



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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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	
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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Identified Actions: General Equality Duty	Owner	Date	Comment & Review
1: Add <i>Gender Identity</i> (i.e. people who identify as more than one gender or none) to all future Equality Monitoring reporting.	People Analytics, Governance & Systems Manager	September 2023	
2: We recommend that the SQA create a new <i>Gender Identity and Transitioning at Work</i> policy to facilitate and advance equality of opportunity to employees who are LGBTQ+.	HR Shared Service Manager	September 2024	
3. 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	September 2023	



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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 2022

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:

- 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

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

There are currently 100 people on fixed term contracts in SQA (circa 10% of employees).

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.



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.

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.



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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.



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Evidence of Staff Network Group Consultations



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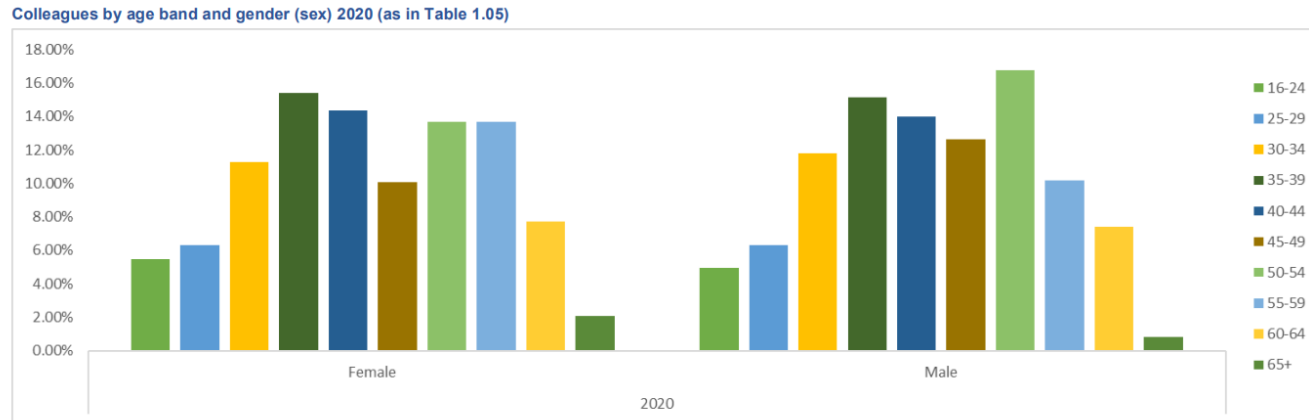
Policy-Name	Review-Date	Women's- Network	(ACE)	Disability-Network	Rainbow-Network
Redeployment	02/08/2021	Yes	Yes	Yes	Yes
Restructure	02/08/2021	Yes	Yes	Yes	Yes
Standby-&-Call-Out	23/06/2021	Yes	Yes	Yes	Yes
Time-Recording	09/08/2021	Yes	Yes	Yes	Yes
Attendance-Management	16/08/2021	Yes	Yes	Yes	Yes
Childcare-Voucher	16/08/2021	Yes	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	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	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	Yes
Redundancy	22/03/2022	Yes	Yes	Yes	Yes
Relocation	31/03/2022	Yes	Yes	Yes	Yes
Retirement	15/03/2022	Yes	Yes	Yes	Yes

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



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Age:



The above graph shows SQA colleagues by age band and gender. Table 1.05 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

The majority of SQA employees are in the mid range age bandings. A total of 79% workers are aged between 30 – 59. Less than 2% of SQA employees are aged 60+ and the SQA has recently seen a decrease in younger (under 35) employees.

Comparisons between 2019 and 2020 data show that the greatest increase in the proportion of female colleagues is within the 60–64 age band - an increase of 12 colleagues.

The 30–34 age band saw the largest reduction of female colleagues – a total of seven people. Over the same period, there was an increase in the proportion of male colleagues within the 50-54 age band - an overall increase of nine people. The largest decline in the proportion of male colleagues was in the 30-34 age band, with seven fewer people. The largest decrease was seen in the 30–34 age band for both male and female colleagues - with an overall reduction of 14 people.

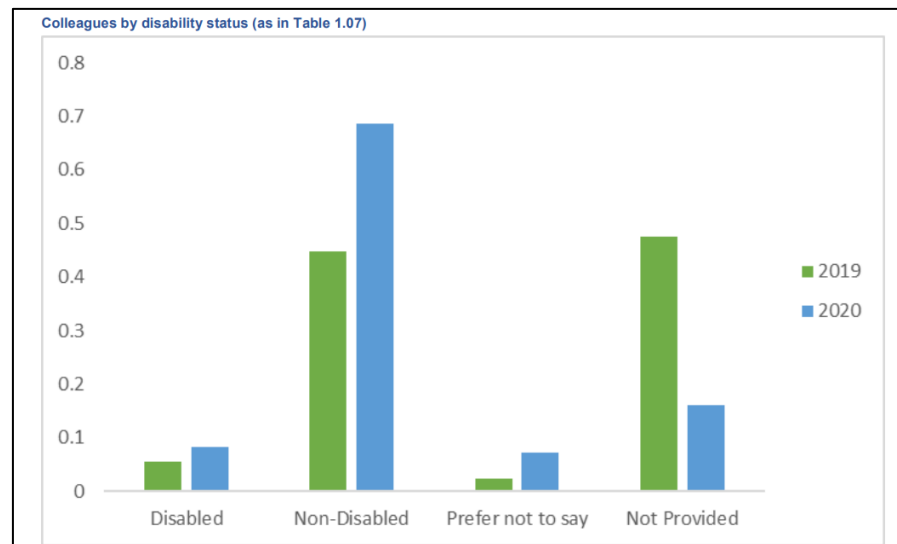


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What evidence about equality groups do you have to support this assessment?

Disability

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.



The above graph shows SQA colleagues by disability status. Table 1.07 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

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)



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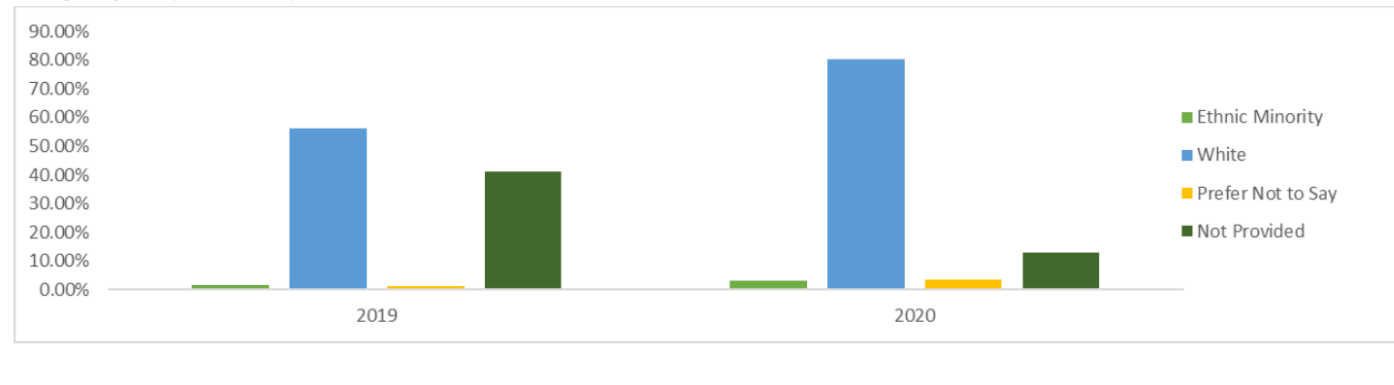
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What evidence about equality groups do you have to support this assessment?

**Race
Ethnicity**

Race	2019	2020	Variance
Ethnic Minority	1.82%	3.16%	1.34%
White	56.06%	80.40%	24.34%
Prefer Not to Say	1.07%	3.48%	2.41%
Not Provided	41.05%	12.96%	-28.09%
Total	100.00%	100.00%	

Colleagues by Race (as in table 1.12)



The above table and graph show SQA colleagues by Race. Table 1.12 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

Currently only 3% of SQA employees declared themselves as Minority Ethnicity against a national (Scotland) average of 5%.

A further breakdown of ethnicity (overleaf) indicates that *Chinese, Indian* and *Mixed Ethnicity* groups are currently the predominant minority ethnicities in the SQA.

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

**Race
Ethnicity
(continued)**

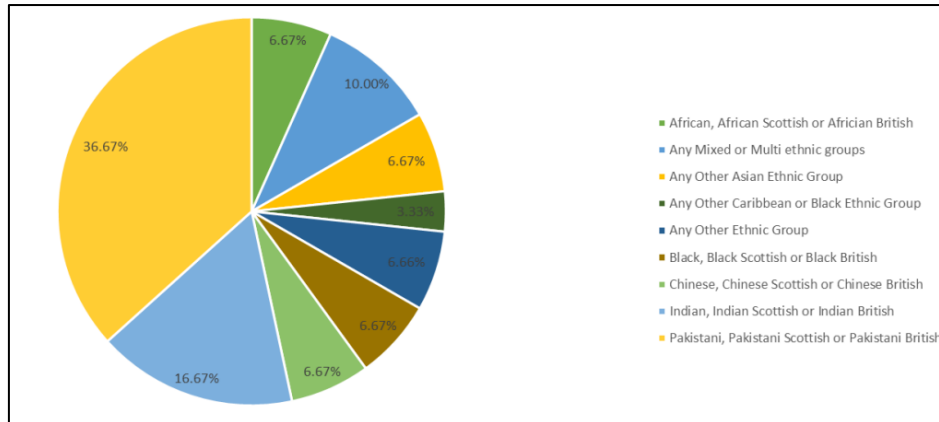


Table 1.15 Race: Colleagues by black and minority ethnicities

Black and Minority Ethnicities	2019	2020	Variance
African, African Scottish or African British	5.88%	6.67%	0.78%
Any Mixed or Multi ethnic groups	11.76%	10.00%	-1.76%
Any Other Asian Ethnic Group	5.88%	6.67%	0.78%
Any Other Caribbean or Black Ethnic Group		3.33%	3.33%
Any Other Ethnic Group		6.66%	6.66%
Black, Black Scottish or Black British	5.88%	6.67%	0.78%
Chinese, Chinese Scottish or Chinese British	11.76%	6.67%	-5.10%
Indian, Indian Scottish or Indian British	17.65%	16.67%	-0.98%
Pakistani, Pakistani Scottish or Pakistani British	41.18%	36.67%	-4.51%
Total	100.00%	100.00%	

The above graph and table show SQA colleagues by Race. Table 1.15 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf



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

Religion or Belief

Religion or Belief	2019	2020	Variance
Christian	20.69%	29.82%	9.13%
Non-Christian	11.47%	17.28%	5.81%
None	20.69%	29.29%	8.61%
Prefer not to say	3.75%	10.33%	6.58%
Not Provided	43.41%	13.28%	-30.13%
Total	100.00%	100.00%	

The above graph and table show SQA colleagues by Race. Table 1.15 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

An improved declaration rate was also shown for this characteristic in 2020. *Christian* and *No Religion* account for nearly 60% of all responses.

Sex

Grade	Gender (Sex)					
	Female			Male		
	2019	2020	Variance	2019	2020	Variance
1	83.33%	66.67%	-16.67%	16.67%	33.33%	16.67%
3	65.15%	65.00%	-0.15%	34.85%	35.00%	0.15%
4	63.28%	64.71%	1.43%	36.72%	35.29%	-1.43%
5	58.02%	61.54%	3.51%	41.98%	38.46%	-3.51%
6	69.90%	69.90%		30.10%	30.10%	
7	59.76%	57.89%	-1.86%	40.24%	42.11%	1.86%
8	53.54%	56.34%	2.80%	46.46%	43.66%	-2.80%
HOS	39.39%	40.00%	0.61%	60.61%	60.00%	-0.61%
EMT	57.14%	42.86%		57.14%	42.86%	
Total	61.20%	61.64%	0.44%	38.80%	38.36%	-0.44%

The above table shows SQA colleagues by Religion or Belief. Table 1.16 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf

A greater number of SQA employees overall are female - 62% female versus 38% male. A 60% representation of females across most grades is evident with a decrease to circa 40% for more senior grades.



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

Sexual Orientation

SQA Workforce

Sexual Orientation	2019	2020	Variance
Bisexual	0.96%	1.26%	0.30%
Gay man	1.39%	2.11%	0.71%
Gay woman / Lesbian	0.96%	1.05%	0.09%
Heterosexual/straight	46.20%	70.60%	24.41%
In another way	0.11%	0.21%	0.10%
Not sure	0.11%	0.11%	0.00%
Prefer not to say	2.79%	8.01%	5.22%
Not Provided	47.48%	16.65%	-30.83%
Total	100.00%	100.00%	

The above table shows SQA colleagues by sexual orientation. Table 1.18 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf



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What evidence about equality groups do you have to support this assessment? (continued)																					
Gender Re-assignment (Gender identity and transgender)	<p>No equality profiling data is currently captured by the SQA.</p> <p>One of the recommendations from this Equality Impact Assessment is that the SQA adds <i>Gender Identity</i> (i.e. people who identify as more than one gender or none) to all future Equality Monitoring reporting.</p>																				
Marriage/Civil Partnership	No equality profiling data is currently captured by the SQA.																				
Pregnancy / Maternity	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th colspan="3">Colleagues</th> </tr> <tr> <th>Pregnancy Status</th> <th>2019</th> <th>2020</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Not Pregnant</td> <td>98.25%</td> <td>98.95%</td> <td>0.70%</td> </tr> <tr> <td>Pregnant</td> <td>1.75%</td> <td>1.05%</td> <td>-0.70%</td> </tr> <tr> <td>Total</td> <td>100.00%</td> <td>100.00%</td> <td></td> </tr> </tbody> </table> <p>The above table shows SQA colleagues by pregnancy status. Table 1.20 is available to view on SQA workforce equality monitoring report 2019-2020 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</p>		Colleagues			Pregnancy Status	2019	2020	Variance	Not Pregnant	98.25%	98.95%	0.70%	Pregnant	1.75%	1.05%	-0.70%	Total	100.00%	100.00%	
	Colleagues																				
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Total	100.00%	100.00%																			



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

**Care experience
(where relevant)**

Human Resources currently have no data for SQA that shows how many colleagues are Care Experienced.

Nationally **Who Cares? Scotland** say:

Education

In 2019/20 64% of all school leavers had 1 or more qualification at SCQF level 6 or better, whereas only 14% of school leavers looked after within the last year had qualifications of that level.

Care Experienced children are less likely to be in positive destinations nine months after leaving school. Figures from 2019-20 show that 75% of school leavers looked after within the last year were in positive destinations. This is compared to 92% of all schools leavers.

At all levels, Care Experienced students have lower rates of completing courses compared to all students at university and college. Between Care Experienced students and non-Care Experienced students, there is a difference of 5.3% for retention at university, and the largest gap is in successful completion of full-time further education courses at college where the gap is 15.6% (SFC, 2019).

Unemployment

9 months after leaving school, 22% of school leavers looked after within the last year people were classed as unemployed, compared to 7% of their non-Care Experienced peers (Scottish Government, 2021).

Criminalisation

In a Scottish Prison Service survey carried out in 2019, 1/4 of the adult prison population indicated that during their upbringing they had been in care (25%) (Scottish Prison Service, 2020).

Around 40% of young people in custody report that they have been in care (Scottish Prison Service, 2021).



<p>Care experience (where relevant)</p>	<p>Health</p> <p>In a study conducted in 2002, among young people aged 5–17 years who were looked after by local authorities in Scotland, 45% were assessed as having a mental health issue (<u>Office for National Statistics, 2004</u>).</p> <p>Homelessness</p> <p>Practitioners estimate that between 30-50% of individuals who are homeless could be Care Experienced.</p>
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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 100 people (10% 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>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 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
	There is no evidence to indicate that this policy currently fosters good relations between employees of <i>Age</i> .



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Protected Characteristic	General Equality Duty
<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 100 people (10% 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>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 Disabled employees cannot be wholly eliminated due to an absence of local equality profiling data.</u></p>
	<p>Advance equality of opportunity</p>
	<p>No evidence to indicate this policy does or does not <i>Advance Equality of Opportunity</i> to employees who are <i>Disabled / not Disabled</i>. Collecting the above profiling information would allow SQA to begin to identify any risks of inequality of opportunity.</p>
<p>Disability</p>	<p>Foster good relations</p>
	<p>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>.</p>



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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 100 people (10% 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>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.
Race	Foster good relations
	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.



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Protected Characteristic	General Equality Duty
Religion or Belief	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>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>
	Advance equality of opportunity
	All SQA employees from all <i>Religions / Beliefs</i> are entitled to use, access and be subjected to the Fixed Term Contract Policy.
	Foster good relations
	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.



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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% female versus 38% 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 100 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>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>
Sex	<p>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 Sex 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>Foster good relations</p> <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Sexes.</p>



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Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>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>
	Advance equality of opportunity
	<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>Sexual Orientation</i>.</p>
	Foster good relations
<p>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.</p>	



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Protected Characteristic	General Equality Duty
<p>Gender Identity.</p> <p>This includes:</p> <p>Gender Re-assignment, Non Binary & Gender Fluid</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <hr/> <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 style="text-align: center;"><u>Advance equality of opportunity</u></p> <p>The SQA currently does not have a <i>Gender Identity</i> policy providing 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>Whilst, with the exception of <i>Gender Reassignment</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</p>



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	<p>gender identity. <u>We therefore recommend that the SQA create a new <i>Gender Identity and Transitioning at Work</i> policy to facilitate and advance equality of opportunity to employees who are LGBTQ+.</u></p>
Gender Identity.	<p>Foster good relations</p>
This includes: Gender Re-assignment, Non Binary & Gender Fluid	<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>Implementing the actions listed within this section of the document would begin to improve this situation somewhat.</p>



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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>Neutral Impact Recorded.</p>
	Advance equality of opportunity
	<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>
	Foster good relations
	<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>



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Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Risks of Discrimination:</p> <p>Once again, we conclude that as there are circa 100 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>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 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 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 – irrespective of <i>Pregnancy / Maternity</i> status.</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 that are pregnant or on maternity. No further recommendations are made in respect of this in relation to this policy.</p>



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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 and consider what support for growth and performance is needed.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	Advance equality of opportunity
	<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>
	Foster Good Relations
<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