

## EQUALITY IMPACT ASSESSMENT

|                   |                  |
|-------------------|------------------|
| <b>Department</b> | HR               |
| <b>Policy</b>     | Grievance Policy |

### 1. Description

The Academy's HR department have revised and updated the Grievance Policy. The purpose of this EIA is to assess the potential impact of the policy on different groups of employees, ensuring compliance with equality legislation and promoting fairness and diversity in the workplace. Complaints of harassment or bullying are managed in conjunction with the Dignity at Work and Discipline and Appeal Policies.

### 2. Could the policy have an adverse impact on equality in relation to the following protected characteristics as defined by the Equality Act 2010?

- Age
- Disability
- Gender re-assignment
- Marriage or civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation
- No, the policy does not have a negative impact on the above protected characteristics.

### 3. Does this policy provide opportunities to make a positive impact on equality?

Yes, the policy includes the following statements:

If any aspect of the grievance procedure causes an employee difficulty because of

a disability, or if assistance is required because English is not a first language, the employee should raise this with HR, who will make appropriate arrangements.

In exceptional circumstances as part of the formal stages of this process, a note taker may be permitted to record a meeting with good reason (such as a reasonable adjustment under the Equality Act 2010) and with the prior agreement of attendees. The recording must be deleted and this confirmed to all parties without delay once the notes have been written and agreed

In exceptional circumstances, where it is not possible to hold a face-to-face meeting under this procedure, the Investigation Manager will arrange for the meeting to take place remotely. The Investigation Manager will ensure that all those participating have access to the necessary technology. Your rights will not be affected, and the manager will ensure that the procedure remains fair and reasonable.

Employees involved in the process outlined by this policy will also be offered additional support including: the Employee Assistance Programme (EAP) which offers a telephone helpline and the Academy's counselling service.

#### **4. What evidence has been considered? What consultation has been undertaken?**

The policy was developed in consultation with the following Academy staff, groups, departments:

- The Policy Review Group, which includes the Registrar and Director of Student Operations, Director of Finance and the Executive Assistant and Secretary to the Governing Body
- The HR Team
- The Senior Case Manager (Registry)
- The Equality Impact Assessment Sub-Committee

EIA approved by Belonging Committee: Date: 27/6/2025