

Equality, Good Relations and Human Rights Screening Template

*****Completed Screening Templates are public documents and will be posted on the Trust's website*****

See [Guidance Notes](#) for further background information on the relevant legislation and for help in answering the questions on this template (follow the links).

(1) Information about the Policy/Proposal

(1.1) Name of the policy/proposal

Managing Alcohol and Drug Related Issues in the Workplace Policy

(1.2) Is this a new, existing or revised policy/proposal?

Reviewed Policy

(1.3) What is it trying to achieve (intended aims/outcomes)

The Trust has an obligation to act responsibly towards any employee who may have an alcohol or drug related problem. It acknowledges that early detection and intervention will help improve any treatment outcome. It would therefore wish to emphasise its commitment to support staff in obtaining help as early as possible.

Therefore this procedure will :-

- increase awareness of potential problems and provide advice and guidance to all staff on work related issues to create a workplace environment, which is free of the misuse of alcohol and drugs
- support staff who, when they develop problems with alcohol and drugs are willing to seek help for their problem

(1.4) Are there any Section 75 categories (see list in 3.1) which might be expected to benefit from the intended policy/proposal?

This policy applies to and will be of benefit to all staff across all the equality categories.

(1.5) Who owns and who implements the policy/proposal - where does it originate, for example DHSSPS, HSCB?

South Eastern HSC Trust

(1.6) Are there any factors that could contribute to/detract from the intended aim/outcome of the policy/proposal/decision? (Financial, legislative or other constraints?)

In line with the policy the following policies could contribute to an intended aim/outcome:

- SET Management of Attendance Protocol
- SET Disciplinary Procedure

The following could detract from the intended aim of the policy:

- Staff and managers not being aware of the policy

(1.7) Who are the internal and external stakeholders (actual or potential) that the policy/proposal/decision could impact upon? (staff, service users, other public sector organisations, trade unions, professional bodies, independent sector, voluntary and community groups etc)

All staff

Trade unions

Occupational Health and Wellbeing

Professional bodies

(1.8) Other policies with a bearing on this policy/proposal (for example regional policies) - what are they and who owns them?

In addition to the policies referenced in 1.6, the following could also have a bearing:

- Trust's Whistleblowing Policy
- Professional Codes of Conduct and any relevant guidance
- Trust's Equal Opportunities Policy
- Employee Contract of Employment
- Data Protection Principles

(2) Available evidence

Evidence to help inform the screening process may take many forms. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for relevant Section 75 categories.

Details of evidence/information

- Information was gathered on the makeup of Section 75 categories from the Workforce Information Section of HR.
- Census 2011 data and Trust population plans
- Feedback from trade unions
- Feedback from HR colleagues
- Current case law
- Employee Relations related issues

(3) Needs, experiences and priorities

(3.1) Taking into account the information above what are the different needs, experiences and priorities of each of the Section 75 categories and for both service users and staff.

| Category | Needs, experiences and priorities | |
|--------------------|---|---|
| | Service users | Staff |
| Gender | This policy does not affect service users | 80.80% Female 19.20% Male |
| Age | | 0.4% 16-19 4.3% 20-24 11.4% 25-29 13.8% 30-34 12.2% 35-39 11.5% 40-44 12.8% 45-49 13.3% 50-54 10.9% 55-59 6.6% 60-64 2.8% 65+ |
| Religion | | 47.5% Protestant 28.7% Roman Catholic 22.2% None 1.6% Not known |
| Political Opinion | | 3.6% Broadly Nationalist 9.3% Broadly Unionist 6.2% Other 80.9% Not known |
| Marital Status | | 32.6% Single 58.2% Married 6.1% Other 3.0% Not known |
| Dependent Status | | 18.9% Yes 12.8% No 68.4% Not known |
| Disability | | 69.2% Not Known 29.4% No 1.5% Yes |
| Ethnicity | | 35% White 1.3% Other 63.7% Not Known |
| Sexual Orientation | | 29.8% Opposite Sex 0.6% Same sex 0.1% Both sexes 69.5% Not known |

(3.2) Provide details of how you have involved stakeholders, views of colleagues, service users and staff etc when screening this policy/proposal.

Policy Group reviewed current policy and amended where appropriate from feedback received from trade unions, occupational health and wellbeing and human resources.

(4) Screening Questions

You now have to assess whether the impact of the policy/proposal is major, minor or none. You will need to make an informed judgement based on the information you have gathered.

(4.1) What is the likely impact of equality of opportunity for those affected by this policy/proposal, for each of the Section 75 equality categories?

| Section 75 category | Details of policy/proposal impact | | Level of impact? Minor/major/none |
|---------------------|---|-------------------------------|--|
| | Services Users | Staff | |
| Gender | This policy does not affect service users | Applies to all staff equally. | None. However, the policy aims to have a positive impact in that it provides a mechanism for support for an individual where an issue has been identified and a willingness to receive help has been accepted. |
| Age | | Applies to all staff equally. | None |
| Religion | | Applies to all staff equally. | None |
| Political Opinion | | Applies to all staff equally. | None |
| Marital Status | | Applies to all staff equally. | None |
| Dependent Status | | Applies to all staff equally. | None |



| | | | |
|--------------------|--|-------------------------------|------|
| Disability | | Applies to all staff equally. | None |
| Ethnicity | | Applies to all staff equally. | None |
| Sexual Orientation | | Applies to all staff equally. | None |

| (4.2) Are there opportunities to better promote equality of opportunity for people within Section 75 equality categories? | |
|--|---|
| Section 75 category | Please provide details |
| Gender | <p>The Trust remains committed to embracing diversity, promoting good relations and challenging sectarianism and racism to ensure service users and staff enjoy equality of opportunity and access to services in a welcoming and safe environment.</p> <p>The Trust has an ongoing strategy of staff training and raising awareness.</p> |
| Age | As above |
| Religion | As above |
| Political Opinion | As above |
| Marital Status | As above |
| Dependent Status | As above |
| Disability | As above |
| Ethnicity | As above |
| Sexual Orientation | As above |



(4.3) To what extent is the policy/proposal likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none

| Good relations category | Details of policy/proposal impact | Level of impact Minor/major/none |
|--------------------------------|--|--|
| Religious belief | | <p>The Trust remains committed to embracing diversity, promoting good relations and challenging sectarianism and racism to ensure service users and staff enjoy equality of opportunity and access to health and social care in a welcoming and safe environment.</p> <p>The Trust has in place its Good Relations Statement which is displayed on staff and service user notice boards.</p> <p>The Trust has an ongoing strategy of staff training and raising awareness.</p> |
| Political opinion | | As above |
| Racial group | | As above |

(4.4) Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

| Good relations category | Please provide details |
|--------------------------------|---|
| Religious belief | <p>The Trust has an ongoing strategy of staff training and raising awareness.</p> <p>Applies to all groups equally.</p> |
| Political opinion | As above |
| Racial group | In addition to the above, the Trust provides telephone and face to face interpreting services as requested. |

(5) Consideration of Disability Duties

(5.1) How does the policy/proposal encourage disabled people to participate in public life and promote positive attitudes towards disabled people?

The Trust Disability Action Plan 2018 – 2023 promotes these two duties.

Consideration has been given to the profile of staff affected by the proposal including those with a disability.

No specific issues were identified in this proposal re disability duties.

(6) Consideration of Human Rights

(6.1) Does the policy/proposal affect anyone’s Human Rights?

Complete for each of the articles

| Article | Positive impact | Negative impact = human right interfered with or restricted | Neutral impact |
|--|-----------------|---|----------------|
| Article 2 – Right to life | | | x |
| Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment | | | x |
| Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour | | | x |
| Article 5 – Right to liberty & security of person | | | x |
| Article 6 – Right to a fair & public trial within a reasonable time | | | x |
| Article 7 – Right to freedom from retrospective criminal law & no punishment without law | | | x |
| Article 8 – Right to respect for private & family life, home and correspondence. | x | | |
| Article 9 – Right to freedom of thought, conscience & religion | | | x |

| | | | |
|--|--|--|---|
| Article 10 – Right to freedom of expression | | | X |
| Article 11 – Right to freedom of assembly & association | | | X |
| Article 12 – Right to marry & found a family | | | X |
| Article 14 – Prohibition of discrimination in the enjoyment of the convention rights | | | X |
| 1 st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property | | | X |
| 1 st protocol Article 2 – Right of access to education | | | X |

Please note: If you have identified potential negative impact in relation to any of the Articles in the table above, speak to your line manager and/or Equality Unit. It may also be necessary to seek legal advice.

| |
|---|
| <p>(6.2) Please outline any actions you will take to promote awareness of human rights and evidence that human rights have been taken into consideration in decision making processes.</p> <p>Human Rights were discussed throughout the screening process.</p> <p>Staff training including e-learning module on Equality and Human Rights promoted alongside face to face training programmes.</p> |
|---|

(7) Screening Decision

(7.1) Given the answers in Section 4, how would you categorise the impacts of this policy/proposal?

| | |
|--------------|---|
| Major impact | |
| Minor impact | |
| No impact | X |

(7.2) Do you consider the policy/proposal needs to be subjected to ongoing screening

| | |
|-----|---|
| Yes | |
| No | X |

(7.3) Do you think the policy/proposal should be subject to an Equality Impact Assessment (EQIA)?

| | |
|-----|---|
| Yes | |
| No | x |

(7.4) Please give reasons for your decision and detail any mitigation considered.

No impact has been identified for any Section 75 categories.

This policy applies to all staff equally and the Trust will review any adverse comments in its implementation.

(8) Monitoring

Please detail how you will monitor the effect of the policy/proposal for equality of opportunity and good relations, disability duties and human rights?

Formal cases will be monitored.

Approved Lead Officer: Paul McCann

Position: HR Manager

Date: 19th June 2019

Policy/proposal screened by: Kathey Neill/Pamela McComb