



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 2027	Additional Schedule Review Date	By September 2026
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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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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	Commencing monthly from October 2022	Continue to review
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	Continue to review
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	Continue to review
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
Continue to review and assess on an annual basis SQA's engagement People survey.	OD Manager	Commencing annually from October 2023	Continue – people survey moving to quarterly pulse survey
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



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Continue to review and assess every 2 years SQA’s equality mainstreaming report.	People Reward and Equalities Manager	Commencing every 2 years from May 2023	Continue to review
Continue to review and assess every 2 years SQA’s workforce equality monitoring report	People Reward and Equalities Manager	Commencing every 2 years from May 2023	Continue to review

Identified Actions: General Equality Duty	Owner	Date	Comment & Review
It is recommended that further data in relation to fixed-term employees is gathered to identify if there are any discriminatory trends. This data should then be monitored in line with other equality data.	People Analytics, Governance & Systems Manager	Next review December 2024	Continue to review



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Policy Aims

Name of Policy or Practice:	Fixed-Term Contract Policy
New Policy or Revision?	Revision
Name of Policy Owner:	Head of Human Resources
Date Policy Owner Confirmed Completion:	25 February 2024

What is the rationale for this policy or practice?
<p>The stated aims of the Scottish Qualifications Authority (SQA) Fixed-Term Contract Policy are:</p> <p>Employment legislation provides protection and certain rights for colleagues employed on a fixed-term contract, and SQA is committed to upholding our obligations. The policy reflects the commitment to colleagues and our aspirations that they have a positive employment experience with us.</p> <p>SQA aim to provide a framework to ensure the appropriate use and management of fixed-term contracts that is compliant with appropriate legislation.</p>



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

Employment law states that employers must not treat workers on fixed-term contracts less favourably than permanent employees doing the same or largely the same job, unless the employer can show that there is a good business reason to do so. Employers must also ensure that fixed-term employees get:

<https://www.legislation.gov.uk/ukxi/2002/2034/contents/made>

- the same pay and conditions as permanent staff
- the same or equivalent benefits package
- information about permanent vacancies in the organisation
- protection against redundancy or dismissal

Anyone who's worked continually for the same employer for 2 years or more has the same redundancy rights as a permanent employee. SQA are committed to the Fair Work framework, which covers five dimensions, effective voice, opportunity, security, fulfilment and respect. Under the dimension of 'Security' the Framework states that:

Security of employment, work and income are important foundations of a successful life. Predictability of working time is often a component of secure working arrangements. While no one has complete security and stability of employment, income and work, security is an important aspect of fair work.

Security as a dimension of fair work can be supported in a variety of ways: by building stability into contractual arrangements, adopting at least the Living Wage, giving opportunities for hours of work that can align with family life and caring commitments, employment security agreements, fair opportunities for pay progressing, sick pay and pension arrangements.

The Fixed-Term Contract Policy sets out when and how SQA will use fixed-term contracts:

"We will only use fixed-term contracts of employment where there is a business reason for doing so. Specifically, these are:

- for the purpose of replacing a member of staff who is to be absent from work for a period of time (for example on maternity, paternity, adoption leave)
- when it is known in advance that a particular job is temporary and will come to an end on a specific date, for example to complete a particular task



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- when the post is dependent on temporary external funding”

What are the aims of this policy or practice?

As previously stated, the aims of this policy are to:

Employment legislation provides protection and certain rights for colleagues employed on a fixed-term contract, and SQA is committed to upholding our obligations. The policy reflects the commitment to colleagues and our aspirations that they have a positive employment experience with us.

SQA aim to provide a framework to ensure the appropriate use and management of fixed-term contracts that is compliant with appropriate legislation.

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 Fixed-Term Contract Policy:

- Attendance Management
- Disciplinary
- Engagement of Consultants
- Grievance
- Improving Performance



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- Recruitment and Selection
- Retention and Redeployment
- Statement of Particulars of Employment

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

There are currently 69 people on fixed-term contracts (circa 6.79% of employees) this is down from 100 employees in 2022.

The SQA acknowledges that people who share / do not share, certain 'Protected Characteristics' may, on balance:

- Experience different performance outcomes – for example, older workers and disabled workers.
- Experience compound discrimination or intersectionality i.e. where a person has one or more characteristics and may be subjected to consequentially greater levels of disadvantage.
- Have greater difficulties following or complying with the written requirements of a workplace policy e.g. articulating a reason for an action in writing, taking part in one-to-one meetings, following a reporting flowchart etc.
- Experience higher levels of anxiety in respect of formal meetings.
- Feel less comfortable discussing their issues / circumstances with people of the opposite Sex.

The development, implementation and analysis of the effects of this policy are therefore highly relevant to people from all Equality groups as they may risk experiencing disproportionate impacts or outcomes.

It is important that the SQA identifies and takes action to mitigate or remove any disadvantage identified which is the overall purpose of this Equality Impact Assessment.



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Evidence, Consultation and Engagement

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

As this is an internal policy, the SQA has only consulted with internal groups. These include:

- ACE (Appreciate Culture and Ethnicity) Network.
- SQA Disability Network.
- Mental Health First Aiders Forum.
- SQA Rainbow Network.
- Young Talent Network
- Women’s Network
- Parents and Carers Network
- SQA Men’s Shed

Evidence of Stakeholder Engagement:

Trade Union Consultation Review Group (PRG):



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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.

We met with the policy review group on 15 February 2024. The policy was under consultation for two weeks and feedback reviewed and implemented.

Staff Network Consultations:

Have been consulted through the Equality Management Review Group corporate process group.

Evidence, feedback, and actions from staff network consultations included within the assessment.



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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](#)



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

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.



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	<p>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.</p>
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What evidence about equality groups do you have to support this assessment?

**Race
Ethnicity**

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



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	<p>Equalities: SQA workforce monitoring report 2021-23</p> <p>Table 7.1 shows the ethnic minority background of staff within the organisation for the period from 2019 to 2022.</p> <p>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.</p>
What evidence about equality groups do you have to support this assessment?	
Religion or Belief	



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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](#)

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

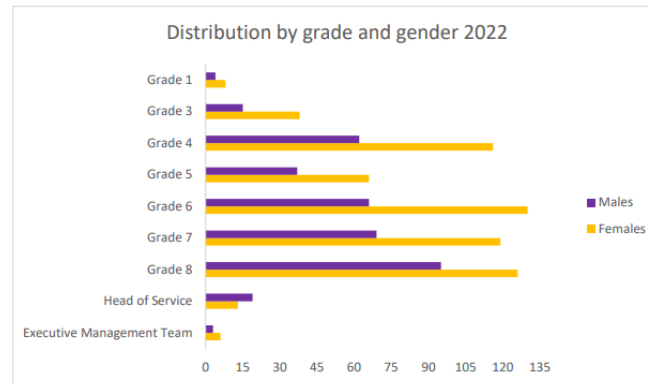


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Sex

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/>



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

Sexual Orientation

SQA Workforce

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%

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](#)

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



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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 re-assignment or gender identity. This data is, however, monitored internally.

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

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](#)

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



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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>									
What evidence about equality groups do you have to support this assessment?									
Care experience (where relevant)	SQA does not currently collect Care Experience data.								



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Impact and Opportunities for Action

The impact that a policy or practice has on an equality group may be different and needs 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.

Use of the term Discrimination:

Please note that for the purposes of this document we have used the term discrimination as a generic descriptor which takes into account six discrete elements:

- Direct discrimination
- Indirect discrimination
- Harassment
- Victimisation
- Discrimination by perception
- Associative discrimination



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Protected Characteristic	General Equality Duty
Age	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the <i>Equality Act 2010</i> .
	<p>Risks of Discrimination:</p> <p>Currently approximately 69 people (6.79% of employees) are employed under fixed-term contracts in SQA.</p> <p>We conclude this is a sufficiently large enough sample size to warrant analysis and reporting by some ‘Protected Characteristics’ with the aim of identifying disproportionality and eliminating any discrimination that may exist – however unintentional.</p> <p>Employees of all age ranges have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p><u>To ensure SQA are supporting people within all equality groups on fixed-term contracts, a more detailed equality analysis by ‘lifecycle’ including contracts ended, renewed, dismissals etc. is considered to be essential.</u></p> <p><u>Conclusion: Risk of adverse impact on employees of different ages cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>
	Advance equality of opportunity
	No evidence to indicate this policy does or does not <i>advance equality of opportunity</i> to employees of different <i>Ages</i> . Collecting the above profiling information would allow SQA to begin to identify any risks of inequality of opportunity.
	Foster good relations



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	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of <i>Age</i>.</p>
<p>Protected Characteristic</p>	<p>General Equality Duty</p>
<p>Disability</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>Currently approximately 69 people (6.79% of employees) are employed under fixed-term contracts in SQA.</p> <p>We conclude this is a sufficiently large enough sample size to warrant analysis and reporting by some ‘Protected Characteristics’ with the aim of identifying disproportionality and eliminating any discrimination that may exist – however unintentional.</p> <p>Lancaster University 2022 found that employees on fixed-term contracts did experience poor mental health due to employment insecurity. Due to uncertainty of employment, employees were overperforming, working through illness through fear of jeopardising their future employment. https://www.lancaster.ac.uk/work-foundation/our-work/insecure-work/how-and-why-insecure-work-negatively-impacts-mental-health.</p> <p>This policy highlights the importance of workforce planning for line managers and support available for employees on fixed-term contracts.</p> <p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p><u>To ensure SQA are supporting people within all equality groups on fixed-term contracts, a more detailed equality analysis by ‘lifecycle’ including contracts ended, renewed, dismissals etc. is considered to be essential.</u></p> <p><u>Conclusion: Risk of adverse impact on disabled employees cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>



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Disability	Advance equality of opportunity
	No evidence to indicate this policy does or does not <i>advance equality of opportunity</i> to employees who are <i>disabled</i> / not <i>disabled</i> . Collecting the above profiling information would allow SQA to begin to identify any risks of inequality of opportunity.
	Foster good relations
	There is no evidence to indicate that this policy currently fosters good relations between employees of who are <i>disabled</i> or not <i>disabled</i> .



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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>Risks of Discrimination:</p> <p>Currently approximately 69 people (6.79% of employees) are employed under fixed-term contracts in SQA.</p> <p>We conclude this is a sufficiently large enough sample size to warrant analysis and reporting by some ‘Protected Characteristics’ with the aim of identifying disproportionality and eliminating any discrimination that may exist – however unintentional.</p> <p>Gov.UK 2023 reports that 5% of white employees were in temporary employment whereas 12% of black employees were in temporary employment. https://www.ethnicity-facts-figures.service.gov.uk/work-pay-and-benefits/employment/permanent-and-temporary-employment/latest/</p> <p>SQA do not have any data on Race and fixed-term contracts. However, all employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p>We recommend collecting / reporting on at least: <i>Race, Sex, Age, Disability and Religion / Belief.</i></p> <p><u>To ensure SQA are supporting people within all equality groups on fixed-term contracts, a more detailed equality analysis by ‘lifecycle’ including contracts ended, renewed, dismissals etc. is considered to be essential.</u></p> <p><u>Conclusion: Risk of adverse impact on employees of different Ethnicities / Races cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>
	Advance equality of opportunity
	No evidence to indicate this policy does or does not <i>advance equality of opportunity</i> to employees of different <i>Races / Ethnicities</i> . Collecting the above profiling information would allow SQA to begin to identify risks of inequality of opportunity.



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	Foster good relations
Race	There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Races / Ethnicities</i> . No further recommendations are made in respect of this at this stage.
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



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	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this ‘Protected Characteristic’.</p> <p>Neutral Impact Recorded.</p> <p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees from all <i>Religions / Beliefs</i> are entitled to use, access and be subjected to the Fixed-Term Contract Policy.</p>
	<p>Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Religions or Beliefs</i>. No further recommendations are made in respect of this at this stage.</p>



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Protected Characteristic	General Equality Duty
Sex	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>A greater number of SQA employees overall are female – 62.5% female versus 37.5% male. Whether there are more women than men (or vice versa) on fixed-term contracts in SQA is currently unknown or not stated. Once again, we conclude that as there are circa 69 people employed under fixed-term contracts in SQA, we consider this to be a sufficiently large enough sample size to warrant analysis and reporting by some ‘Protected Characteristics’ with the aim of identifying disproportionality and eliminating any discrimination that may exist – however unintentional.</p> <p>HRM Magazine (2022) highlight the increased number of women who have taken up temporary employment. This is in most part due to personal commitments. The proportion of women in temporary jobs increased from 5.5% to just under 7%. https://www.hrmmagazine.co.uk/content/news/women-drive-sharp-rise-in-temporary-work/.</p> <p>SQA do not collect data on sex and fixed-term contracts however, all employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p>We recommend collecting / reporting on at least: <i>Race, Sex, Age, Disability and Religion / Belief</i>.</p> <p><u>To ensure SQA are supporting people within all equality groups on fixed-term contracts, a more detailed equality analysis by ‘lifecycle’ including contracts ended, renewed, dismissals etc. is considered to be essential.</u></p> <p><u>Conclusion: Risk of adverse impact between male and female employees cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>



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Sex	<p style="text-align: center;">Advance equality of opportunity</p> <p>All SQA employees are entitled to use, access and be subjected to <i>the</i> Fixed-Term Contract Policy. This includes employees of both sexes. However, because there is no <i>Sex</i> related profiling data available relating to fixed-term workers, it is not possible to conclude if this policy does effectively advance equality of opportunity between Men and Women.</p>
Sex	<p style="text-align: center;">Foster good relations</p> <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Sexes</i>.</p>
Protected Characteristic	General Equality Duty
Sexual Orientation	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this 'Protected Characteristic'.</p> <p>Neutral Impact Recorded.</p>



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	All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.
	Advance equality of opportunity
	All SQA employees are entitled to use, access and be subjected to the Fixed-Term Contract Policy 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> .
	Foster good relations
	There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Sexual Orientations</i> . No further recommendations are made in respect of this at this stage.
Protected Characteristic	General Equality Duty
Gender Identity.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010



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<p>This includes:</p> <p>Gender Re-assignment, Non-Binary & Gender Fluid</p>	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this ‘Protected Characteristic’.</p> <p>Neutral Impact Recorded.</p> <p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p>
<p>Gender Identity.</p> <p>This includes:</p> <p>Gender Re-assignment, Non-Binary & Gender Fluid</p>	<p style="text-align: center;">Advance equality of opportunity</p> <p>The SQA launch its Gender identity and Transition at Work policy in June 2023 which provides background information to SQA managers and employees in respect of:</p> <ul style="list-style-type: none"> ▪ People who identify as the Gender they were assigned at birth. (<i>Cisgender</i>) ▪ People who identify with Gender that is different to that assigned at birth. (<i>Transgender</i>) ▪ People who identify with multiple Genders. (e.g. <i>Non-Binary</i> and <i>Gender Fluid</i>.) <p style="text-align: center;">(Note this list is illustrative and is not intended to be definitive.)</p> <p>While, with the exception of <i>Gender Re-assignment</i>, there is currently no legal obligation placed on the SQA to provide Equality of Opportunity to people who identify as different Genders, it is a very relevant modern consideration – particularly in academic environments such as schools, colleges and universities. (Once again, highly relevant to the SQA.) All SQA employees are entitled to use, access and be subjected to the Fixed-Term Contract Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their gender identity.</p>



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	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between people of different gender identities or who are lesbian, gay, bisexual, transgender, queer or questioning (LGBTQ+).</p> <p>.</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
	<p>Risks of Discrimination:</p> <p>We conclude there is no reasonable evidence to suggest this policy could adversely affect employees on the grounds of this ‘Protected Characteristic’.</p> <p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p>Neutral Impact Recorded.</p>



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	<p style="text-align: center;">Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the Fixed-Term Contract Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Marital Status</i>.</p>
	<p style="text-align: center;">Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different <i>Marital Statuses</i>.</p> <p>No further recommendations are made in respect of this in relation to this policy.</p>
<p>Protected Characteristic</p>	<p style="text-align: center;">General Equality Duty</p>
<p>Pregnancy / Maternity</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination:</p> <p>Once again, we conclude that as there are circa 69 people employed under fixed-term contracts in SQA, we consider this to be a sufficiently large enough sample size to warrant analysis and reporting by some ‘Protected Characteristics’ with the aim of identifying disproportionality and eliminating any discrimination that may exist – however unintentional.</p> <p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p>We recommend collecting / reporting on at least: <i>Race, Sex, Age, Disability and Religion / Belief</i>.</p>



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	<p><u>To ensure SQA are supporting people within all equality groups on fixed-term contracts, a more detailed equality analysis by 'lifecycle' including contracts ended, renewed, dismissals etc. is considered to be essential.</u></p> <p><u>Conclusion: Risk of adverse impact to employees on the grounds of <i>Pregnancy / Maternity</i> cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the Fixed-Term Contract Policy – irrespective of <i>Pregnancy / Maternity</i> status.</p>
	<p>Foster good relations</p> <p>There is no evidence to indicate that this policy currently fosters good relations between employees that are pregnant or on maternity. No further recommendations are made in respect of this in relation to this policy.</p>
Considered by SQA	General Equality Duty
Care experience (where relevant)	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>While 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 be performed of the 'lifecycle' of colleagues to identify any adverse trends and consider what support for growth and performance is needed.</p>



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	<p>All employees have the right to access and use this policy and are protected in the “Fixed-term Employees (prevention of less favourable treatment) Regulations 2022” where employees have the right not to be treated less favourably than permanent employees.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees are entitled to use, access and be subjected to the Fixed-Term Contract Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of care experience. The absence of evidence should be rectified, if possible, by collection of data relating to care experience.</p>
	<p>Foster Good Relations</p>
	<p>No evidence identified.</p>



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Miscellaneous:

Other impacts identified as part of this EqIA which generally have a positive impact on all SQA employees include:

- A SQA employee assistance programme providing employees with confidential support and guidance 24 hours a day, 7 days a week.
- Trade union representatives who can provide members with advice, help and support relating to sickness absences.
- Mental Health First Aiders who are available as a first point of contact in the SQA.
- The *Able Futures* service who can be contacted for ongoing professional support for mental health and wellbeing.
- The SQA occupational health provider offers medical advice and support on staying healthy at work.
- Internally, the SQA Human Resources team can provide confidential support and advice to employees.
- The SQA Parent and Carers Network provides support to colleagues. This network aims to provide a safe and confidential space to allow parents and carers to support each other, share ideas, current challenges, knowledge and experiences.

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

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



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