



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
Add a section into the policy to cover surrogacy and maternity rights	HR Shared Service Manager	September 2023	
Training for all managers should be made available so that they understand their obligations whilst supporting an employee through maternity/paternity/adoption leave.	HR Shared Service Manager/Employee Development Programme Manager	September 2024	
We therefore recommend that the SQA create a new <i>Gender Identity</i> policy to facilitate and advance equality of opportunity to employees who are LGBTQ+.	People Reward and Equality Manager	Sept 2024	
Outcomes of the policy should continue to be monitored for any trends that suggests employees may be disadvantaged directly or indirectly as a result of their disability.	HR Shared Services Manager	September 2024	



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Policy Aims

Name of Policy or Practice:	Maternity Policy
New Policy or Revision?	Revision
Name of Policy Owner:	Head of Human Resources
Date Policy Owner Confirmed Completion:	Draft

What is the rationale for this policy or practice?
<p>The stated aims of the SQA Maternity Policy are to:</p> <p>Set out colleague’s rights and responsibilities if they are pregnant, expecting a baby or have recently given birth.</p> <p>The policy recognises that colleagues may not identify with the term ‘maternity’, so it has added the term ‘pregnant parent’ into the documents to ensure / promote inclusivity. However, for simplicity, and in line with legislation, the term ‘maternity’ is still used in this policy and in SQA forms and system. (This term includes all pregnant parents.)</p> <p>For colleagues having a new child by adopting or through a surrogacy arrangement, entitlements are set out in our Adoption policy.</p> <p>The policy refers to protected employment rights while on maternity leave including:</p> <ul style="list-style-type: none">• pay awards• accrual of annual and public holiday leave• return to work



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

There are a number of key pieces of legislation that cover maternity related issues and that the SQA Maternity policy implements (or exceeds). These include *Employment Rights Act 1996*, *The Maternity and Parental Leave etc Regulations 1999*, *Public Health Act 1936*, and *Health and Safety at Work Act 1974*.

What are the aims of this policy or practice?

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

Set out colleague's rights and responsibilities if they are pregnant, expecting a baby or have recently given birth.

For colleagues having a new child by adopting or through a surrogacy arrangement, entitlements are set out in our Adoption policy. It is noted that this maternity policy currently has no section to cover the birth parents' rights during surrogacy and that this would be better placed in the maternity policy and not shared parental leave. <https://www.gov.uk/legal-rights-when-using-surrogates-and-donors>

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.



What are the aims of this policy or practice? (continued)

The following SQA policies are also related to the Maternity Policy:

- Adoption leave
- Attendance Management
- Flexible Working
- Paternity
- Shared Parental Leave
- Staff Leave



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

The policy is aimed at one particular equality group – essentially SQA employees who are pregnant, expecting a baby or have recently given birth. It is unlikely to have any significant impact on other SQA employees who do not share this particular 'Protected Characteristic'.



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.



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

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.



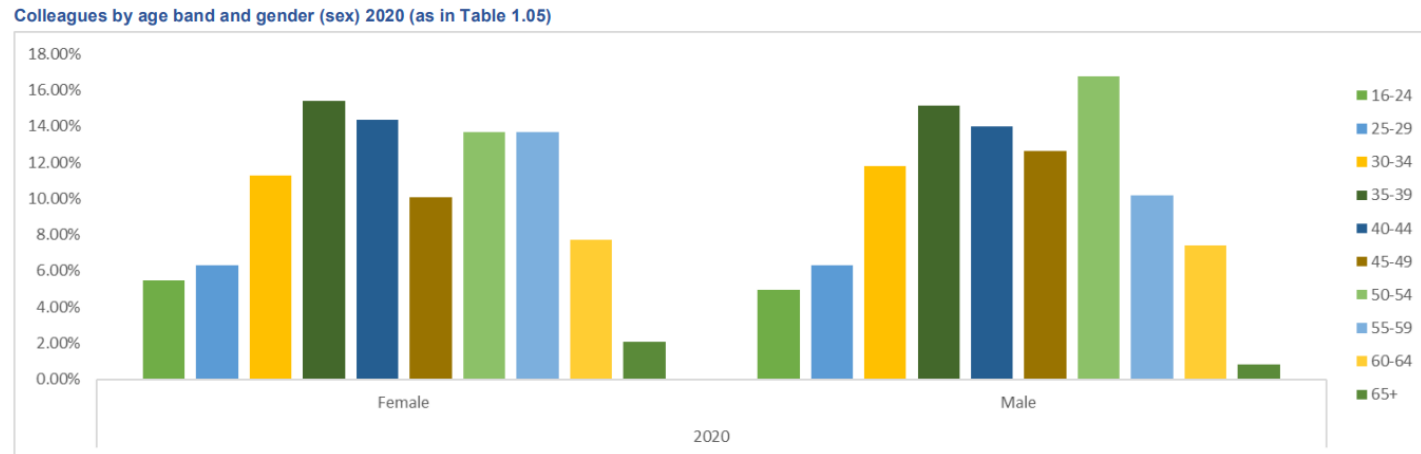
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Evidence of Staff Consultation:

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	
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 above graph shows SQA colleagues by age and gender. Table 1.05 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 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.

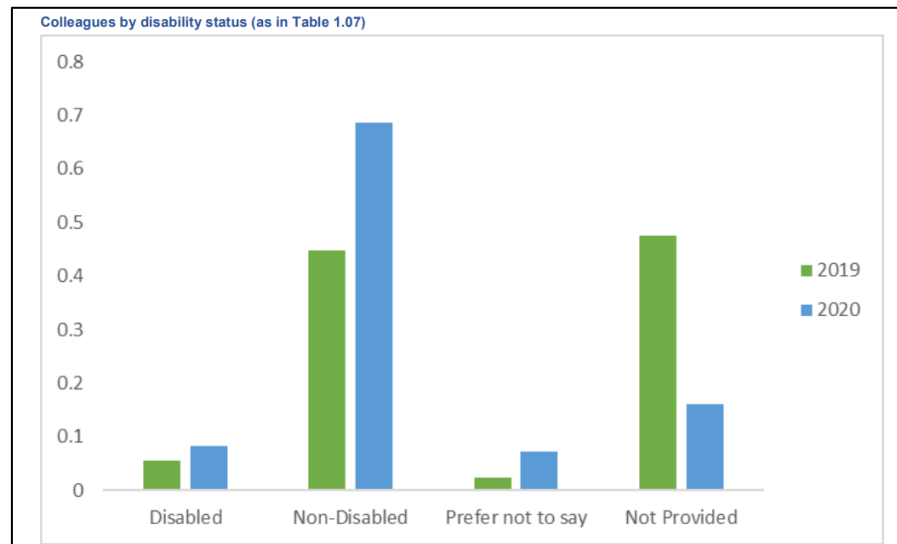
The 30–34 age band saw the largest reduction of female colleagues – a total of seven people. Over the same period, there was an increase in the proportion of male colleagues within the 50-54 age band - an overall increase of nine people. The largest decline in the proportion of male colleagues was in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



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 2019-2021 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)

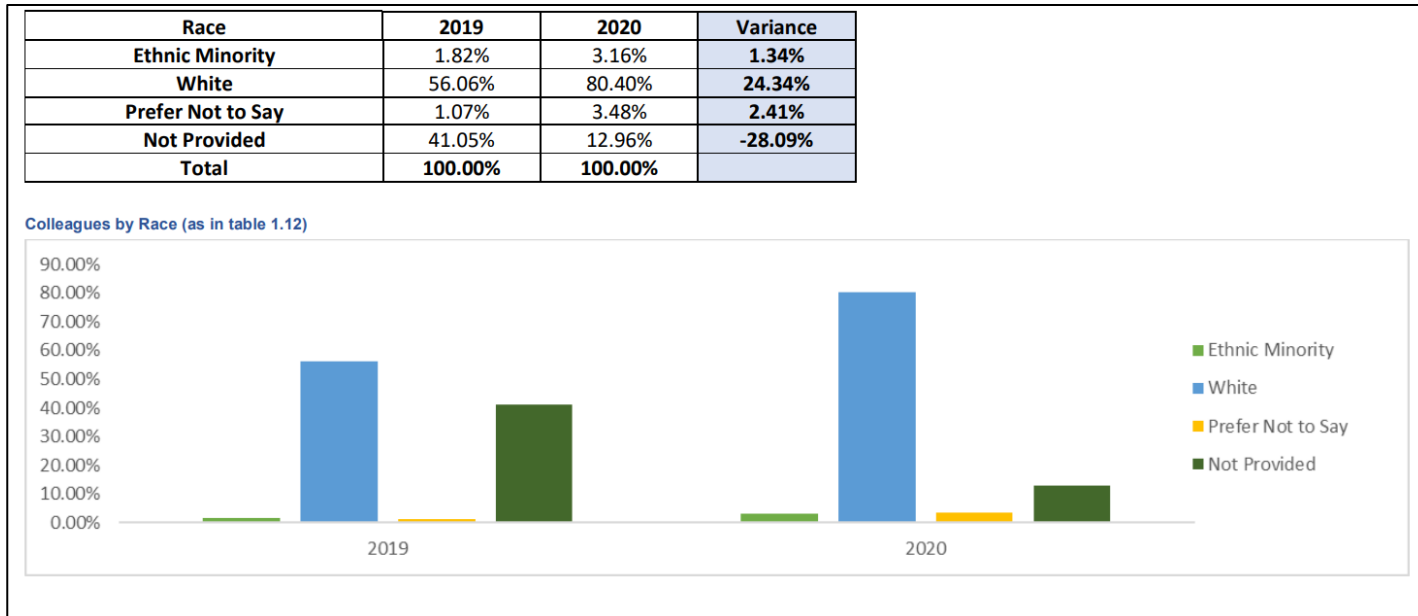


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	<p>A total of 55% of disabled employees are female and 45% are male. 63% of colleagues who have declared a disability are within the grade range 06 to Head of Service. Head of Service has the largest percentage of colleagues declaring a disability (13%) whereas Grade 6 has the largest overall number of colleagues declaring a disability at 23%.</p>
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What evidence about equality groups do you have to support this assessment?

**Race
Ethnicity**



The above table and graph show SQA colleagues by race. Table 1.12 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 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)**

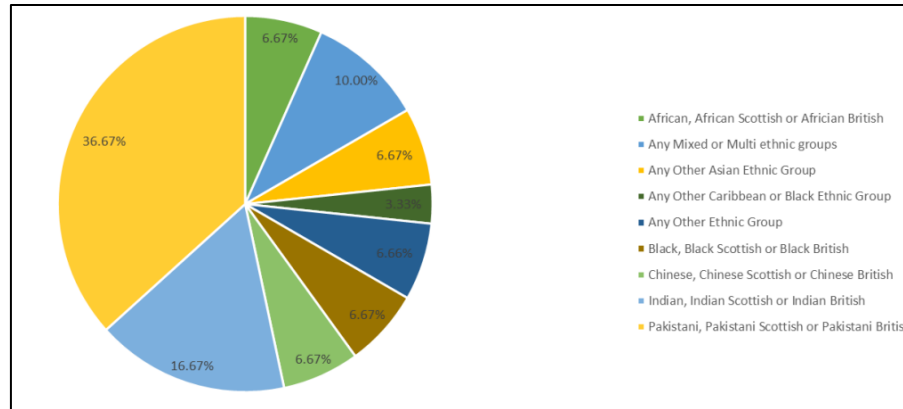


Table 1.15 Race: Colleagues by black and minority ethnicities

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 black and minority ethnicities. Table 1.15 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 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 table shows SQA colleagues by religion or belief. Table 1.16 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 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 gender (sex) and grade. Table 1.02 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 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.



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 2019-2021 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf



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

<p>Gender Re-assignment (Gender identity and transgender)</p>	<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 <u>SQA adds <i>Gender Identity</i> (i.e., people who identify as more than one gender or none) to all future Equality Monitoring reporting.</u></p>																				
<p>Marriage/Civil Partnership</p>	<p>No equality profiling data is currently captured by the SQA.</p>																				
<p>Pregnancy / Maternity</p>	<table border="1" data-bbox="674 778 1912 1075"> <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 2019-2021 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%	
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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.



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 – Direct and Indirect:</p> <p>This policy provides clear guidance for SQA employees who are pregnant, expecting a baby or have recently given birth. For workers meeting this criteria, the policy should generally have a positive on impact on people of all ages. We do however acknowledge that statistically, younger women are more likely to have children than older women. (The average age at which a woman became a mother in 2021 was 31. Reports also indicate that for the first time since records began, half of women in England and Wales haven't had any children by the time they reach the age of 30. (Source Office for National Statistics ons)</p> <p>In 2020, a total of 1.05% of colleagues in SQA were pregnant - approximately 10 people. Whilst these colleagues are not spread evenly across the full age demographic of the SQA population, access to the policy and its benefits are not, in any way, restricted by age.</p> <p>Its widely considered that older pregnant employees may have more health concerns and challenges whilst pregnant however we are satisfied that support is provided under both the SQA Maternity, Paternity & Adoption Policy along with SQA Attendance Management Policy.</p> <p>Positive Impact Recorded.</p>
	Advance equality of opportunity
	As stated above, access to the policy is not restricted by SQA on Age grounds, it is equal available to all those who seek use of this policy - irrespective of age. The different levels of take up of the benefits in this policy by different age groups is not something that SQA can reasonably expect to change.



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	Foster good relations
Age	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different ages. No further recommendations are made in respect of this.</p>



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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 – Direct and Indirect:</p> <p>This policy provides clear guidance for SQA employees who are pregnant, expecting a baby or have recently given birth. For workers meeting this criteria, the policy should generally have a positive on impact on people who have / do not have a <i>Disability</i>. of all ages.</p> <p>SQA currently has a workforce of 8.22% who have declared they have a disability. We acknowledge that this policy may present a barrier for disabled employees in the form of accessibility or greater difficulties following policy and procedure. However, support and guidance are available for all employees from HR Shared Service, as it is for all SQA policies and procedures.</p> <p>It considered that employees with a disability may face greater challenges and poorer health whilst pregnant compared to non-disabled pregnant employees. We are satisfied that SQA Maternity and Attendance Management Policies treat disabled pregnant employees positively. We conclude that the policy itself, does not discriminate against employees who have a disability.</p> <p>Positive Impact Recorded.</p>
<p>Disability (continued)</p>	<p>Advance equality of opportunity</p> <p>As previously advised, the aim of this policy is to allow pregnant parents to be clear on their rights and responsibilities if they are pregnant, expecting a baby or have recently given birth.</p> <p>There may, in some cases of disability, be the need for additional time away from work during pregnancy, before maternity leave, and this policy positively protects the right of the pregnant parent and child regardless of any of the 'Protected Characteristics'.</p>



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Foster good relations	
Disability (continued)	<u>Outcomes of the policy should continue to be monitored for any trends that suggests employees may be disadvantaged directly or indirectly as a result of their disability.</u>



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Protected Characteristic	General Equality Duty
Race	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p>Risks of Discrimination – Direct and Indirect:</p> <p>This policy provides clear guidance for SQA employees who are pregnant, expecting a baby or have recently given birth. For workers meeting this criteria, the policy should generally have a positive on impact on people of all <i>Races / Ethnicities</i>.</p> <p>The Maternity policy can be accessed by all SQA colleagues regardless of their <i>Race/ Ethnicity</i>. As SQA currently does not record maternity by <i>Race or Ethnicity</i>, it is not possible to establish if any discrimination has been experienced. (Staff survey results in response to the question <i>I am treated fairly at work</i> returned a 89% positive response rate).</p> <p>However the policy itself aims to positively ensures that there are no discrepancies between time or financial cover policy on the ground of Race / Ethnicity and that all pregnant parents are treated equally.</p> <p>Positive Impact Recorded.</p>



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Race	Advance equality of opportunity
	<p>All SQA employees of all <i>Races / Ethnicities</i> are entitled to use, access and be subjected to the Maternity Policy.</p> <p>There is no empirical evidence to indicate that this policy affects employees differently or less favourably, on the grounds of their <i>Race</i> or <i>Ethnicity</i>.</p> <p><u>Advisory recommendation:</u></p> <p><u>In 2023, SQA to send a short survey to all to all women returners / non returners to explore personal experiences of the practical application of SQA Pregnancy and Maternity policies / procedures. This should be analysed by 'Protected Characteristics' (at least by <i>Race, Age, Disability</i>) with the aim of identifying any disproportionality (however unintentional).</u></p>
Race	Foster good relations
	<p>As previously stated, the Maternity policy can be accessed by all SQA colleagues regardless of their <i>Race/ Ethnicity</i></p> <p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Race or Ethnicity. (See previous recommendation.)</p>



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Protected Characteristic	General Equality Duty
<p>Religion or Belief</p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p>Risks of Discrimination – Direct and Indirect:</p> <p>The maternity policy can be utilised by all SQA employees who are seen as the pregnant parent regardless of <i>Religion</i> or <i>Belief</i>. The policy positively ensures paid leave for some of your maternity leave to the pregnant parent.</p> <p>We can identify no reasonable risks to indicate how or why this policy could disproportionately impact a person on the grounds of this ‘Protected Characteristic’.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<p>Advance equality of opportunity</p>
	<p>All SQA employees from all Religions / Beliefs are entitled to use, access and be subjected to <i>the</i> Maternity Policy.</p> <p>There is no empirical evidence to indicate that this policy affects employees differently or less favourably, on the grounds of their Religion or Philosophical Belief System.</p>
	<p>Foster good relations</p>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different religions or beliefs. 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 – Direct and Indirect:</p> <p>As previously stated, this policy provides clear guidance for SQA employees who are pregnant, expecting a baby or have recently given birth. On balance, workers meeting this criteria are likely to be female and the policy is not generally applicable to males. (A reminder that separate policies exist in SQA for <i>Parental</i> and <i>Shared Maternity</i> leave).</p> <p>Whilst the policy does therefore technically discriminate against men, we conclude this is perfectly capable of being justified in meeting the legitimate aims of this policy. The policy should have a positive impact on women.</p> <p>A greater number of SQA employees overall are female - 62% female versus 38% male.</p> <p><i>Table 1.01 Colleagues by gender</i></p> <table border="1" data-bbox="456 868 1010 1018"> <thead> <tr> <th>Gender (Sex)</th> <th>2019</th> <th>2020</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>61.20%</td> <td>61.64%</td> <td>0.44%</td> </tr> <tr> <td>Male</td> <td>38.80%</td> <td>38.36%</td> <td>-0.44%</td> </tr> <tr> <td>Total</td> <td>100.00%</td> <td>100.00%</td> <td></td> </tr> </tbody> </table> <p>Negative impact is recorded for men which is capable of being justified. Positive Impact for Women.</p> <p>The table above shows SQA colleagues by gender. Table 1.01 is available to view on SQA Workforce Equality Monitoring Report 2019-2021 https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf</p>	Gender (Sex)	2019	2020	Variance	Female	61.20%	61.64%	0.44%	Male	38.80%	38.36%	-0.44%	Total	100.00%	100.00%	
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Total	100.00%	100.00%															



Equality Impact Assessment Maternity – V1.0

Sex (continued)	Advance equality of opportunity
	All SQA employees who are pregnant parents are entitled to use, access and be subjected to the Maternity Policy.
	Foster good relations
	<p>In SQA the Women's network 'provides a welcoming space for women across the organisation.</p> <p>Through open meetings and events there are opportunities to get to know one another, offer and receive support, and influence SQA policy development in areas of equality and inclusion. This network is exploring exciting developments such as informal mentoring and liaising with other staff networks.</p> <p><u>Speaking to members of this network directly will help SQA measure the impact of this policy</u> and explore ways we can improve it's direction and profile in SQA. Specifically, to question whether it helps explain how to handle a problem and detail what support is available in and outside the organisation if someone is experiencing difficulties in respect of <i>Pregnancy or Maternity</i>.</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>We conclude there is no evidence to suggest that this policy may impact directly on people of different Sexual Orientations and we can identify no reasonable risks to indicate how or why this policy could disproportionately impact a person on the grounds of this 'Protected Characteristic'.</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 Maternity 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 sexual orientations. <u>Consulting with the SQA Rainbow network may assist in identifying how (or if) this policy could affect parents in a same sex relationship differently.</u></p>



Equality Impact Assessment Maternity – V1.0

Protected Characteristic	General Equality Duty
Gender Identity.	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
This includes: Gender Re-assignment Non-Binary	We conclude there is no evidence to suggest that this policy may impact directly on people of different Gender Identities Lesbian, Gay, Bisexual, Transgender, Queer or Questioning (LGBTQ+) status and can identify no reasonable risks to indicate how or why this policy could disproportionately impact a person on the grounds of this 'Protected Characteristic'. Neutral Equality related impact is therefore recorded in this area.
Gender Fluid	Advance equality of opportunity
	<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 Gender Reassignment, 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.)</p> <p><u>We therefore recommend that the SQA create a new Gender Identity policy to facilitate and advance equality of opportunity to employees who are LGBTQ+.</u></p>



Foster good relations

Gender Identity.

There is no evidence to indicate that this policy currently fosters good relations between people of different Gender Identities or who are LGBTQ+.

Implementing the actions listed within this section of the document would begin to improve this situation somewhat.



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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>We conclude there is no evidence to suggest that this policy may impact directly / indirectly on people who are Married or in a Civil Partnership and therefore make no further recommendations in this area.</p> <p>Neutral Equality related impact is therefore recorded in this area.</p>
	<i>Advance equality of opportunity</i>
	<p>All SQA employees are entitled to use, access and be subjected to the Maternity Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Marital Status.</p>
	<i>Foster good relations</i>
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees of different Marital Status.</p> <p>No further recommendations are made in respect of this in relation to this policy.</p>



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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>This policy is (of course) fundamentally designed to support employees who are pregnant. It is designed to provide clear guidance for SQA employees who are pregnant, expecting a baby or have recently given birth. For workers meeting this criteria, the policy should generally have a positive on impact on people of all.</p> <p>The policy includes a number of ‘proactive’ i.e. not necessarily statutory sections - all designed to provide support to relevant SQA employees this includes:</p> <ul style="list-style-type: none"> ▪ If you are having a difficult pregnancy ▪ Keeping in touch arrangements ▪ Pension rights ▪ Breastfeeding procedures upon return to work <p>Overall Positive 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 Maternity Policy and there is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Pregnancy/Maternity.</p>
	<p><u>We acknowledge that our enhanced pay beyond statutory entitlement, which is open to all pregnant parents, SQA provides positive inclusion with this policy.</u></p>
	Foster good relations
	<p>There is no evidence to indicate that this policy currently fosters good relations between employees that are Pregnant or on Maternity. Please see the listed action on page 29 – consulting with the SQA women’s network.</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
	The Maternity policy can be accessed by all SQA colleagues. As SQA currently does not record maternity by <i>Care Experience</i> , it is therefore not possible to either establish or discount if any discrimination has been experienced.
	Advance equality of opportunity
	All SQA employees are entitled to use, access and be subjected to the Maternity 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.
	Foster Good Relations
No evidence identified.	



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