

Policy/Procedure/Strategy: Staff Discipline Policy  
 Review Due: 01/06/2017  
 Date of Assessment: 31/03/2017

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 Department/Section: Human Resources

Signature: John McLuckie  
 Date: 31/03/2017

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

The purpose of this procedure is to provide a framework within which staff discipline issues will be managed, identify those staff responsible for contributing to effective staff discipline and support staff through the staff discipline process.

- New  
 Revised  
 Existing

Who will be affected?	Who will be consulted?	Evidence available:
College staff and students	College staff	Qualitative – Argyll College UHI Staff Discipline Policy, Argyll College UHI Staff Drug and Alcohol Policy, Argyll College UHI Long Term Sickness and Return to Work Policy. Quantitative - Self-Evaluation Documents to identify any courses with KPIs adversely affected by staff disciplinary issues relating to individuals with protected characteristics. Anecdotal – Staff views on the policy.

## Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, N/I	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	P	P	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Advancing Equality of Opportunity	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I
Promoting Good Relations	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I	N/I

## Step 3

Action to be taken

- Policy review should consider stating specifically that arrangements for disciplinary hearings and appeals will include provision for individuals with accessibility issues.
- Policy review should consider including the 9 protected characteristics as examples of discrimination in section 14.6 of the staff disciplinary policy.
- Review of equality impact assessment whenever this or associated college policies are updated or revised.
- Ongoing monitoring of compliance to ensure no protected group is discriminated against when dealing with issues relating to staff discipline.

Summary of EIA Outcome – please tick

- No further action to be carried out  
 Amendments or changes to be made  
 Proceed with awareness of adverse impact  
 Abandon process – Stop and Rethink

Please forward completed EIA forms to the Equality & Diversity Committee