



Metropolitan Police Authority

Equality Impact Assessment Form – HR Policy Review

Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Michael Shurety, HR Consultant and project leader.
MPA HR Unit

2. Name of the policy:

Bullying and Harassment Policy and Procedure

3. What is the main purpose or aims of the policy?

The policy encourages all staff to report any incidents of bullying and harassment they may experience or witness so that the matter may be investigated and resolved. The specific issues covered include defining unacceptable behaviour, setting out the responsibilities of staff (particularly managers), how to invoke the procedure, the availability of support and the formal procedure for investigating allegations. It points out that serious or persistent forms of bullying or harassment will be regarded as Gross Misconduct and dealt with in accordance with the Discipline Policy and Procedure.

A review date of May 2011 is built into the policy.

4. Who will be the beneficiaries of the policy?

All MPA staff and managers will benefit directly by having a clearly defined, legally compliant and articulated policy.
MPA members, consultants and contractors will benefit indirectly from working in an environment where well defined HR policies exist.
The policy stipulates that it applies to instances of bullying & harassment between members of staff, other workers and visitors.
There is a separate procedure for complaints made by members of the public against Authority officers and members.

5. Has the policy been explained to those it might affect directly or indirectly?

An HR policy launch and a number of introductory workshops have been planned.
Each member of staff will be issued with a personal A-Z guide which will include details of this policy.
The A-Z guide will be issued to all new starters.

Full details of the policy will be available on the MPA intranet.
 A workshop will be held for managers to explain this policy in detail. Other staff may attend if they so wish. Further details are contained in Section 12 of this assessment.

6. Have you consulted on this policy?

1. Drafts of the policy were discussed with the PCS at a minuted meeting on 13 January 2009
2. The policy was discussed and agreed by MPA SMT in February 2009.
3. A focus group representing a range of MPA staff considered the equality implications of this policy. A diversity breakdown of the membership of this focus group is attached at an Appendix.

7. Please complete the following table and give reasons/comments for where:

- (a) The policy could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.
- (b) The policy could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

Equality Target Group	(a) Positive Impact		(b) Negative Impact		Reason/Comment
	High	Low	High	Low	
Men		X			<p>The policy takes account of the Health & Safety at Work Act 1974, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment Rights Act 1996, Protection from Harassment Act 1997, Data Protection Act 1998, Management of Health & Safety at Work Regulations 1999, Race Relations Act 1976 (Amendment) Regulations 2003, Employment Equality (Religion or Belief) Regulations 2003, Employment Equality (Sexual Orientation) Regulations 2003, Employment Equality (Sex Discrimination) Regulations 2005, Employment Equality (Age) Regulations 2006, Sex Discrimination Act 1975 (Amendment) Regulations 2008, Employment Equal Treatment Framework Directive 2000/78/EC, Equal Treatment Directive 2006/54/EC, European Commission Recommendation 92/131/EEC and Code of Practice on the protection of the dignity of women and men at work.</p> <p>The policy states that a member of staff may raise the complaint with someone of his/her own sex, if they so wish. Appendix 1 contains examples of sexual harassment.</p>
Women		X			As above.
Asian or Asian British people		X			<p>The policy takes account of the provisions of the Race Relations Act 1976 and the Race Relations Act 1976 (Amendment) Regulations 2003.</p> <p>Appendix 1 contains examples of racial discrimination.</p>

Black or Black British people		X			As above.
White people (including Irish people)		X			As above.
Chinese people		X			As above.
Other racial/ethnic group (please specify)		X			As above
Mixed Race		X			As above.
Disabled people		X			The policy takes account of the provisions of the Disability Discrimination Act 1995. Appendix 1 contains a definition in respect of harassment on the grounds of disability.
Gay, Lesbian and Bisexual people		X			The policy takes account of the Employment Equality (Sexual Orientation) Regulations 2003.
Transgender people		X			As above.
Older people (50+)		X			The policy takes account of the provisions of the Employment Equality (Age) Regulations 2006. Appendix 1 contains specific advice about ageism.
Younger people (17-25) and children		X			As above,
Faith groups (please specify)		X			The policy takes account of the provisions of the Employment Equality (Religion or Belief) Regulations 2003.

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

Signed by HR Unit:

Approved by SMT: April 2009