

# Tollcross Housing Association Equality Impact Assessment

Name of the policy to be assessed	Disciplinary Policy and Procedure	Is this a new policy or a revision?	Revised
Person(s) responsible for the assessment	Anne Fitzsimons, Corporate Services Director		
<p><b>1. Briefly describe the aims, objectives and purpose of the policy / proposal</b></p>	<p>To make sure that staff know the standards expected in respect of conduct, performance and attendance. To manage staff in accordance with the procedures in this policy should they fall short of our expected standards. To manage any fall in standards in a fair and consistent manner.</p>		
<p><b>2. Who is intended to benefit from the policy / proposal? (e.g. applicants, tenants, staff, contractors)</b></p>	<p>Staff</p>		
<p><b>3. What outcomes are wanted from this policy / proposal? (e.g. the benefits to customers)</b></p>	<p>The Association requires staff to maintain the highest possible standards of attendance, conduct and performance. The purpose of this policy and procedure is to help staff understand these and encourage them to maintain them.</p>		
<p><b>4. Which protected characteristics could be affected by the proposal? (tick all that apply)</b></p>	<p> <input type="checkbox"/> Age    <input type="checkbox"/> Marriage &amp; Civil Partnership    <input type="checkbox"/> Disability    <input type="checkbox"/> Race    <input type="checkbox"/> Pregnancy/Maternity  <input type="checkbox"/> Gender    <input type="checkbox"/> Religion or Belief    <input type="checkbox"/> Gender Reassignment    <input type="checkbox"/> Sexual Orientation                 </p>		
<p><b>5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.</b></p> <p>We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.</p>			

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<p>6. Describe the <b>likely impact(s)</b> the policy / proposal could have on the groups identified in part 4</p>	
<p>7. What <b>actions</b> are <b>required</b> to address the impacts arising from this assessment? (<i>This might include: collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts</i>).</p>	

Signed: \_\_\_\_\_  
(Responsible for Policy Review)

(Job title): Corporate Services Director

Signed: \_\_\_\_\_  
(Peer Review Confirmation)

(Job title): Chief Executive Officer

Date the Equality Impact Assessment was completed:

11<sup>th</sup> May 2020

**Please attach the completed document as an appendix to your proposal report**