

Equality Impact Assessment (supporting guidance available)

Action Plan

This section is completed at the end of the Equality Impact Assessment. Due to the importance of embedding equality in SQA through our actions the Action Plan will be the focus and record of ongoing actions.

Agreed Schedule Review Date	August 2024	Additional Schedule Review Date	
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Explain how you will monitor and record the actual impact on equality groups, including how the evidence can be revisited to measure the actual impact.

Required Actions	Owner	Date	Comment & Review
Actions taken to monitor the implementation of policy and the impact on equality groups (evidence and consultation)	Environmental Working Group	August 2024	
Monitor changes to legislation	Environmental Working Group	August 2024	

Identified Actions	General Equality Duty	Owner	Date	Comment & Review
[LIST]	[CROSS REFERENCE]			
No impact or opportunity identified	No impact or opportunity identified			

Policy Aims

Name of Policy or practice	Environmental policy
New Policy or Revision	V5.0
Name of Policy Owner	Head of Appointee Management
Date Policy Owner Confirmed Completion	08/06/2021

What is the rationale for this policy or practice?

To outline the responsibilities of managers and staff in the achievement of environmental initiatives and targets.

What evidence is there to support the implementation or development of this policy or practice?

There is a legal and moral expectation to develop and implement this policy and supporting strategy.

[Public Sector Climate Change Duties](#)

What are the aims of this policy or practice?

Encourage sustainable practices and behaviours internally and externally by helping to inform colleague's choices.

How is the content of these aims relevant to equality groups?

The policy must adequately support everyone. We must be cognisant that, in certain cases, colleagues may require additional resources to adequately support their ability carry out their day to day tasks efficiently. For example, disabled colleagues may require to print documents, drive or use single use items f==

Evidence, Consultation and Engagement

What stakeholders have you engaged with in the development of this policy or practice?

Our [Environmental Working Group](#) meets quarterly and includes representatives from our community networks, business areas and trade unions. Action minutes and statistics are published, and a summary is shared in quarterly news articles on the intranet, and in all staff emails. The health, safety and environmental officer, and their administrator, monitor actions and support colleagues in completing them if required.

The policy and corresponding strategy were created using information from the Scottish Government (SG), Net Zero Scotland (NZS), Sustainable Scotland Network (SSN), public sector benchmarking, and with the input of colleagues.

The policy launch included publication of [articles](#) and a staff information programme which was recorded and is still available to watch on the intranet. The policy was signposted and summarised at directorate meetings via Teams to ensure as many colleagues as possible were informed. No on-site campaign as it was launched during lockdown and the offices were closed.

Policy sent to the women's network, disability network, rainbow network, appreciate culture & ethnicity network, equalities committee, and trade unions for comment. No impacts identified by members.

Cleaning colleagues have sustainability practices explained as part of their induction and are informed of changes and given the opportunity to raise any queries at weekly meetings.

It is also available on our external website and provided to contractors as part of the tendering process.

As part of their induction, all employees are encouraged to undertake [MyCarbonImpact training](#) on SQA academy. This aims to raise colleagues' awareness of the environmental impact of everyday activities and the ability to reduce emissions, on an individual and organisational basis. The course also hopes to develop their understanding of the wider challenges facing Scotland, the UK and the world as a result of the climate emergency.

There is a [dedicated intranet](#) page which can be accessed directly or via other relevant pages or documents. It contains the policy, [campaigns](#), legislation, and resources to help colleagues understand our responsibilities, and theirs.

- Colleagues can track SQA performance on the intranet, ask questions and make suggestions.
- Colleagues may choose to participate in activities and adopt sustainable practices both at work and at home.
- Colleagues can look for opportunities to perform work processes in a more sustainable way.

It is regularly reviewed, biennially or following any relevant changes to public sector duties legislation.

To help stay up to date and inform the reviews, the team sign up to receive regular communications from environmental professionals in the form of newsletters, social media posts, magazines, postal circulars, email alerts and campaigns. The community networks also reach out with any news or queries they feel relevant.

What evidence about equality groups do you have to support this assessment?	
Age	There is no evidence that the environmental policy impacts upon this equality group.
Disability	Disabled people and those with health conditions, including mental health conditions, should be given the opportunity to both get into and stay in work.
Race	There is no evidence that the environmental policy impacts upon this equality group.
Religion or Belief	There is no evidence that the environmental policy impacts upon this equality group.
Sex	There is no evidence that the environmental policy impacts upon this equality group.
Sexual Orientation	There is no evidence that the environmental policy impacts upon this equality group. Consulted the Rainbow Network, received no comments on the policy
Gender Re-assignment (Gender identity and transgender)	There is no evidence that the environmental policy impacts upon this equality group.
Marriage/Civil Partnership	There is no evidence that the environmental policy impacts upon this equality group.
Pregnancy / Maternity	There is no evidence that the environmental policy impacts upon this equality group.
Care experience (where relevant)	There is no evidence that the environmental policy impacts upon this equality group.

Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

Protected Characteristic	General Equality Duty
Age	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	No impact or opportunity identified
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	Providing regular communications, guidance, and training to all gives employees across all age ranges a common goal to reach understanding on.
Protected Characteristic	General Equality Duty
Disability	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010

	At times, accessibility and sustainability will have contrasting requirements. We recognise that it is important to avoid blanket bans and stigmatising additional resource requests, especially as part of making reasonable adjustments, for example, travel requests, single use plastic, and printing. The policy is worded careful to allow flexibility, for example: "make efforts to reduce the requirement for printed materials, adopting digital processes where reasonable"
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	No impact or opportunity identified
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
Protected Characteristic	General Equality Duty

Religion or Belief	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
Protected Characteristic	General Equality Duty
Sex	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified

Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
Protected Characteristic	General Equality Duty
Gender Re-assignment (Gender identity and transgender)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations

Protected Characteristic	General Equality Duty
Marriage/Civil Partnership	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified
Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified

Considered by SQA	General Equality Duty
Care experience (where relevant)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	There is no evidence to support the impact of this policy against this group
	Advance equality of opportunity
	No impact or opportunity identified
	Foster good relations
	No impact or opportunity identified

Rationale

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.
No impact or opportunity identified