

## 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	By September 2024	Additional Schedule Review Date	By September 2023
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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.

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<b>Required Actions</b>	<b>Owner</b>	<b>Date</b>	<b>Comment &amp; Review</b>
Review and assess monthly establishment management information packs containing fundamental employment data on SQA employees	People Analytics, Governance & Systems Manager	Commencing monthly from October 2022	
Review on a quarterly basis of employment law, case law and legislative changes, and equalities updates (including reviewing EHRC website).	HR Shared Services Manager	Commencing quarterly from January 2023	
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	Commencing quarterly from January 2023	
Review and assess feedback on a quarterly basis from each of SQA's staff community network groups	HR Shared Services Manager	Commencing quarterly from January 2023	
Continue to review and assess on an annual basis SQA's engagement People survey	OD Manager	Commencing annually from October 2023	
Review and assess on an annual basis all SQA employee lifecycle data	People Analytics, Governance & Systems Manager	Commencing annually from January 2024	
Continue to review and assess every 2 years SQA's equality mainstreaming report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	
Continue to review and assess every 2 years SQA's workforce equality monitoring report [next report due May 2023]	People Reward and Equalities Manager	Commencing every 2 years from May 2023	

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<b>Identified Actions</b>	<b>General Equality Duty</b>	<b>Owner</b>	<b>Date</b>	<b>Comment &amp; Review</b>
<p><b>Age</b> We recommend that additional details on how SQA will promote age diversity are added to the policy document.</p>	Advance equality of opportunity	Reward Advisor, People Reward & Equalities	By September 2023	
<p><b>Sexual Orientation</b> We recommend that additional details on how SQA will promote inclusion of employees with different sexual orientations are added to the policy document</p>	Advance equality of opportunity	Reward Advisor, People Reward & Equalities	By September 2023	
<p><b>Gender Re-Assignment</b> We recommend that the policy wording is amended as the definition in the policy should read “Individuals who plan to undergo or have undergone or who are undergoing gender reassignment. (Undergoing is currently missing from the policy definition.)</p>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	Reward Advisor, People Reward & Equalities	By December 2022	
<p><b>Marital/Civil Partnership</b> We recommend that additional details on how SQA will promote inclusion of employees with different marital statuses are added to the policy document.</p>	Advance equality of opportunity	Reward Advisor, People Reward & Equalities	By September 2023	
<p><b>Pregnancy/Maternity</b> We recommend that additional details on how SQA will promote equality and inclusion of those with the protected characteristic of pregnancy/maternity are added to the policy document.</p>	Advance equality of opportunity	Reward Advisor, People Reward & Equalities	By September 2023	

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<p><b>Race</b> We recommend that SQA provide training in respect of <i>Unconscious Bias</i> to all employees in 2024</p>	<p>Advance equality of opportunity</p>	<p><b>Employee Development Programme Manager, OD &amp; Change</b></p>	<p><b>By September 2024</b></p>	
<p><b>Religion/Belief</b> As part of this assessment, we have identified an opportunity for this policy to provide further examples of how religion/belief could potentially impact on lifestyle, diet, clothing, observance and working arrangements.  This should also include examples of some philosophical (non-religious) beliefs systems</p>	<p>Advance equality of opportunity</p>	<p><b>Reward Advisor, People Reward &amp; Equalities</b></p>	<p><b>By September 2023</b></p>	
<p><b>Sex</b> We recommend that some of the SQA commitments and achievements should be referenced in this policy.</p>	<p>Foster good relations</p>	<p><b>Reward Advisor, People Reward &amp; Equalities</b></p>	<p><b>By September 2023</b></p>	
<p>Provide any definitions of the terms Equality, Diversity and Inclusion, how they are different and what it should mean to all SQA employees and why it is important to SQA as an organisation.</p>	<p>Advance equality of opportunity</p>	<p><b>Reward Advisor, People Reward &amp; Equalities</b></p>	<p><b>By September 2024</b></p>	

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We recommend that SQA lists the support available e.g., employee networks.	Advance equality of opportunity	<b>Reward Advisor, People Reward &amp; Equalities</b>	<b>By September 2023</b>	
We recommend that SQA updates the Associated Policy section of this policy e.g., the Gender Identity & Transitioning at Work policy.	Advance equality of opportunity	<b>Reward Advisor, People Reward &amp; Equalities</b>	<b>By September 2023</b>	
We recommend that SQA list some of the latest definitions and terminology e.g., embracing neurodiversity and diversity of gender identity.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	<b>Reward Advisor, People Reward &amp; Equalities</b>	<b>By September 2024</b>	
We recommend SQA list examples of inclusive behaviour, conduct and language.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	<b>Reward Advisor, People Reward &amp; Equalities</b>	<b>By September 2024</b>	
We recommend that SQA identifies Board of Management actions in relation to this policy.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010	<b>Reward Advisor, People Reward &amp; Equalities</b>	<b>By September 2024</b>	

**Policy Aims**

<b>Name of Policy or practice</b>	Equality, Diversity and Inclusion
<b>New Policy or Revision</b>	New
<b>Name of Policy Owner</b>	People Reward & Equalities Manager
<b>Date Policy Owner Confirmed Completion</b>	25 Nov 2021

<b>What is the rationale for this policy or practice?</b>
<p>We are 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. We will pro-actively tackle and eliminate bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all. We will take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by staff, visitors, the public and any others in the course of the organisation’s work activities, customers, suppliers.</p>

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

ACAS indicates that having a workplace policy covering equality, diversity and inclusion is a good place to start in making sure a workplace is inclusive. -Source: [ACAS](#)

Research from Scope has found 3 in 4 disabled people have experienced negative attitudes and behaviour from others in the last five years.

When accessing the following, proportion of disabled people who reported negative attitudes:<sup>4</sup>

Employment, Education or Training	Experienced by
Management	42%
Work colleagues	41%

Source: Scope’s Attitudes and disability: The experiences of disabled people in 2022

The table shows the proportion of disabled people who experienced negative attitudes from management (42%) and work colleagues (41%) in 2022.

The information below and over the next two pages is extracted from the SQA People Survey 2021. This is one indicator as to whether our Equality, Diversity and Inclusion Policy is being applied consistently throughout the organisation and if it we are meeting our aims in relation to this policy.

**My Manager**

Question	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	% POSITIVE	VARIANCE FROM PREVIOUS SURVEY	VARIANCE FROM CSPS BENCHMARK
My manager is considerate of my life outside work	62%	29%	7%	2%	1%	91%	+1	+2
My manager is open to my ideas	53%	38%	6%	2%	1%	91%	+2	+5

(91% of respondents *Strongly Agree* or *Agree*) Overall survey response rate = 82%

**My Team**

Question	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	% POSITIVE	VARIANCE FROM PREVIOUS SURVEY	VARIANCE FROM CSPS BENCHMARK
The people in my team work together to find ways to improve the service we provide	50%	39%	6%	3%	1%	90%	0	+4



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<b>** Inclusion and Fair Treatment - average score 84%</b>								
Question	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	% POSITIVE	VARIANCE FROM PREVIOUS SURVEY	VARIANCE FROM CSPS BENCHMARK
I am treated fairly at work	44%	45%	6%	3%	2%	89%	+1	+5
I am treated with respect by the people I work with	46%	44%	6%	3%	1%	90%	+2	+1
I feel valued for the work I do	34%	40%	14%	9%	4%	74%	-2	-1
I think that SQA respects individual differences (e.g., cultures, working styles, backgrounds, ideas, etc)	38%	46%	11%	3%	2%	84%	+1	+4
<b>Organisational Culture - average score 76%</b>								
Question	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	% POSITIVE	VARIANCE FROM PREVIOUS SURVEY	VARIANCE FROM CSPS BENCHMARK
I am trusted to carry out my job effectively	46%	46%	5%	2%	1%	92%	+1	+1

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I believe I would be supported if I try a new idea, even if it may not work	30%	49%	13%	6%	2%	79%	+1	+7
In SQA, people are encouraged to speak up when they identify a serious policy or delivery risk	22%	46%	21%	8%	4%	67%	-1	-5
I feel able to challenge inappropriate behaviour in the workplace	17%	45%	26%	8%	4%	62%	-1	-7
SQA is committed to creating a diverse and inclusive workplace	26%	54%	16%	2%	2%	79%	-1	-1

**\*\* A mean response of 84% of either *Strongly Agree or Agree* is recorded for the data set headed Inclusion and Fair Treatment which all directly relates to how Equality, Diversity and Inclusion is currently perceived within SQA.**

**What are the aims of this policy or practice?**

This policy sets out our approach to equality, diversity and inclusion. We believe there should be no unlawful discrimination against any member of staff, job applicant, associated person or third party because of a protected characteristic. We will ensure we meet our obligations under the Equality Act 2010([insert a link here](#)) and any other related legislation.

**What are the aims of this policy or practice?**

The policy itself is divided in two discrete sections:

**Policy Structure:**

1: Part A – Policy detail.

2: Part B – Procedures for SQA managers / employees to follow.

The following SQA policies are also related to the Equality, Diversity & Inclusion policy

- Dignity at Work
- Discipline
- Grievance
- Code of Conduct
- Recruitment & Selection

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

SQA acknowledges that people who share/do not share certain protected characteristics may on balance:

- Experience greater levels of discrimination, harassment or bullying within the workplace.
- Experience greater levels of microaggressions and exclusion within the workplace.
- Experience higher instance of work-related stress due to non-inclusive cultures.
- Experience compound discrimination or intersectionality i.e., where a person has one or more characteristics and may be subjected to consequentially levels of disadvantage. For example, individuals with protected characteristics may be excluded or disadvantaged in relation to opportunities for advancement within the organisation.

National Evidence:

1 in 4 (25%) of BAME employees reported they had witnessed or experienced racist harassment or bullying. Subsequent BITC research into inclusive behaviours has found that: • 44% of employees have experienced non inclusive behaviours in the workplace over the last 3 years \*1. This increases to: – 58% of BAME employees – 58% of workers under 35 – 50% of women • Of those who had experienced this behaviour, 11% ultimately left their organisation.

\*1 BITC and Deloitte (2019) YouGov Survey Findings, Workplace Discrimination, October  
[bitc-toolkit-race-racismandappropriatebehaviours-June20.pdf](#)

The Business in the Community Race at Work 2021 – McGregor-Smith Review Four Years On reports that in 2021, 29% of Black and 27% of Asian employees say that they have witnessed or experienced bullying and harassment from their managers and 38% of Black, 29% of Asian and 27% of Mixed Race employees say that they have witnessed or experienced bullying and harassment from customers, clients and service users. Black, Asian, Mixed Race and other ethnically diverse employees are twice as likely than White employees to have experienced or witnessed racist harassment from managers, customers/clients and colleagues. Truly inclusive workplaces are free of bullying and harassment in all its forms.

[bitc-race-report-raceatwork2021scorecardreport-oct2021.pdf](#)

## Evidence, Consultation and Engagement

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

This policy has been developed in consultation with SQA's recognised Trades Unions, Unite and Unison, who represent all staff throughout the organisation.

In addition, as this is an internal policy, SQA has only consulted with internal groups. These include:

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

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

**Evidence of Stakeholder Engagement:**

**Trade Union Consultation Review Group (PRG):**

Members of SQA Human Resources department and trade union representatives from *Unite the Union* and *Unison* meet weekly in SQA via the PRG. This group has been meeting weekly in SQA since July 2020. SQA's trade union representatives are also given statutory time off to attend relevant training, meetings and other information gathering activities as supported in our union framework agreement.

**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.

**Staff Network Consultations:**

In June 2021, we formed a dedicated *Equality Impact Assessment Project Group* (EIAPG) with the aim of reviewing, assessing and providing feedback from staff on all SQA HR policies from Equality perspectives.

The EIAPG group consists of representatives from each of the SQA staff networks listed on the previous page of this document.

**Evidence, feedback and actions from all EIAPG staff network consultations** are recorded on a dedicated SQA *Microsoft Teams* page which was specifically created with the aim of listing potential equality risks that exist in H.R. policies / activities, sharing resources, recording feedback and scheduling future consultation meetings.

The table below details the consultation undertaken.

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

**Evidence of Staff Network Consultation Meetings:**

<b>Policy-Name</b>	<b>Review-Date</b>	<b>Women's- Network</b>	<b>(ACE)</b>	<b>Disability-Network</b>	<b>Rainbow-Network</b>
Redeployment	02/08/2021	Yes	Yes	Yes	Yes
Restructure	02/08/2021	Yes	▯	Yes	▯
Standby-&-Call-Out	23/06/2021	▯	Yes	Yes	Yes
Time-Recording	09/08/2021	Yes	Yes	Yes	Yes
Attendance-Management	16/08/2021	Yes	▯	Yes	Yes
Childcare-Voucher	16/08/2021	Yes	▯	Yes	Yes
Dignity-at-Work	10/08/2021	Yes	Yes	Yes	Yes
Disciplinary	01/06/2021	Yes	Yes	Yes	Yes
Equalities-Diversity-&-Inclusion	23/08/2021	Yes	Yes	Yes	Yes
Fixed-Term-Workers	23/08/2021	Yes	▯	Yes	Yes
Grievance	29/06/2021	Yes	Yes	Yes	Yes
Improving-Performance	07/09/2021	Yes	Yes	Yes	Yes
Probation	06/09/2021	Yes	Yes	Yes	Yes
Recruitment-&-Selection	06/05/2021	Yes	Yes	Yes	Yes
Secondment	13/09/2021	Yes	Yes	Yes	Yes
Whistleblowing	22/07/2021	Yes	Yes	Yes	Yes
Flexible-Working	18/11/2021	Yes	▯	Yes	Yes
Flexitime	26/10/2021	Yes	Yes	Yes	Yes
Pay	09/12/2021	Yes	Yes	Yes	Yes
TOIL	16/12/2021	Yes	Yes	Yes	Yes
Code-of-Conduct	24/02/2022	Yes	Yes	Yes	Yes
Conflict-of-Interest	10/03/2022	Yes	Yes	Yes	Yes
Pensions-Discretion	29/03/2022	Yes	▯	Yes	Yes
Redundancy	22/03/2022	Yes	▯	Yes	Yes
Relocation	31/03/2022	Yes	▯	Yes	Yes
Retirement	15/03/2022	Yes	Yes	Yes	Yes

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

**Age**

The table below shows the comparison between SQA colleagues in different age groups and the Scottish working population (those aged 16 to 74).



Age	SQA	Population of Scotland <sup>2</sup>
16-24	5.27%	14.08%
25-29	6.32%	9.38%
30-39	26.77%	17.71%
40-49	25.29%	16.70%
50-59	27.19%	19.48%
60-64	7.59%	8.46%
65+	1.58%	14.19%

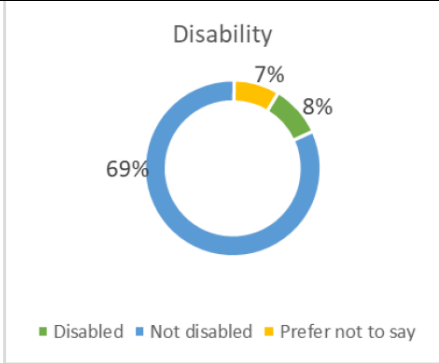
The percentage of colleagues in the 16–24 age group is lower than in the Scottish working population, where a significant proportion of this age group will be in education or training. SQA is working to attract younger workers through initiatives such as our Modern Apprenticeship scheme.

**Source: SQA Equality Mainstreaming Report 2019–21**

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)



What evidence about equality groups do you have to support this assessment?	
<p><b>Disability</b></p>	<p>32% of the adult population in Scotland are disabled.</p> <p>Disclosing disability information is voluntary and, as at 31 January 2021, 83.99% of colleagues had completed information in relation to this protected characteristic.</p> <p>The percentage of colleagues who have identified as having a disability has increased by 2.75% between 2019 and 2020. We understand the increase in those declaring their disability is due to increased self-identification rates as the result of our equality campaign. SQA’s Employee Networks have also supported our campaigns and awareness-raising activities.</p> <p>SQA is also Disability Confident Employer, and all candidates who apply under the Disability Confident scheme, and meet the essential requirements for the position, will be invited to interview.</p> <p>The chart above illustrates a breakdown of SQA colleagues by disabled (8%), non-disabled (69%) and prefer not to say (7%) categories.</p> <p><i>Colleagues can easily update information about their disability and that SQA works with its occupational health provider to ensure risk assessments and/or reasonable adjustments are considered and where necessary put in place for any colleague at any point during their employment</i></p> <p>Source: SQA Equality Mainstreaming Report 2019–21  <a href="https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf">https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf</a></p>



**Disability**

Evidence (continued)

Five promoted colleagues declared they have a disability, three received a permanent promotion and two a temporary one.

Source: SQA Workforce Equality Monitoring Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

SQA has a Disability Network which continues to provide a welcoming, confidential, and safe environment for colleagues to share ideas and information on disability equality in the workplace.

In response to the feedback received to the group's disability survey, members worked in collaboration with HR and other groups across the organisation to collate a compendium of information relating to policies, workplace reasonable adjustments and sources of advice and support in SQA and externally to support disabled employees and line managers.

Source: SQA Equality Mainstreaming Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)

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

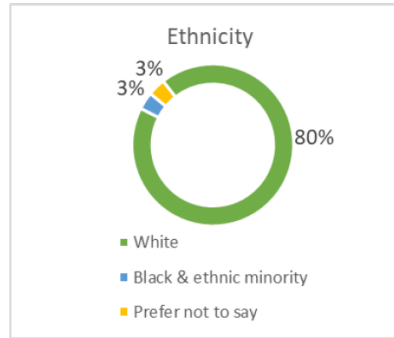
**Race**

5% of the adult population in Scotland were minority ethnicity<sup>2</sup>.

The majority of SQA colleagues (87.04%) have provided data regarding their ethnicity.

Colleague data shows that SQA has a slightly lower level of diversity across its workforce when compared to the Scottish population more generally.

There has been a 1.34% increase in the number of ethnic minority colleagues from 1.82% in 2019 to 3.16% in 2020. The increase is mainly due to increased self-identification rates as the result of our recent equality monitoring campaign in July 2020. The largest Black & Ethnic Minority group in SQA is Pakistani, Pakistani Scottish or Pakistani British.



The chart above illustrates a breakdown of SQA colleagues by ethnicity; Black and ethnic minority (3%), White (80%) and prefer not to say (3%) categories.

**Source: SQA Equality Mainstreaming Report 2019–21**

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)

There were no ethnic minority colleagues who received either a permanent or temporary promotion during the reporting period. This could, however, have been impacted by the following:

- ◆ Not all promoted colleagues provided data in relation to race
- ◆ Some colleagues declared they would prefer not to say
- ◆ Accuracy of extrapolation of internal from external applicants

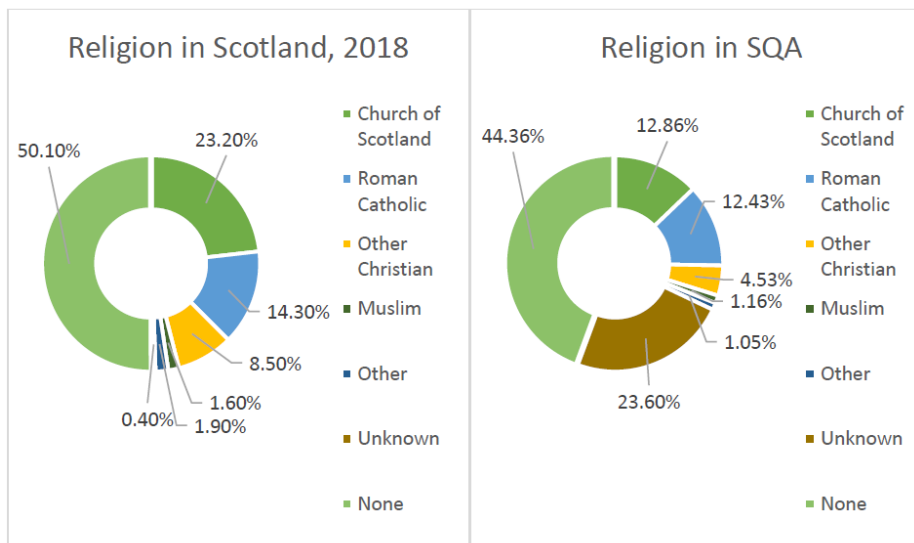
**Source: SQA Workforce Equality Monitoring Report 2019–21**

[https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

<b>Race (Continued)</b>	<p>We have a race network, ACE (Appreciate Culture and Ethnicity) Network, which has been very active – they launched a competition to design their Network logo and have shared cultural background interviews with colleagues. The Group celebrated Race Equality Week 2021 with members and colleagues across SQA taking part in the Big Promise and making a public commitment to create positive change.</p> <p>Source: SQA Equality Mainstreaming Report 2019–21 <a href="https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf">https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf</a></p>
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**What evidence about equality groups do you have to support this assessment?**

**Religion or Belief**



- The chart on the left above illustrates a breakdown of Religion in Scotland in 2018 as: None (50.10%), Church of Scotland (23.20%), Roman Catholic (14.30%), Other Christian (8.50%), Other (1.90%), Muslim (1.60%).
- The chart on the right above illustrates a breakdown of SQA colleagues by Religion: None (44.36%), Unknown (23.60%), Church of Scotland (12.86%), Roman Catholic (12.43%), Other Christian (4.53%), Other (1.05%), Muslim (1.16%).

The majority of colleagues (86.73%) have provided data regarding their religion or belief. The diversity of religion and belief broadly mirrors that of the population of Scotland. However, we have a higher unknown rate due to 10.33% of colleagues who have declared they would prefer not to share their religion or belief and 13.28% of colleagues who have not provided information on their religion or belief.

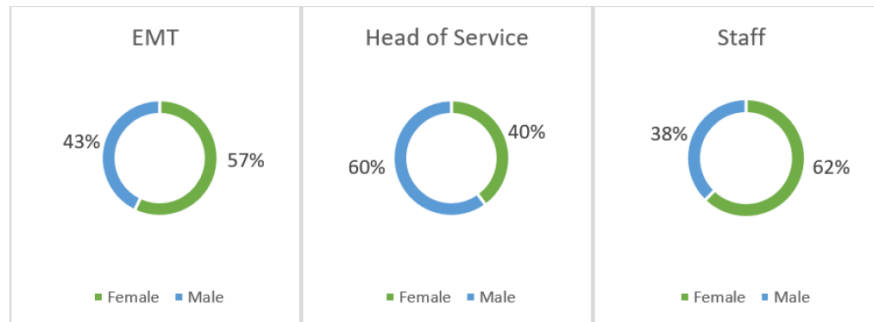
We encourage managers to be flexible in the approval of annual leave requests to support colleagues to observe notable dates in their religious calendar and engage in such events and occasions. We also provide support for colleagues to use rooms in both our Glasgow and Dalkeith office for praying during their working day.

Source: SQA Equality Mainstreaming Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)

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

**Sex**



51% of Scotland's population are women and 49% men.<sup>1</sup>

In SQA:

- ◆ 62% of colleagues are women and 38% are men.
- ◆ Head of Service group has 12 women (40%) and 18 men (60%).
- ◆ Executive Management Team (EMT) has 4 females (57%) and 3 men (43%).

The table on the left above illustrates that in SQA the Executive Management Team (EMT) has 4 females (57%) and 3 men (43%).

The table in the middle illustrates that in SQA the Head of Service group has 12 women (40%) and 18 men (60%).

The tables on the right illustrates that in SQA 62% of colleagues are women and 38% are men.

Source: SQA Equality Mainstreaming Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)

Of colleagues who received permanent promotions during the reporting period, 66.67% (20) were female. Across all grades, the same number or more female colleagues received permanent promotions than male colleagues at all grades except 5 and 7. Of those receiving temporary promotions during the reporting period, 44.78% (30) were female colleagues.

Source: SQA Workforce Equality Monitoring Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

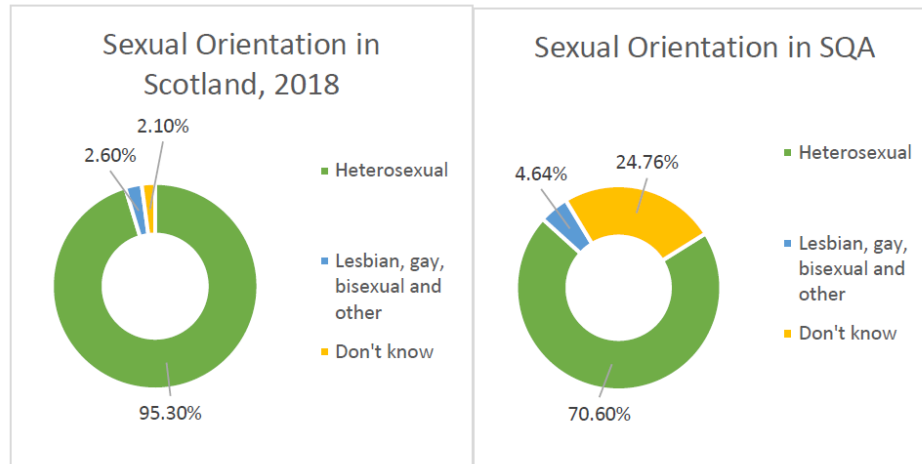
**Sex (continued)**

We have a Women’s Network at SQA that provides a welcoming space for women across the organisation. Through open meetings and events there are opportunities to get to know one another, to offer and receive support, and to inform SQA policy development in areas of equality and inclusion.

Source: <https://www.vercida.com/uk/features/women-s-network-at-sqa>

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

**Sexual Orientation**



The table on the left shows Sexual Orientation in Scotland in 2018; Heterosexual (95.30%), Lesbian, gay, bisexual and other (2.60%), Don't Know (2.10%).

The table on the right shows Sexual Orientation in SQA; Heterosexual (70.60%), Lesbian, gay, bisexual and other (4.64%), Other (25.76%).

83.35% of colleagues at SQA have chosen to disclose their sexual orientation.

Our workforce has almost double the representation of the overall Scottish population self-identifying as lesbian, gay, bisexual or in another way. The proportion of colleagues identifying as heterosexual is below national indicators and the proportion of our workforce whose sexual orientation is unknown is ten times the national indicator. This is due to 8.01% of colleagues who have declared they would prefer not to share their sexual orientation and 16.65% of colleagues who have not provided sexual orientation information.

Source: SQA Equality Mainstreaming Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)



**Sexual Orientation (Continued)**

Most promotions were gained by colleagues who declared they are heterosexual/straight, 63 in total (64.95%). Three promoted colleagues (3.09%) declared their sexual orientation as gay woman/lesbian. One colleague (1.03%) who was promoted in the reporting period declared a sexual orientation of gay man and another declared bisexual. Seven (8.25%) colleagues declared they would prefer not to say and 21 (21.65%) did not provide a response.

Source: SQA Workforce Equality Monitoring Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/workforce-equality-monitoring-report-2019-2021.pdf](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

SQA has a network dedicated to sexual orientation and gender identity, the Rainbow Network. The goal of the network is to ensure that SQA is a workplace that promotes, embraces and welcomes LGBTI+ (Lesbian, Gay, Bi-Sexual, Transgender, Queer/Questioning +) diversity, dignity, inclusion and talents. In practice, the Rainbow Network discusses LGBT+ issues, shares resources, and organises events such as awareness-raising campaigns and charity fundraising days.

Source: SQA Equality Mainstreaming Report 2019–21

[https://www.sqa.org.uk/sqa/files\\_ccc/sqa-equality-mainstreaming-report-2019-21.pdf](https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf)

<p><b>Gender Re-assignment (Gender identity and transgender)</b></p>	<p>No equality profiling data is currently captured by SQA.</p>												
<p><b>Marriage/Civil Partnership</b></p>	<div data-bbox="501 389 965 884" data-label="Figure"> <table border="1"> <caption>Marital status data</caption> <thead> <tr> <th>Marital Status</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Married or civil partnership</td> <td>44.47%</td> </tr> <tr> <td>Single</td> <td>35.72%</td> </tr> <tr> <td>Not provided</td> <td>13.70%</td> </tr> <tr> <td>Prefer not to say</td> <td>5.69%</td> </tr> <tr> <td>Other</td> <td>0.42%</td> </tr> </tbody> </table> </div> <p>The table above illustrates that 86.24% of SQA colleagues have provided marital status information. Just under half of all colleagues (44.47%) are married and 35.72% are single.</p> <p>The last marital status population estimates for Scotland have not been updated by National Records of Scotland since 2009, so we have chosen not to make any comparison for this protected characteristic.</p> <p>Source: SQA Equality Mainstreaming Report 2019–21  <a href="https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf">https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf</a></p>	Marital Status	Percentage	Married or civil partnership	44.47%	Single	35.72%	Not provided	13.70%	Prefer not to say	5.69%	Other	0.42%
Marital Status	Percentage												
Married or civil partnership	44.47%												
Single	35.72%												
Not provided	13.70%												
Prefer not to say	5.69%												
Other	0.42%												

<b>Pregnancy / Maternity</b>	<b>Colleagues</b>			
	<b>Pregnancy Status</b>	<b>2019</b>	<b>2020</b>	<b>Variance</b>
	<b>Not Pregnant</b>	98.25%	98.95%	<b>0.70%</b>
	<b>Pregnant</b>	1.75%	1.05%	<b>-0.70%</b>
	<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	
	<p>This table (1.20) shows colleagues by pregnancy / maternity for 2019 – 2020 and the variance between the two years.</p> <p>Source: SQA Equality Mainstreaming Report 2019–21  <a href="https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf">https://www.sqa.org.uk/sqa/files_ccc/sqa-equality-mainstreaming-report-2019-21.pdf</a></p>			
<b>Care experience (where relevant)</b>	<p>SQA does not currently collect Care Experience data.</p>			

### 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	<p data-bbox="465 587 2007 651">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="439 722 775 754"><b>Risks of Discrimination:</b></p> <p data-bbox="439 791 2018 855">This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul data-bbox="488 895 2000 1046" style="list-style-type: none"> <li data-bbox="488 895 1581 927">• Promoting Equality of Opportunity (same chance) to SQA employees of all Ages.</li> <li data-bbox="488 975 2000 1046">• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of their Age.</li> </ul> <p data-bbox="439 1082 2018 1190">For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees of all Ages. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p data-bbox="439 1230 797 1262"><b>Positive Impact Recorded</b></p>

<b>Age (Continued)</b>	<b>Advance equality of opportunity</b>
	<p>We conclude that on balance, the whole aim of this policy is to advance / promote equality of opportunity to SQA employees who share / do not share protected characteristics. Section 6.1 of the policy specifically notes the organisational commitment on age. It states:</p> <p><i>“We will promote and value age diversity and recognise the benefits of a mixed-age workforce.”</i></p>
	<b>Foster good relations</b>
	<p>As part of this assessment, we have identified that despite some excellent existing employee networks, SQA could take further steps to promote Age diversity at work – perhaps by establishing an older workers forum.</p> <p><u>We recommend that additional details on how SQA will promote age diversity are added to the policy document.</u></p>

Protected Characteristic	General Equality Duty
Disability	<p><b>Risks of Discrimination:</b></p> <p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees who have a <i>Disability</i>.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of <i>Disability</i>.</li> </ul> <p>For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees with <i>disabilities</i>. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p>A total of 8.2% of SQA employees declared a disability last year. Declaration rates have significantly improved from a total response rate under the Not Disclosed / Prefer not to say category of 49.9% in 2019 (roughly half of employees) to a much reduced 23.1 % in 2020.</p> <p>The highest proportion of colleagues who have declared a disability (53%) falls within the lowest age bands (16 – 44) and second highest (47%) within the upper age bands (45–64) A total of 55% of disabled employees are female and 45% are male. 63% of colleagues who have declared a disability are within the grade range 06 to Head of Service. Head of Service has the largest percentage of colleagues declaring a disability (13%) whereas Grade 6 has the largest overall number of colleagues declaring a disability at 23%.</p> <p>Source: SQA Workforce Equality Monitoring Report 2019 – 2021  <a href="https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf">https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</a></p>

	<p>All candidates who apply under the Disability Confident scheme and meet the minimum requirements will be invited to interview.</p> <p>As a Disability Confident Committed organisation <a href="#">information here</a> we have committed to:</p> <ul style="list-style-type: none"> <li>• ensuring our recruitment process is inclusive and accessible;</li> <li>• communicate and promote vacancies to attract disabled candidates;</li> <li>• offer an interview to disabled people if the minimum requirements are met;</li> <li>• anticipate and provide reasonable adjustments as required;</li> <li>• support any member of staff who acquires a disability or long-term health condition, enabling them to stay in work.</li> </ul> <p>The Recruitment and Selection Policy states that reasonable adjustments will be made at all stages of the recruitment process if required under the Disability Confident scheme. We will also consider any reasonable adjustments to our selection activities depending on your needs.</p> <p>Source: SQA Recruitment and Selection policy</p> <p><b>Positive Impact Recorded</b></p>
<p><b>Disability</b></p>	<p style="text-align: center;">Advance equality of opportunity:</p> <p>As previously stated, the whole aim of this policy is to advance / promote equality of opportunity to SQA employees who share / do not share protected characteristics. Section 6.2 of the policy specifically notes the organisational commitments in respect of Disability. It states:</p> <p>We will recognise and value the abilities of disabled people at all levels of the organisation by:</p> <ul style="list-style-type: none"> <li>• Focussing on what they can do, rather than what they cannot</li> <li>• Challenging stereotypes about disabled people through education and training</li> <li>• Making appropriate and reasonable adjustments in the workplace to help disabled people achieve their full career Potential</li> </ul>

<p><b>Disability (Continued)</b></p>	<p>If you are disabled, or become disabled whilst working with us, SQA encourages you to advise HR (<a href="mailto:hr.shared.service@sqa.org.uk">hr.shared.service@sqa.org.uk</a>) or by calling Ext 6060 about your condition, so that we can support you as appropriate.</p> <p>The policy also states that should you experience difficulties at work because of your disability, please contact your Line Manager or HR to discuss any reasonable adjustments that would help to overcome or minimise the difficulty.</p> <p>SQA Disability Network:</p> <p>SQA's has an established Disability Network which aims to provide welcoming, confidential and safe environment for colleagues to share ideas and information on disability equality in the workplace. In response to the feedback received to the group's disability survey, members worked in collaboration with HR and other groups across the organisation to collate a compendium of information relating to policies, workplace reasonable adjustments 29 and sources of advice and support in SQA and externally to support disabled employees and line managers.</p> <p>(More information is available from the SQA Equality Mainstreaming Report)</p> <p><b>Positive Impact Recorded</b></p>
	<p style="text-align: center;"><b>Foster good relations</b></p> <p>As part of this assessment, we have identified an opportunity for this policy to provide a summary of the types of conditions colleagues may have which we might consider to be a disability. <u>We believe this would greatly enhance overall awareness and understanding of Disability in SQA and further enhance good relations / understanding between employees who are Disabled and not Disabled.</u></p> <p>Examples include:</p> <p>1: An awareness of Neurodiversity</p>





This image shows different types of neurodiversity – Autistic Spectrum Disorder, Dyslexia, Trauma, Developmental Disabilities, Cultural Diversity, ODD, Specific Learning Difficulties, ADHD, Anxiety, OCD, Auditory Processing, Sensory Integration Disorder, Gifted, Developmental Co-ordination Disorder, ADD, Tourette's.

	Foster good relations (continued)
<b>Disability</b>	<p>Examples include: (continued)</p> <p>2: References to the effects of the Menopause</p> <p>3: How a disability can affect a person’s physical accessibility, concentration and ability to process information</p> <p>This is clearly a separate project, but we advise that the policy could provide much greater references to both <i>Disability</i> and examples of <i>Reasonable Adjustments</i> SQA might consider to accommodate a <i>Disability</i>.</p>

Protected Characteristic	General Equality Duty
Race	<p data-bbox="468 266 2007 328">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="439 403 777 432"><b>Risks of Discrimination:</b></p> <p data-bbox="439 472 2018 534">This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul data-bbox="488 574 2007 726" style="list-style-type: none"> <li data-bbox="488 574 2007 646">• Promoting Equality of Opportunity (same chance) to SQA employees of all <i>Races, Ethnicities, Citizenships and Nationalities</i>.</li> <li data-bbox="488 694 2007 726">• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of race.</li> </ul> <p data-bbox="439 761 1977 858">For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees of all races/ethnicities. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p data-bbox="439 930 799 959"><b>Positive Impact Recorded</b></p>

<b>Race</b>	<b>Advance equality of opportunity</b>
	<p>As previously stated, the whole aim of this policy is to advance / promote equality of opportunity to SQA employees who share / do not share protected characteristics. Section 6.6 of the policy specifically notes the organisational commitments in respect of Race/ Ethnicity</p> <p>In section 6.0 protected characteristics, 6.6 specifically notes the organisational position on race in relation to equality, diversity and inclusion: It states:</p> <p><i>We will aim to ensure that the racial and cultural diversity of our communities is represented at all levels of the organisation through challenging racial stereotypes and understanding, respecting, and valuing different racial and cultural backgrounds and perspectives.</i></p> <p><b>Positive Impact Recorded</b></p>
	<b>Foster good relations</b>
	<p>Whilst no explicit references to fostering good relations are made within the policy, the SQA does have a newly established <i>Appreciate Culture and Ethnicity</i> support group which has recently been has been very active</p> <p>(More information is available from the SQA Equality Mainstreaming Report)</p> <p><u>To facilitate the above, we also recommend that SQA provided training in respect of <i>Unconscious Bias</i> to all employees by September 2024.</u></p> <p><b>Neutral Impact Recorded</b></p>

Protected Characteristic	General Equality Duty
<b>Religion or Belief</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p><b>Risks of Discrimination:</b></p> <p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees of all <i>Religions or Beliefs</i>.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of <i>Religion or Belief</i>.</li> </ul> <p>For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees of different <i>Religions or Beliefs</i>. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p><b>Positive Impact Recorded</b></p>
	Advance equality of opportunity
	<p>In section 6.0 protected characteristics, 6.7 specifically notes the organisational position on religion or belief in relation to equality, diversity and inclusion:</p> <p>We recognise individuals’ freedom of belief and the right to protection from intolerance. We will not discriminate against any religious or other beliefs provided they do not run counter to this policy by supporting discrimination or intolerance of other members of staff. Where possible and facilities can accommodate this, we will aim to offer quiet areas for prayer and meal options where appropriate.</p> <p>Absence relating to Religion or Belief is covered in the SQA absence policy.</p> <p><b>Positive Impact Recorded</b></p>

	Foster good relations
<b>Religion or Belief</b>	<p><u>As part of this assessment, we have identified an opportunity for this policy to provide further examples of how religion/belief could potentially impact on lifestyle, diet, clothing, observance and working arrangements.</u></p> <p><u>This should also include examples of some philosophical (non-religious) beliefs systems.</u></p> <p><b>Neutral Impact Recorded</b></p>

Protected Characteristic	General Equality Duty
Sex	<p data-bbox="468 268 2007 331">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="439 403 777 432"><b>Risks of Discrimination:</b></p> <p data-bbox="439 472 2018 539">This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul data-bbox="488 592 1995 703" style="list-style-type: none"> <li data-bbox="488 592 1597 624">• Promoting Equality of Opportunity (same chance) to SQA employees of all Sexes.</li> <li data-bbox="488 671 1995 703">• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of sex.</li> </ul> <p data-bbox="439 746 2007 858">For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees of different sexes. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p data-bbox="439 903 799 935"><b>Positive Impact Recorded</b></p>

<p><b>Sex</b></p>	<p style="text-align: center;"><b>Advance equality of opportunity</b></p> <p><b>Risks of Discrimination:</b></p> <p>The whole aim of this policy is to advance / promote equality of opportunity to SQA employees who share / do not share protected characteristics. Section 6.9 of the policy specifically notes the organisational commitments in respect of Sexual Orientation. It states:</p> <p>We will aim to ensure that all staff, regardless of their sex, are represented at all levels of the organisation through:</p> <ul style="list-style-type: none"> <li>• Challenging gender stereotypes through education and training</li> <li>• Supporting staff in balancing their life at work and home</li> <li>• Supporting employees who become pregnant and taking active steps to facilitate their return to work after maternity leave</li> </ul> <p><b>Positive Impact Recorded</b></p>
<p><b>Sex</b></p>	<p style="text-align: center;"><b>Foster good relations</b></p> <p>Whilst this policy does not explicitly foster good relations between employees of different Sexes, comprehensive work is carried out in this area in SQA. This includes:</p> <ul style="list-style-type: none"> <li>▪ SQA Women’s Network</li> <li>▪ SQA Parents and Carers Network</li> <li>▪ SQA Gender Pay Gap Reporting</li> <li>▪ Flexible work and flexitime policies</li> </ul> <p><b><u>We recommend that some of the SQA commitments and achievements (as shown above) should be referenced in this policy.</u></b></p> <p><b>Positive Impact Recorded</b></p>



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><b>Risks of Discrimination:</b></p> <p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees of all <i>sexual orientations</i>.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of <i>sexual orientation</i>.</li> </ul> <p>For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees of different <i>Sexual Orientations</i>. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p><b>Positive Impact Recorded</b></p>
	<i>Advance equality of opportunity</i>
	<p>In section 6.0 protected characteristics, 6.9 specifically notes the organisational position on sexual orientation in relation to equality, diversity and inclusion:</p> <p>We will ensure you are treated fairly, irrespective of your sexual orientation through respecting difference and challenging negative stereotypical views.</p> <p><b>Positive Impact Recorded</b></p>

	Foster good relations
<p><b>Sexual Orientation</b></p>	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Sexual orientations.</p> <p><u>We recommend that additional details on how SQA will promote inclusion of employees with different sexual orientations are added to the policy document.</u></p> <p><b>The SQA Rainbow Network</b> exists to ensure that SQA is a workplace that promotes, embraces and welcomes LGBTI+ diversity, dignity, inclusion and talents. In practice, the Rainbow Network discusses LGBT+ issues, shares resources, and organises events such as awareness-raising campaigns and charity fundraising days.</p> <p>Highlights during 2019–21 include:</p> <ul style="list-style-type: none"> <li>◆ Celebrating LGBT History Month 2019 and launch of the Network’s first Honesty Library.</li> <li>◆ Ally Week 2019 — members encouraged colleagues across SQA to join their Network. Information stalls were held in Lowden and Glasgow. Interviews with LGBT Allies were shared during the week and members delivered a session on ‘How to be an LGBT Ally’. Members were delighted SQA’s Chief Executive Fiona Robertson joined as an ally.</li> </ul> <p>30 ◆ Attendance at Dundee Pride 2019.</p> <p>SQA was an ‘Official Sponsor’ of Dundee Pride in September 2019. A number of members attended Dundee Pride to fly their flag.</p> <ul style="list-style-type: none"> <li>◆ Representation at the Stonewall Workplace Conference 2019. Members attended Stonewall Scotland’s Workplace Conference in November with colleagues from SQA’s HR team.</li> <li>◆ Stonewall Scotland ‘lunch and learn’ sessions. LGBT awareness sessions were delivered in Glasgow and Lowden.</li> <li>◆ Members promoted Bi-Visibility Day in September — sharing information with colleagues via our intranet.</li> <li>◆ Acknowledgement of Trans Remembrance Day on 20 November.             <ul style="list-style-type: none"> <li>◆ Celebration of LGBT History Month 2020 and 2021— in 2021 our Rainbow Network shone a light the use of pronouns and enjoyed an interesting awareness session with Stonewall on ‘Being a better ally to LGBT People of Colour’. Members also shared LGBT Icon Posters throughout February themed around intersectionality.</li> </ul> </li> </ul>

Protected Characteristic	General Equality Duty
<p><b>Gender Re-assignment (Gender identity and transgender)</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees of all <i>gender identities</i>.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of <i>gender re-assignment and gender identity</i>.</li> </ul> <p>For that reason, we conclude that on balance, this policy and our separate <i>Transitioning at Work</i> policy is likely to have a <i>Positive Impact</i> on employees of different <i>gender identities</i>. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p> <p><b>Positive Impact Recorded</b></p> <p><u>(Advisory comment: The definition in the policy should read “ Individuals who plan to undergo or have undergone or who are undergoing gender reassignment. (Undergoing is currently missing from the policy definition.)</u></p> <p><u>We recommend that SQA refers to the Transitioning at Work policy in the Equality, Diversity &amp; Inclusion policy.</u></p>
	<p style="text-align: center;">Advance equality of opportunity</p>
	<p>In section 6.0 protected characteristics, 6.3 specifically notes the organisational position on gender reassignment in relation to equality, diversity and inclusion:</p> <p>Individuals who plan to undergo or have undergone gender reassignment are protected against all forms of discrimination and harassment. We will take positive steps to support a transgender person and ensure they are treated with dignity and respect.</p> <p><b>Positive Impact Recorded</b></p>

<b>Gender Re-assignment (Gender identity and transgender)</b>	<b>Foster good relations</b>
	<p>No further recommendations are made in respect of this in relation to this policy.</p> <p><b>Neutral Impact Recorded</b></p>
<b>Protected Characteristic</b>	<b>General Equality Duty</b>
<b>Marriage/Civil Partnership</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees regardless of marital status.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of marital status.</li> </ul> <p>For that reason, we conclude that on balance, this policy is likely to have a <i>Positive Impact</i> on employees regardless of marital status. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. ( Please see separate Equality Impact Assessment on these policies).</p> <p><b>Positive Impact Recorded</b></p>

<b>Marriage/Civil Partnership</b>	<b>Advance equality of opportunity</b>
	<p>In section 6.0 protected characteristics, 6.4 specifically notes the organisational position on marriage and civil partnership in relation to equality, diversity and inclusion:</p> <p>We will aim to ensure you are treated fairly, irrespective of your marital or civil partnership status.</p> <p><b>Positive Impact Recorded</b></p>
	<b>Foster good relations</b>
	<p>There is no evidence to indicate that this policy currently fosters good relations based on marital status.</p> <p><u>We recommend that additional details on how SQA will promote inclusion of employees with different marital status are added to the policy document – specially adding a reference to same sex marriages – currently not referenced.</u></p>

Protected Characteristic	General Equality Duty
<p><b>Pregnancy / Maternity</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>This policy defines the expectations of all employees in respect of embracing Equality, Diversity and Inclusion in SQA and defines our overall commitments to:</p> <ul style="list-style-type: none"> <li>• Promoting Equality of Opportunity (same chance) to SQA employees regardless of pregnancy/maternity status.</li> <li>• Tackling and eliminating bullying, harassment and discrimination (both direct and indirect) on the grounds of pregnancy/maternity status.</li> </ul> <p>For that reason, we conclude that on balance, this policy and our separate Pregnancy and Maternity policy is likely to have a <i>Positive Impact</i> on employees regardless of pregnancy/maternity status. Any negative impacts or complaints are recorded via either our <i>Grievance</i> or <i>Dignity at Work</i> policies. (Please see separate Equality Impact Assessment on these policies).</p>
	<p style="text-align: center;">Advance equality of opportunity</p>
	<p>In section 6.0 protected characteristics, 6.5 specifically notes the organisational position on pregnancy and maternity in relation to equality, diversity and inclusion:</p> <p>The law protects against discrimination on the grounds of pregnancy and maternity during the period of the pregnancy and statutory maternity leave. We will aim to ensure that no one is discriminated against or treated unfairly due to pregnancy or maternity.</p>
	<p style="text-align: center;">Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations based on pregnancy/maternity status.</p> <p><u>We recommend that additional details on how SQA will promote equality and inclusion of those with the protected characteristic of pregnancy/maternity with different marital statuses are added to the policy document.</u></p>

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
	<p>Whilst there is currently no evidence to suggest that care experience colleagues are placed at a disadvantage compared to other colleagues (or vice versa), it is recommended that data is collected and an analysis, by care experience, be performed of the 'lifecycle' of colleagues to identify any adverse trends.</p>

**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.

Not Applicable



**Miscellaneous:**

**Other impacts identified as part of this Equality Impact Assessment which generally have a positive impact on all SQA employees include:**

- An SQA employee assistance programme providing employees with confidential support and guidance 24 hours a day, 7 days a week.
- We use equality monitoring data in a number of ways. It helps us to:
  - Understand our colleagues' needs. With an accurate overview of our workforce profile, we can take targeted action to respond to any identified needs and provide support.
  - Promote awareness of the workforce diversity and its benefits.
  - Explore any trends and whether patterns of any potential disadvantage or discrimination exist.
  - Inform policy and decision-making and make improvements.
  - Provide targeted information, support and positive action initiatives to address any identified under-representation.
  - Comply with the law. All employers are responsible under the Equality Act 2010 for protecting employees from discrimination and harassment at work.
  - Measure and report progress against our equality outcomes and inform our equality impact assessments.

SQA's Recruitment and Selection Policy states that interview panels will have at least two members. All internal panel members will be trained in our Recruitment and Selection procedures. The interview will be based around the competencies for the post; these will be outlined in the job description.

**Additionally, the SQA is committed to being a supportive and inclusive employer and is members of and/or accredited by various organisations these include:**

- Accreditation as a Scottish Living Wage Employer
- Disability Confident Employer
- Hidden Disability Sunflower Scheme Member
- Employers Network for Equality & Inclusion Member
- Happy to Talk Flexible Working Employer
- Business in the Community Race at Work Charter Signatory

- Stonewall Diversity Champion
- Dying to Work Charter Member
- Accreditation as a Carer Positive Employer at Engaged Level

Notes: