations Category	3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group?	4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?
	Details of policy impact and level of impact – Major, Minor or None	Yes/No – provide reasons
Political Opinion	We believe it will have a minor impact as it is a positive statement of intent.	No because of the reasons already offered.
Racial Group		
Religious Belief		

### Additional considerations

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration are there any potential impacts on people with multiple identities? Provide details of the impact of the policy on people with multiple identities and specify the relevant categories:

We believe the policy provides for people with multiple identities.



Also, consider if the policy can help to promote positive attitudes towards disabled people and to promote participation in public life?

<p>It will help to ensure a good working environment for people with disabilities.</p>
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**Screening Decision for EQIA**

Does an EQIA need to be conducted on this policy?:

No	<b>Specify reasons:</b> It is a positive policy based on legislation and best practice.
No provided minor mitigations adopted	<b>Specify reasons:</b>
Yes	<b>Specify reasons:</b>



## Timetabling and prioritising of EQIA

Consideration needs to be given to the importance of the policy for EQIA. On a scale of 1-3 with 1 being the lowest and 3 the highest, assess the policy in terms of priority:

Effect on Equality of opportunity and good relations:	1	2	3	(N/A)
Social Need	1	2	3	(N/A)
Effect on people's daily lives	1	2	3	(N/A)
Relevance to public authority's functions	1	2	3	(N/A)

**Screening Report Final Recommendation:** EQIA not required.

<b>Signed:</b> <u>Angele Delvall</u>	<b>Name:</b> _____	<b>Date:</b> _____
<b>Signed:</b> <u>[Signature]</u>	<b>Name:</b> <u>PETER DUNHAM</u>	<b>Date:</b> <u>25<sup>th</sup> October 2012</u>
<b>Signed:</b> <u>[Signature]</u>	<b>Name:</b> <u>Alicia HADLEY</u>	<b>Date:</b> <u>25-10-12.</u>
<b>Signed:</b> <u>[Signature]</u>	<b>Name:</b> <u>Ray Dolan</u>	<b>Date:</b> <u>25-10-12.</u>

At least two members of the Policy Screening Group and the appropriate decision maker/policy lead officer must sign above.

**Final approval Signature:** [Signature] **CEO/Director Corporate Operations** **Date:** 6/11/12.

