

# EQUALITY IMPACT ASSESSMENT TEMPLATE

To be completed for all new and reviewed policies and procedures as advised in the Force Equality Impact Assessment Guidance

Name of Policy/Procedure:	Alcohol Policy
Owning Department:	Human Resources Services
Author (Job Title):	Human Resources Adviser
Date of assessment:	28 August 2006
Is this a new, or review of an existing, document?	Review
If it is a review of an existing policy has it previously been subjected to full impact assessment? If yes, has it changed significantly to warrant a further full impact assessment at this time?	Yes. No, not changed significantly to warrant a full impact assessment.

## **STAGE 1 INITIAL ASSESSMENT (SCREENING FOR RELEVANCE)**

### **1 IDENTIFY MAIN AIMS OF THE POLICY**

1.1 What is the purpose of the policy?	This policy is designed to provide a framework for dealing with alcohol problems at work. To prevent as far as possible alcohol misuse in the Force by helping our staff who have alcohol related problems to seek early treatment, and so optimise recovery and reduce the effects of alcohol on work performance and capability. Its purpose is also to ensure fairness in dealing with any member of staff experiencing difficulties as a result of alcohol misuse.
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<p><b>1.2</b> What are the outcomes and associated aims you are trying to achieve?</p>	<p>To minimise/prevent alcohol abuse/misuse by Tayside Police staff.</p> <p>To provide information and education to promote staff health and welfare.</p> <p>To encourage early recognition and intervention in alcohol problems in the workplace. To provide support and practical assistance for those with alcohol problems.</p> <p>To ensure that alcohol use or misuse does not compromise the safe, efficient and effective operation of the organisation.</p> <p>To provide fair and consistent procedures for dealing with employees whose conduct, attendance and/or performance are adversely affected by alcohol.</p> <p>Educating all staff about the effects of alcohol use and the early detection of alcohol abuse.</p> <p>To take appropriate action where alcohol use or abuse has any adverse effect on staff, the general public or service users.</p>
<p><b>1.3</b> Who is intended to benefit from the proposed policy and how?</p>	<p>All force personnel who may be dealing with or affected by problems with alcohol consumption.</p>
<p><b>1.4</b> Is responsibility for the proposed policy shared with another department or organisation? If so identify who is accountable and responsible, both internally and externally for the policy?</p>	<p><b>YES</b></p> <p><b>Staff Support Adviser, Health Support Provider</b></p>
<p><b>1.5</b> Does the development/review of this policy present the Force with an opportunity to promote equality and good relations <b>with</b> and <b>between</b> any of the following:</p> <ul style="list-style-type: none"> <li>• <b>Older people?</b></li> <li>• <b>Young people?</b></li> <li>• <b>People with disabilities?</b></li> <li>• <b>Men?</b></li> <li>• <b>Women?</b></li> <li>• <b>Racial groups?</b></li> <li>• <b>Religious / faith communities?</b></li> <li>• <b>Lesbian, gay, bi-sexual &amp; Transgender communities?</b></li> </ul>	<p><b>NO</b></p>

**2 COLLECT INFORMATION**

<p><b>2.1</b> Do you have up-to-date and reliable information about the different racial and other social groups the proposed policy is likely to affect? If so describe what type of data/information you are using and implication of the findings.</p>	<p>Yes, Force establishment numbers.</p>
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### 3 DECIDE IF THE POLICY IS RELEVANT

<p><b>3.1</b> Will the proposed policy involve, or have consequences for, the people the Force serves and/or employs? If YES:</p> <ul style="list-style-type: none"> <li>• Who are the main internal stakeholders?</li> <li>• Who are the main external stakeholders?</li> </ul> <p>If NO - go to <b>5</b>. – Assessment complete.</p>	<p><b>YES</b></p> <p><b>Members of staff affected by alcohol problems and members of staff required to deal with such problems.</b></p> <p><b>Alcohol support agencies in the area.</b></p> <p><b>Staff Support Adviser</b></p> <p><b>Force’s Health Support Provider.</b></p>
<p><b>3.2</b> Could these consequences differ for some sections of the community because they have particular needs, experiences or priorities?</p>	<p><b>YES</b></p> <p><b>Some members of staff may face additional challenges or barriers due to their religion, culture or disability.</b></p>
<p><b>3.3</b> Is there any reason to believe that people could be affected differently by the policy because they belong to a particular section of the community? E.g., in terms of access to a service, or the ability to take advantage of proposed opportunities. If so which group/s does it affect?</p>	<p>If a member of staff is a member of a community where alcohol is prohibited there may be reluctance to accept help or acknowledge the problem because of the stigma associated with alcohol consumption.</p> <p>Also other members of the community may have issues, which is associated with their alcohol use and which may provide further challenge to address problems or follow the prescribed procedure.</p> <p>The policy recognises the need for flexibility and a sympathetic approach to supporting those facing additional issues.</p>
<p><b>Older people?</b></p>	<p><b>NO</b></p>
<p><b>Young people?</b></p>	<p><b>NO</b></p>
<p><b>Disabled people?</b></p>	<p><b>YES</b></p>
<p><b>Men?</b></p>	<p><b>NO</b></p>
<p><b>Women?</b></p>	<p><b>NO</b></p>
<p><b>Racial groups?</b></p>	<p><b>NO</b></p>
<p><b>Religious / faith communities?</b></p>	<p><b>YES</b></p>
<p><b>Lesbian, gay, bi-sexual &amp; Transgender communities?</b></p>	<p><b>NO</b></p>
<p><b>3.4</b> Is there any evidence that any part of the proposed policy could discriminate unlawfully, directly or indirectly, against <b>any</b> of the above section(s) of the community?</p>	<p><b>NO</b></p>
<p><b>3.5</b> Is there any evidence that some sections of the community may have different expectations of the policy in question?</p>	<p><b>NO</b></p>
<p><b>3.6</b> Is the proposed policy likely to affect relations between different sections of the community, for example, because it is seen as favouring a particular group or denying opportunities to another?</p>	<p><b>NO</b></p>

3.7 Is the proposed policy likely to damage relations between any particular section of the community and Tayside Police?	<b>NO</b>
3.8 Based on the information provided above, does the policy have implications for or affect on the promotion of equality for <b>any</b> section of the community?	<b>NO</b>

If the answer to any of the above is **Yes** - the policy is relevant to the statutory duties.

#### 4. MONITORING

4.1 What, if any mechanisms are used/will be used to monitor for any adverse impact, community concerns and complaints that may arise as a consequence of this policy?	<b>None set up. If complaints are received these will be examined.</b>
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#### 5 LEVEL OF RELEVANCE

5.1 What is the level of relevance being allocated to this policy? eg. high, medium, low or not relevant (See Impact Assessment Guidance). <b>Please indicate level in relation to aspects of diversity as stated below:</b>	<b>LOW</b>
<b>Older people</b>	<b>LOW</b>
<b>Young people</b>	<b>LOW</b>
<b>Disabled people</b>	<b>LOW</b>
<b>Men</b>	<b>LOW</b>
<b>Women</b>	<b>LOW</b>
<b>Racial groups</b>	<b>LOW</b>
<b>Religious / faith communities</b>	<b>LOW</b>
<b>Lesbian, gay, bi-sexual &amp; Transgender communities</b>	<b>LOW</b>

#### 6. COMPLETION OF INITIAL ASSESSMENT

If the policy/guidance is considered to be **NOT RELEVANT** or **LOW** to **all** racial/social groups print this document, seek endorsement of decision from head of department and complete the section below. The document should then be forwarded to the Inspection Unit Sgt. An electronic version, together with the policy/guidance document itself, should be e-mailed to the Inspection Unit Sgt.

If the policy/guidance is graded as relevant at **HIGH** or **MEDIUM** levels for **any** racial/social group, move to Stage 2 and complete a FULL IMPACT ASSESSMENT.

Date on which the initial assessment completed:	<b>28/08/06</b>
Completed by: Paul Stewart	<b>Signature:</b>
Head of Department: Alison Duncan	<b>Signature:</b>
<b>All original signed documents to be retained by the Inspection Unit Sgt (Business Change and Improvement Dept) (HQ Division).</b>	
Inspection Unit Use Only:	
<b>Date Received: 18/10/2006</b>	
<b>Review Date: October 2009</b>	