

Equality Impact Assessment

Summary

Name of Policy or practice	Code of Conduct		
New Policy or Revision	Revised		
Policy Owner (role)	Head of Human Resources		
Date Policy Owner Confirmed Completion	5 August 2024		
Agreed Schedule Review Date	August 2027	Additional review date (Action review date)	n/a

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.

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)			[ONGOING RECORD]
Review and assess monthly establishment management information packs containing fundamental employment data on SQA employees	People Analytics, Governance & Systems Manager	Continuing to take place	
Review on a quarterly basis of employment law, case law and legislative changes, and equalities updates (including reviewing EHRC website).	HR Shared Services Manager	Continuing to take place	
Review and assess feedback on a quarterly basis from joint trade unions (Unite and Unison) through SQA's Joint engagement forum and Policy review group.	HR Shared Services Manager	Continuing to take place	
Review and assess feedback on a quarterly basis from each of SQA's staff community network groups	HR Shared Services Manager	Continuing to take place	
Continue to review and assess on an annual basis SQA's engagement People survey	OD Manager	Continuing to take place. People survey now quarterly.	
Review and assess on an annual basis all SQA employee lifecycle data	People Analytics, Governance & Systems Manager	Continuing to take place	
Continue to review and assess every 2 years SQA's equality mainstreaming report [next report due March 2025]	People Reward and Equalities Manager	Continuing to take place	

Continue to review and assess every 2 years SQA's workforce equality monitoring report [next report due March 2025]	People Reward and Equalities Manager	Continuing to take place	
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Policy Aims

What is the rationale for this policy or practice?
<p>Scottish Qualifications Authority (SQA) and all employees of SQA must demonstrate high standards of corporate and personal conduct. This can be achieved by embracing and maintaining our core values, which are: Trusted, Progressive, and Enabling.</p> <p>This policy document sets out the code of conduct for all employees of SQA, i.e. the standards of conduct that are expected of SQA employees.</p> <p>The Code of Conduct is to help every employee to make the right decisions about their conduct and behaviour every day. While it sets the general policy and guidance and highlights a benchmark for exemplary ethical behaviour, it does not cover every potential situation. The code of conduct states that should an employee experience any situations not covered by this policy, they should speak to their line manager.</p> <p>In summary, the purpose of the Code of Conduct is to summarise the standard of conduct and behaviour we expect at SQA.</p>
What evidence is there to support the implementation or development of this policy or practice?
<p>There is an insignificant data sample relating to those who have contravened the standards laid out in this policy to suggest any negative impacts on SQA employees.</p> <p>Our SQA People survey (October 2021) does provide evidence that this policy can have a positive impact on or employees. The data overleaf highlights the measurements from the People Survey that relates to this policy, although the scores are positive, we have had 4% of employees that advised they been bullied or harassed in the workplace which highlights the need to continue with this policy.</p> <p>(A reminder that in addition to our Dignity at Work policy, the Code of Conduct Policy also references discrimination and harassment – particularly in respect of out of work events and activities.)</p>
What are the aims of this policy or practice?
<p>This policy sets out the code of conduct for all employees of SQA i.e. the standards of conduct that are expected of SQA employees</p>
How is the content of these aims relevant to equality groups?

The Code of Conduct policy sets out SQA's expectations with regards to employees' conduct both internally and externally. It articulates the organisational approach to harassment, bullying and other unacceptable behaviours that could impact on all those in the protected characteristic groups.

One aspect of the policy of note is Conduct at Social Events:

SQA's policy on discrimination, victimisation, harassment, and bullying applies to work-related social events. Normal workplace standards of behaviour apply at work-related social events, and employees should not say or do anything that could offend or intimidate another person. Swearing and inappropriate language is unacceptable at work-related social events. Employees must not behave at any work-related social event in any way that could damage SQA or bring it into disrepute. It is important to note that employees may face disciplinary action for misconduct or gross misconduct outside of your normal workplace or working time.

Evidence, Consultation and Engagement

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

As this is an internal policy, SQA has asked for feedback from internal employee network groups in relation to equality impacts groups. These employee network groups include:

- ACE (Appreciate Culture and Ethnicity) Network.
- SQA Disability Network.
- SQA Rainbow Network.
- Women's Network.

Evidence of Stakeholder Engagement:

Evidence of all meeting minutes, actions and consultation undertaken with the PRG group (including Equality considerations in respect of all policies, activities and functions) is detailed on a dedicated SQA shared resources site.

What evidence about equality groups do you have to support this assessment?

Age

Table 1.1: Age

Age bracket	2019 no	2019 %	2020 no	2020 %	2021 no	2021 %	2022 no	2022 %	Variance no	Variance %
16–24	59	6.32%	50	5.27%	49	4.93%	36	3.47%	-23	-2.85%
25–29	65	6.97%	60	6.32%	73	7.35%	105	10.14%	40	3.17%
30–34	123	13.18%	109	11.49%	96	9.67%	95	9.17%	-28	-4.01%
35–39	131	14.04%	145	15.28%	146	14.70%	144	13.90%	13	-0.14%
40–44	129	13.83%	135	14.23%	146	14.70%	150	14.48%	21	0.65%
45–49	116	12.43%	105	11.06%	113	11.38%	124	11.97%	8	-0.46%
50–54	125	13.40%	141	14.86%	131	13.19%	126	12.16%	1	-1.24%
55–59	119	12.75%	117	12.33%	122	12.29%	122	11.78%	3	-0.98%
60–64	53	5.68%	72	7.59%	81	8.16%	102	9.85%	49	4.16%
65+	13	1.39%	15	1.58%	36	3.63%	32	3.09%	19	1.70%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	11.04%

Table 1.1 shows the age profile of the organisation from 2019 to 2022

Source: SQA Workforce Equality Monitoring Report 2021-23

Equalities: [SQA workforce monitoring report 2021-23](#)

Disability

Table 3.1: Disability

Disability	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %	Variance number	Variance %
No	417	44.69%	651	68.60%	683	68.78%	697	67.28%	280	22.59%
Not Specified	444	47.59%	152	16.02%	152	15.31%	184	17.76%	-260	-29.83%
Prefer not to say	21	2.25%	68	7.17%	76	7.65%	72	6.95%	51	4.70%
Yes	51	5.47%	78	8.22%	82	8.26%	83	8.01%	32	2.54%
Total	933	100.00%	949	100.00%	993	100.00%	1036	100.00%	103	0.00%

Source: SQA Workforce Equality Monitoring Report 2021-23

Equalities: [SQA workforce monitoring report 2021-23](#)

Table 3.1 shows the composition of the disability self-reporting categories for the period from 2019 to 2022.

Of those staff who have declared a disability, females made up 58.54% (2021) and 53.01% (2022) of the population, and males 41.46% (2021) and 46.99% (2022). Due to the low number of staff declaring a disability within SQA we are unable to publish further intersectional data in relation to disability and other protected characteristics.

Race

Table 7.1: Race

Ethnicity	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
African, Scottish African or British African	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	<5	<0.48%
Asian, Scottish Asian or British Asian	13	1.39%	20	2.11%	24	2.42%	25	2.41%
Caribbean or Black	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Mixed or multiple ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Not specified	383	41.05%	123	12.96%	101	10.17%	122	11.78%
Other ethnic group	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Prefer not to say	10	1.07%	33	3.48%	34	3.42%	30	2.90%
White	523	56.06%	763	80.40%	825	83.08%	849	81.95%

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Table 7.1 shows the ethnic minority background of staff within the organisation for the period from 2019 to 2022

Just under 3.50% staff declared they were from an ethnic minority background in both 2021 (3.32%) and 2022 (3.38%). However, it is encouraging to note that the percentage of staff declaring they are from an ethnic minority background has increased overall by 3.97% between 2019 and 2022. The percentage of staff within each ethnic minority category has remained relatively stable over the last three years.

Religion or Belief

Table 8.1: Religion or belief

Religion or belief	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Another religion or body	< 5	< 0.54%	< 5	< 0.53%	6	0.60%	6	0.58%
Buddhist	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Church of Scotland	91	9.75%	122	12.86%	127	12.79%	125	12.07%
Hindu	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	8	0.77%
Jewish	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Muslim	7	0.75%	11	1.16%	10	1.01%	11	1.06%
None	286	30.65%	421	44.36%	462	46.53%	489	47.20%
Not specified	405	43.41%	126	13.28%	102	10.27%	123	11.87%
Other Christian	26	2.79%	43	4.53%	44	4.43%	44	4.25%
Prefer not to say	35	3.75%	98	10.33%	103	10.37%	103	9.94%
Roman Catholic	76	8.15%	118	12.43%	129	12.99%	123	11.87%
Sikh	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%

Table 8.1 shows the religion, belief or non-belief status of staff within the organisation for the period from 2019 to 2022.

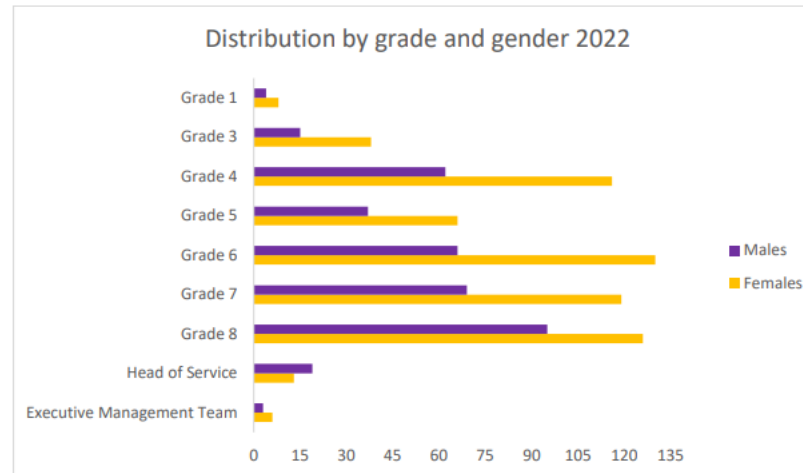
Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Sex

Gender

Distribution by grade and gender of SQA grade 1 – EMT



Source: SQA Summary of Equal Pay Audit 2023

[Scottish Qualifications Authority \(sqa.org.uk\)](https://www.sqa.org.uk/)

The majority of the 2.9 million lone-parent families in 2022 were headed by a lone mother (2.5 million, 84%)

Source: <https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/families/bulletins/familiesandhouseholds/2022>

59% of unpaid carers are women (Census 2021). Women are more likely to become carers and to provide more hours of unpaid care than men. More women than men provide high intensity care at ages when they would expect to be in paid work (Petrillo and Bennett, 2022)

Source: Carers UK

There are 1.25 million sandwich carers in the UK. These are people caring for an older relative as well as bringing up a family. 68% (850,743) are women.

Source: <https://www.ageuk.org.uk/our-impact/campaigning/care-in-crisis/breaking-point-report/>

Sexual Orientation	Table 10.1: Sexual orientation								
	Sexual Orientation	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
	Bisexual	9	0.96%	12	1.26%	15	1.51%	16	1.54%
	Gay man	13	1.39%	20	2.11%	21	2.11%	23	2.22%
	Gay woman / lesbian	9	0.96%	10	1.05%	12	1.21%	12	1.16%
	Heterosexual / straight	431	46.20%	670	70.60%	700	70.49%	702	67.76%
	In another way	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
	Not specified	< 5	< 0.54%	< 5	< 0.53%	156	15.71%	189	18.24%
	Not sure	26	2.79%	76	8.01%	< 5	< 0.50%	< 5	< 0.48%
	Prefer not to say	443	47.48%	158	16.65%	84	8.46%	88	8.49%
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Table 10.1 shows the composition of staff sexual orientation within the organisation for the period 2019 to 2022.									
Source: SQA Workforce Equality Monitoring Report 2021-23									
Equalities: SQA workforce monitoring report 2021-23									
Gender Re-assignment (Gender identity and transgender)	Due to the low number of staff reporting as transgender or describing their gender identity ‘in another way’, we are unable to publish further data in relation to gender reassignment or gender identity. This data is, however, monitored internally.								

Marriage/Civil Partnership

Table 5.1: Relationship status

Relationship status	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Civil Partnership	7	0.75%	7	0.74%	8	0.81%	9	0.87%
Co-habiting/in a relationship	80	8.57%	112	11.80%	122	12.29%	122	11.78%
Divorced/Dissolved Civil Partnership	14	1.50%	16	1.69%	17	1.71%	19	1.83%
Married	265	28.40%	370	38.99%	425	42.80%	416	40.15%
Married/Civil Partnership	8	0.86%	12	1.26%	14	1.41%	16	1.54%
Not Specified	407	43.62%	179	18.86%	102	10.27%	127	12.26%
Other	< 5	< 0.54%	< 5	< 0.53%	7	0.70%	9	0.87%
Prefer not to say	18	1.93%	49	5.16%	55	5.54%	59	5.69%
Separated	6	0.64%	12	1.26%	12	1.21%	13	1.25%
Single	122	13.08%	183	19.28%	224	22.56%	239	23.07%
Widowed/surviving partner from Civil Partnership	< 5	< 0.54%	6	0.63%	7	0.70%	7	0.68%

Table 5.1 shows the marriage and civil partnership status of staff within the organisation for the period from 2019 to 2022.

Source: SQA Workforce Equality Monitoring Report 2021-23

[Equalities: SQA workforce monitoring report 2021-23](#)

Pregnancy / Maternity

Table 6.1: Pregnancy and maternity

Pregnancy and maternity	2019 number	2019 %	2020 number	2020 %	2021 number	2021 %	2022 number	2022 %
Contract ended as planned					1	3.33%		0.00%
Due to return to work					0	0.00%	11	40.00%
Resigned					0	0.00%	1	4.00%
Returned to work	20	100.00%	10	100.00%	29	96.67%	14	56.00%
Total	20	100.00%	10	100.00%	30	100.00%	26	100.00%

	<p>Table 6.1 details the number of staff who have taken maternity leave, whether they are still on maternity leave (due to return to work), have returned to work following maternity leave, resigned following maternity leave, or their fixed-term contract ended (contract ended as planned).</p> <p>Source: SQA Workforce Equality Monitoring Report 2021-23 Equalities: SQA workforce monitoring report 2021-23</p>
Care experience (where relevant)	SQA does not currently collect Care Experience data.

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
	Neutral impact recorded for this policy. It is identified there is no realistic reason why or how this policy could adversely affect SQA employees of different ages.
	Conclusion: neutral impact
	Advance equality of opportunity
	All SQA employees are entitled to use, access, and be subjected to the Code of Conduct Policy, regardless of their age.
	Foster good relations
	Whilst this policy does not explicitly reference Age, there no evidence to indicate that this policy does or does not foster good relations between employees of different age groups.

Protected Characteristic	General Equality Duty
Disability	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>The policy does reference some areas which will require a degree of professional judgment and reading of social situations e.g. recognising bribery, soliciting, corruption and circumstances that might affect an ability to remain impartial.</p> <p>Equality Risks: <i>Discrimination Arising from a Disability:</i> It remains the conclusion there is a marginal risk may exist in respect of being able to effectively ‘read’ a social / business situation for employees who are neurodiverse.</p> <p>It would be our expectation that should there be a breach of the policy in such circumstances management would take into account an individuals neurodiverse status as mitigation.</p> <p>Conclusion: neutral impact</p>
	Advance equality of opportunity
	All SQA employees are entitled to use, access, and be subjected to the Code of Conduct Policy, regardless of disability.
	Foster good relations
	<p>The Code of Conduct policy also states that all appointments to SQA through recruitment and selection must be made on the basis of merit and follow SQA’s Recruitment and Selection Policy. SQA’s Recruitment & Selection Policy promotes SQA’s commitment to the Disability Confident Initiative and therefore the Code of Conduct policy reinforces the promotion of equal opportunities for <i>Disabled</i> applicants and employees.</p> <p>Employers must do all they reasonably can to protect people from unfair treatment and take steps to prevent disability discrimination at work (ACAS). SQA’s grievance data is too low to provide meaningful context, however, gov.uk states that disabled people are significantly more likely to experience unfair treatment at work than non-disabled people. In 2024 10.4% of SQA’s workforce declared they have a disability and therefore are at a higher risk of experiencing unfair treatment and/or discrimination at work due to their disability.</p>

	SQA's Code of Conduct promotes fair and reasonable treatment at work and details what to do if an individual feels they have been unfairly treated or discriminated against (signposts to grievance procedure) which may help to tackle prejudice. SQA's Disability Network which has disabled, and non-disabled members helps to raise awareness of disabilities at work at SQA.
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Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Positive Impacts: The Code of Conduct specifically articulates that all employees must respect fellow employees of SQA and the role they play, treating them with courtesy and dignity at all times. Similarly, they must respect members of the public when performing duties as a member of SQA and observe the principles of the Code in dealings with the public when performing your duties as an employee of SQA.</p> <p>In addition, the Code of Conduct lays out several sections of behaviour which demonstrates the organisation's commitment to the General Equality Duty When accepting gifts, consideration may have to be made regarding cultural differences and line managers may have to take this into account.</p> <p>Appointments: SQA's Recruitment and Selection Policy is built on the principle that all appointments must be made based on merit. Employees must follow this SQA policy at all times.</p> <p>Dignity at Work SQA is committed to providing a working environment free from bullying and harassment where everyone is treated with dignity and respect, and everyone takes responsibility for their actions. There is no place for any form of bullying or harassment within SQA and everyone must always adhere to our Dignity at Work policy. Sexual harassment, harassment, bullying and victimisation will never be acceptable or tolerated by us and such conduct will always be addressed. We expect everyone to consistently treat others with consideration, courtesy, and respect.</p> <p>Equality and Diversity and Inclusion: SQA is committed to promoting equality and diversity among our workforce. We support a culture that actively values difference, recognising that people from different backgrounds and experiences can bring valuable insights and enhance the way we work. We aim to be an inclusive organisation, committed to providing equal opportunities throughout employment including in the recruitment, training development and career progression of staff. Sexual harassment, harassment, bullying and victimisation will never be acceptable or tolerated by us and such conduct will always be addressed. We believe such behaviour is not only unacceptable, but it is also contrary to our values, and we expect everyone to consistently treat others with consideration, courtesy, and respect. Further, sexual</p>

	<p>harassment may amount to both an employment rights and a criminal matter. Harassment under the Protection from Harassment Act 1997 –which is not limited to circumstances where harassment relates to a protected characteristic –is a criminal offence.</p> <p>Equality Risks: Indirect Race Discrimination:</p> <p>Once again, we conclude a marginal risk may exist in respect of effectively ‘reading’ a social / business situation for employees who are drawn from different ethnicities, cultures, nationalities or for whom English is not their first language. Different cultural norms may potentially adversely affect decision making.</p> <p>This may <i>explain</i> a potential breach of this policy however it may not necessarily <i>excuse</i> it. We recommend that SQA managers responsible for the implementation of this policy take into account and are aware of any cultural differences that could potentially affect decision making</p> <p>Conclusion: positive impact</p>
	Advance equality of opportunity
	All SQA employees with from all Races/Ethnicities are required to follow code of conduct.
	Foster good relations
	<p>There is no evidence to indicate that this policy currently specifically fosters good relations between employees of different ethnicities. However, SQA is committed to providing a working environment free from bullying and harassment where everyone is treated with dignity and respect, and everyone takes responsibility for their actions. There is no place for any form of bullying or harassment within SQA and everyone must always adhere to our Dignity at Work policy.</p>

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
	<p>Positive Impact:</p> <p>The code of conduct states “We are committed to providing a working environment free from bullying and harassment where everyone is treated with dignity and respect, and everyone takes responsibility for their actions. There is no place for any form of bullying or harassment within SQA and everyone must always adhere to our Dignity at Work policy.” Therefore colleagues are required to treat others of different or no religions and beliefs.</p> <p>In addition to the in the Dignity at work section the policy has been updated to include “Colleagues are encouraged to complete the Dignity at Work SQA academy course which is to identify the definition of Dignity at Work and explain how our values, culture and policies help us all to take responsibility to create and support a respectful, equal, and fair working environment.”</p> <p>Equality Risks: None identified.</p> <p>Conclusion: positive impact</p>
	Advance equality of opportunity
	<p>All SQA employees from all <i>Religions/Beliefs</i> are required to follow code of conduct.</p> <p>Neutral Impact Recorded.</p>
	Foster good relations
	There is no evidence to indicate that this policy currently specifically fosters good relations between employees of different Religions/Beliefs

Protected Characteristic	General Equality Duty
Sex	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Positive Impact:</p> <p>The code of conduct specifically stipulates the SQA sexual harassment, bullying and victimisation is not acceptable at SQA - “We are committed to providing a working environment free from bullying and harassment where everyone is treated with dignity and respect, and everyone takes responsibility for their actions. There is no place for any form of bullying or harassment within SQA and everyone must always adhere to our Dignity at Work policy. Sexual harassment, harassment, bullying and victimisation will never be acceptable or tolerated by us and such conduct will always be addressed. We expect everyone to consistently treat others with consideration, courtesy and respect.”</p> <p>It goes further to say encompass Fair and Reasonable Treatment at Work</p> <p>“If you feel you have been asked or instructed by a colleague, an SQA Board member, a member of the public, or by an organisation, to act in a way which might be illegal, improper or unethical, or which is otherwise in conflict with the principles of this Code you are entitled to make use of the SQA Grievance policy and procedure for dealing with such concerns”</p> <p>Equality Risks: None identified.</p> <p>Conclusion: positive impact</p>
	Advance equality of opportunity
	As stated above, the code of conduct stipulates several responsibilities of employees which could assist in advancing equality of opportunity overall on the basis of sex.
	Foster good relations
	Whilst this policy does specifically reference SQA’s approach to sexual harassment and bullying, there is little evidence to indicate that this policy fosters good relations between employees of different sexes. However SQA Dignity at Work policy, linked to in the code of conduct, fosters good relations.

	A neutral equality impact is therefore recorded at this time.
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Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>All SQA employees of all Sexual Orientations are required to follow the Code of Conduct.</p> <p>It is concluded as above due to the code of conduct specifically stipulating at SQA sexual harassment, bullying and victimisation is not acceptable at SQA and the expectation of Fair and Reasonable Treatment at Work this offers protections to colleagues.</p> <p>Conclusion: positive impact</p>
	Advance equality of opportunity
	<p>All SQA employees are required to act in accordance with The Code of Conduct and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Sexual Orientation</i>.</p>
	Foster good relations
	A neutral equality impact is recorded

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
	<p>All SQA employees regardless of Gender Identity are required to follow code of conduct.</p> <p>The policy applies to all staff, and its content offers protections to minoritised groups, including gender reassigned colleagues as the policy states: : "Sexual harassment, harassment, bullying and victimisation will never be acceptable or tolerated by us and such conduct will always be addressed. We expect everyone to consistently treat others with consideration, courtesy and respect. "</p> <p>Conclusion: positive impact</p>
	Advance equality of opportunity
	<p>All SQA employees regardless of Gender Identity are required to follow code of conduct.</p> <p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Gender Re-Assignment.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently does not foster good relations between employees of different Gender Identities</p> <p>SQA is committed to providing a working environment free from bullying and harassment where everyone is treated with dignity and respect, and everyone takes responsibility for their actions. There is no place for any form of bullying or harassment within SQA and everyone must always adhere to our Dignity at Work policy</p> <p>Therefore it is concluded that this policy has a neutral equality impact.</p>

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
	We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are <i>Married</i> or in a <i>Civil Partnership</i> and therefore make no further recommendations in this area.
	Conclusion: neutral impact
	Advance equality of opportunity
	<p>All SQA employees must familiarise themselves with the content of The Code of Conduct and act in accordance with it. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Marital Status.</p> <p>SQA has a 'Dignity at work' policy which describes our commitment to provide a working environment free from bullying and harassment where everyone is treated with dignity and respect. Therefore, this policy has a positive equality impact, and no recommendations are made at this time.</p>
	Foster good relations
	<p>Whilst this policy does not explicitly reference <i>Marriage/Civil Partnership</i>, there is little evidence to indicate that this policy does not foster good relations between employees of different marital status.</p> <p>No further recommendations are made in respect of this in relation to this policy.</p>

Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are pregnant or on maternity and therefore make no further recommendations in this area.
	Conclusion: neutral impact
	Advance equality of opportunity
	All SQA employees must familiarise themselves with the content of The Code of Conduct and act in accordance with it.
	There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Pregnancy/Maternity
	Foster good relations
	Whilst this policy does not explicitly reference <i>Pregnancy/Maternity</i> there is little evidence to indicate that this policy does not foster good relations between employees of different marital status.
	No further recommendations are made in respect of this in relation to this policy.

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
	SQA has made a commitment to treat care experience as a protected characteristic and to support Who Cares? Scotland's Lifelong Rights Campaign. More information is available here - Corporate Parenting Plan 2023–26 (sqa.org.uk) .
	AS part of this and the protections laid out in the Code of Conduct colleagues who are care experienced should be offered the same protections as others with protected characteristics.
	Conclusion: positive impact
	Advance equality of opportunity
	Neutral Equality related impact is recorded in this area.
	Foster good relations
	Neutral Equality related impact is recorded in this area.

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.
n/a