

Dudley Group : Equality Impact Assessment

Step 2 - Screening Tool

Please complete the following when screening your policy or service for potential impact on equality groups.

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| 1. Name of lead | Paula Clark |
| Contact number & email | Paula.clark@dgh.nhs.uk 01384 321012 |
| Directorate or Department and Team | Chief Executive Office |
| 2. Name of service or policy | Standards of Business Conduct |
| Is this a new or existing piece of work? | New |
| 3. Target audience e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff | All Dudley Group Employees |
| 4. What are the aims of the service/ policy? i.e. what does the policy or service hope to achieve? | <p>The Trust will be and must be seen to be impartial and honest in the conduct of its business in accordance with sound corporate governance principles and the public service values of accountability, probity and openness.</p> <p>The Trust requires high standards of Corporate and personal conduct of its staff based on the recognition that patients come first. The purpose of this policy and procedure is to describe the principles to be followed by each member of staff to ensure that this is the case.</p> <p>The policy and procedure is intended to:</p> <p>Make staff aware of the Trust's expectations of their conduct and behaviour.</p> <p>Give staff the knowledge and information they need to protect</p> |

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| | <p>themselves from situations that may draw criticism or even disciplinary action.</p> <p>Enable members of staff to express their concerns in an open and unthreatening way.</p> |
| <p>5. Does any part of this service or policy have the potential to have an adverse impact based on a person's age, disability, ethnic origin, gender, religion/belief or sexual orientation? <i>If No, please provide brief reasons.</i></p> | <p>EQUALITY GROUP ASSESSMENT OF IMPACT</p> <p>Age No impact identified Gender No impact identified Race No impact identified Sexual Orientation No impact identified Religion or Belief No impact identified Disability No impact identified Dignity and Human Rights No impact identified Working Patterns No impact identified Social Deprivation No impact identified</p> |
| <p>6. Are there any factors that could lead to different outcomes or satisfaction levels based on people's age, disability, ethnic origin, gender, religion/belief or sexual orientation? If No, please provide brief reasons.</p> | <p>Following on from the initial screening, this policy does not have an impact on any of the above strands of quality as the policy clearly states in the introduction that the policy is relating to the conduct of the Trust's staff in relation to hospitality, expenses, gifts, sponsorship etc.</p> |

If you have answered yes to any of questions 5 or 6, you must now complete a full Equality Impact Assessment using the proforma provided by the Trust.

If you have answered No to all of the above questions, a full assessment is not required. Please complete the following sign-off section and send a copy of this screening to your Head of Service, Matron or Head of Department as appropriate **and** to Liz Abbiss, Head of Communications at Trust HQ.

Name of person completing this screening:

Job Title: Annette Reeves

Date sent to Head of Service, Matron or Head of department:

Date sent to Head of Communications, Trust HQ:

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3251