

## Dudley Group NHS Foundation Trust: Equality Impact Assessment

### Step 2 - Screening Tool

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

<b>1. Name of lead</b>	Annette Reeves
Contact number & email	01384 456111 <a href="mailto:Annette.Reeves@dgh.nhs.uk">Annette.Reeves@dgh.nhs.uk</a>
Directorate or Department and Team	Human Resources
<b>2. Name of service or policy</b>	Disciplinary Policy
Is this a new or existing piece of work?	Existing
<b>3. Target audience</b> e.g. patients and public; NHS staff; professional health organisations; voluntary organisation; internal staff	This Policy applies to all employees of the Trust
<b>4. What are the aims of the service/policy?</b> i.e. what does the policy or service hope to achieve?	The Trust expects its employees to act professionally and in accordance with the Trust rules and standards of behaviour at all time. Conduct that is deemed to be not acceptable will be managed under this policy.
<b>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?</b> <i>If No, please provide brief reasons.</i>	No, this policy applies equally to all substantive personnel service regardless of status or protected characteristic. .
<b>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?</b> <b>If No, please provide brief reasons.</b>	No, where the policy is applied there are mechanisms to ensure it is applied fairly and consistently. All disciplinary panels members will review disciplinary cases objectively. Panels for disciplinary ensures the objectivity of the process.

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 to your Head of Service, Matron or Head of Department as appropriate and when approved to Clinical Audit and Governance, with a copy of your policy.

**Name of person completing this screening:** Alexandra Bayliss

**Job Title:** Human Resources Governance Specialist

**Date sent to Head of Service, Matron or Head of department:** 20 August 2013

**Date sent to Clinical Audit and Governance:** 20 August 2013

For advice relating to completion of this screening, please contact Human Resources on 456111, ext 3807