



Edinburgh Napier University
Equality Impact Assessment
Home-Working Policy
December 2011

Please complete and return by email to Mohammed Hameed, Diversity Partner
m.hameed@napier.ac.uk

Faculty/Service Area Human Resources	Date of Assessment 12/12/11	Name of the proposal to be assessed Protecting Vulnerable Groups Policy	Person responsible for the assessment Mohammed Hameed
Who was present at the EIA? Please list Desk-based exercise completed by Mohammed Hameed	Is this a new or existing proposal? New		When will this proposal be reviewed? Every 3 years unless there is legislative change
1. Briefly describe the aims, objectives and purpose of the proposal	This policy outlines the framework within which staff and managers can agree arrangements for working from home as a form of flexible-working on either an occasional, regular or permanent basis.		
2. Who is intended to benefit from the proposal and in what way?	All eligible staff		
3. What outcomes are wanted from this proposal?	Ensure that all eligible staff have the necessary information needed to apply for working from home as a form of flexible-working on either an occasional, regular or permanent basis.		

4. What factors/forces could contribute/detract from the outcomes?	Poor communication could detract from the objective of providing clear guidance to staff. It is essential therefore that managers are aware of the contents of this policy so that they can communicate its contents at the appropriate time to relevant staff.	
5. Is it likely that the proposal could have a positive or negative impact on minority ethnic groups? What evidence (either presumed or otherwise) do you have for this?	N	There is no reason to suggest that this policy will have either a negative or positive impact on minority ethnic groups as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.
6. Is it likely that the proposal could have a positive or negative impact due to gender (including pregnancy and maternity)? What evidence (either presumed or otherwise) do you have for this?	N	There is no reason to suggest that this policy will have either a negative or positive impact on gender as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.
7. Is it likely that the proposal could have a positive or negative impact due to disability? What evidence (either presumed or otherwise) do you have for this?	Y	There is reason to think that this policy may have a positive impact on staff with disabilities particularly if this policy is invoked to allow occasional working from home. Decisions should however still be based on business needs primarily although occasional/regular/permanent working from home may be used as a reasonable adjustment dependent on the circumstances of each particular case. It is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.

<p>8. Is it likely that the proposal could have a positive or negative impact on people due to sexual orientation? What evidence (either presumed or otherwise) do you have for this?</p>		<p>N</p>	<p>There is no reason to suggest that this policy will have either a negative or positive impact on the protected characteristic of sexual orientation as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.</p>
<p>9. Is it likely that the proposal could have a positive or negative impact on people due to their age? What evidence (either presumed or otherwise) do you have for this?</p>		<p>N</p>	<p>There is no reason to suggest that this policy will have either a negative or positive impact on the protected characteristic of age as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.</p>
<p>10. Is it likely that the proposal could have a positive or negative impact on people due to their religious belief (or none)? What evidence (either presumed or otherwise) do you have for this?</p>		<p>N</p>	<p>There is no reason to suggest that this policy will have either a negative or positive impact on the protected characteristic of religious belief (or none) as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.</p>
<p>11. Is it likely that the proposal could have a positive or negative impact on people with dependants/caring responsibilities? What evidence (either presumed or otherwise) do you have for this?</p>	<p>Y</p>		<p>There is reason to think that this policy may have a positive impact on staff with dependants/caring responsibilities particularly if this policy is invoked to allow occasional working from home. It should be noted however that home-working is not designed to be a substitute for normal caring arrangements and decisions should still be based on business needs and the merits of each particular case. It is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions.</p>

<p>12. Is it likely that the proposal could have a positive or negative impact on people due to them being transgender or transsexual? What evidence (either presumed or otherwise) do you have for this?</p>		<p>N</p>	<p>There is no reason to suggest that this policy will have either a negative or positive impact on the protected characteristic of transgender status as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.</p>
<p>13. Is it likely that the proposal could have a positive or negative impact on people due to their marital or civil partnership status? What evidence (either presumed or otherwise) do you have for this?</p>		<p>N</p>	<p>There is no reason to suggest that this policy will have either a negative or positive impact on the protected characteristic of marital or civil partnership status as the decision to allow or disallow home-working will be based on a clear set of criteria and will be dependent on the circumstances of each particular case. However, it is recommended that appropriate monitoring mechanisms are put in place to allow information to be gathered on applications and decisions by protected characteristic.</p>
<p>14. Can any adverse impact be justified on the grounds of promoting equality of opportunity for a particular group? (For example, the proposal may be deliberately designed to promote equality for disabled people but may run the risk of this being at the expense of non-disabled people which is permissible under law).</p>		<p>Y</p>	<p>This policy is designed to be impact neutral on most protected characteristics apart from disability where it may be used as a reasonable adjustment and there justifiable under law.</p>