

## SQA EQUALITY IMPACT ASSESSMENT

### 1 Name of policy/procedure/project/decision\*

\*Referred to as just 'policy' in this document.

<b>POLICY NAME</b>	Driving for Work Policy
<b>VERSION NUMBER</b>	7.0
<b>POLICY AUTHOR</b>	Allan Dunbar
<b>POLICY OWNER</b>	Jacqui Faulds
<b>BUSINESS AREA OWNER</b>	Facilities Management
<b>POLICY EFFECTIVE FROM</b>	1 December 2020
<b>POLICY REVIEW DATE</b>	30 November 2023
<b>NEW/REVISED POLICY</b>	Revised

### 2 What is the main purpose of the policy/procedure/project/decision?

The Health and Safety at Work etc Act 1974 requires employers to ensure, so far as is reasonably practicable, the health and safety of all employees while at work. Employers and employees also have a responsibility to ensure that others are not put at risk during any work-related activities.

SQA has a duty of care towards employees who use their private vehicles for SQA business purposes. Under the Corporate Manslaughter and Corporate Homicide Act 2007, senior management are liable to prosecution where they are held to be in gross breach of their duty of care.

Compliance with this policy will demonstrate that SQA has carried out all reasonably practicable steps to ensure that private vehicles used for business purposes are roadworthy and that drivers are licensed and insured to use them.

### 3 What information is being used to evaluate the impact of this policy/procedure/project/decision on people who share protected characteristics?

Historical records of Vehicle and Driver Self Check forms.

## PUBLIC SECTOR EQUALITY DUTY

SQA is required to have ‘due regard’ to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations.

This section provides the opportunity to capture how the policy will contribute towards the three aims of the general equality duty, and to consider if there is anything more we need to do to meet our responsibilities.

### 4. How might this policy/procedure/project/decision impact on people who share protected characteristics?

Protected Characteristic	Neutral impact	Positive impact	Negative impact	Please provide more information
Age	✓			
Disability	✓			
Marriage/civil partnership	✓			
Race	✓			
Religion/belief/non-belief	✓			
Sexual orientation	✓			
Gender re-assignment (gender identity and transgender)	✓			
Pregnancy/maternity	✓			
Sex	✓			
Care experience (where relevant)	✓			

### 5 What arrangements could be implemented to reduce or mitigate any potential adverse or negative impacts identified above?

N/A

General Equality Duty: eliminate discrimination, advance equality; foster good relations

**6 If you are proceeding with a decision that may have a negative impact despite the mitigatory arrangements identified in Step 5, are you satisfied that this is objectively justified, i.e. a proportionate means of achieving a legitimate aim? Please provide explanatory details.**

N/A

**7 Could this policy/procedure/project/decision be revised or changed to better meet the Equality Duty?**

No.

The policy is in place to meet legal requirements and SQA's duty of care to employees.

**8. Has there been consultation/is consultation planned with people who will be affected by this policy/procedure/project/decision? Please detail below how this has affected your decision making.**

N/A

**9. How will this policy/procedure/project/decision be monitored and evaluated?**

Ongoing monitoring of the policy will take place by Facilities Management and employees as part of the process to complete Vehicle and Driver Self Checks and maintain and the driver and vehicle information held on Business World.