

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.

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

Equality Impact Assessment – Secondary Employment

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 to review
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
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
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	Continue to review

Equality Impact Assessment – Secondary Employment

Identified Actions	General Equality Duty	Owner	Date	Comment & Review
We advise that SQA captures data for applications for Secondary Employment	Eliminate Unlawful discrimination	People Analytics, Governance & Systems Manager	By September 2024	Continue to review
Collection of data, by 'Protected Characteristic' for all employees that request to undertake secondary employment and for those who have their requests approved or declined .		People Analytics, Governance & Systems Manager	By September 2024	Continue to review

Policy Aims

Name of Policy or practice	Secondary Employment
New Policy or Revision	Revised
Name of Policy Owner	Head of Human Resources
Date Policy Owner Confirmed Completion	2 September 2024

What is the rationale for this policy or practice?
<p>SQA acknowledges that some colleagues may wish to take on secondary employment and the policy outlines SQA's commitment to supporting colleague requests for secondary employment whilst ensuring there is limited impact on service delivery. The policy aims to help employees and managers to understand:</p> <ul style="list-style-type: none"> • How SQA defines secondary employment • What types of secondary employment need to be disclosed • How colleagues should notify SQA of any secondary employment • SQA's process for considering a request to undertake secondary employment <p>The policy is aligned with the requirements of the <i>Working Time Regulations 1998</i>.</p>

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

According to the *Office for National Statistics*, 1.1 million people are either employed in two jobs or are self-employed in addition to being in employment. It is expected that this number will continue to rise with the increasing cost of living and energy crisis. People Management estimate that 1 in 10 UK employees (which amounts to 4.5 million people) are considering taking a second job to make ends meet.

<https://www.peoplemanagement.co.uk/article/1809546/four-million-uk-workers-considering-second-job-combat-cost-living-survey-finds>

SQA has a duty of care to ensure that all employees comply with the Working Time Regulations 1998 and that sufficient steps can be taken to protect the health and wellbeing of SQA employees. Although the Working Time Regulations 1998 do not contain specific provisions covering workers with more than one job, reg. 4(2) requires employers to take all reasonable steps, in keeping with the need to protect the health and safety of workers, to ensure that workers adhere to the 48-hour limit. However, SQA's policy and procedure do enable an employee to consent to sign an opt-out agreement that will prevent a breach in legislation and allow the employee more flexibility. The policy also enables careful consideration to be given to requests to ensure they do not:

- Have an adverse impact on the performance of duties
- Represent a conflict of interest
- Reflect badly on SQA's reputation
- Benefit SQA employees or others, financially or otherwise, from SQA's policies, from employee's knowledge about SQA services and/or employees association with SQA

This policy and procedure will help to reduce the commercial, health and safety and personal injury risks that exist:

Mrs H McMahon V Heron Financial Ltd: 3324837/2019: The employment tribunal ruled breach of contract and unfair dismissal as there was no opt out of the maximum 48 hour working week permitted by the Working Time Regulations in the employees contract. The employees contract only stated a minimum of 40 hours a week with a day off to be agreed in lieu.

Barber and others v RJB Mining (UK) Ltd [1999] IRLR 308 HC. The employer acted in breach of employees' contracts by permitting them to work more than an average of 48 hours per week in the absence of any opt-out agreements having been signed by the employees.

Arriva London South Ltd v Nicolaou EAT/0293/11. The EAT held that a worker who had not opted out of the 48-hour working week did not suffer detrimental treatment when his employer refused him the opportunity to work voluntary overtime on a rest day.

Equality Impact Assessment – Secondary Employment

Reference: XpertHR

What are the aims of this policy or practice?

If employees take on secondary employment SQA want to balance support of employees while ensuring, there is limited impact on service delivery. SQA want to ensure that employees maintain good health if they choose to take on secondary employment and that there is no adverse impact to their work with SQA.

SQA must also ensure there is no breach of the Working Time Regulations 1998.

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

Overall Identification of Equality Risks in this Policy:

This Equality Impact Analysis has identified that SQA **does not currently collate or analyse equality data for employees that request permission to undertake secondary employment.**

In the past two years, there have been a total of 10 requests under this policy and procedure **and all have been approved.** Profiling information (e.g. Age, Sex etc) relating to this cohort was not captured and is therefore not available for reporting purposes.

We therefore conclude that it is impossible to draw any meaningful conclusions in respect of Equality Impact.

We have noted as an action point from this assessment for SQA to commence collection of data, by 'Protected Characteristic' for all employees that **request** to undertake secondary employment and for those who have their requests **approved** or **declined.**

Evidence, Consultation and Engagement

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

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

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

- ACE (Appreciate Culture and Ethnicity) Network
- SQA Disability Network
- SQA Rainbow Network
- Women's Network
- Men's Shed?
- Parents and Carers

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.

We met with the policy review group on 14 December. The policy was under consultation for two weeks and feedback reviewed and implemented.

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

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.

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

Age:

Table 1.1: Age

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

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

Source: SQA Workforce Equality Monitoring Report 2021-23

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

Disability

Table 3.1: Disability

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

Source: SQA Workforce Equality Monitoring Report 2021-23
[Equalities: SQA workforce monitoring report 2021-23](#)

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

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

Race
Ethnicity

Equality Impact Assessment – Secondary Employment

Table 7.1: Race

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

Source: SQA Workforce Equality Monitoring Report 2021-23

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

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

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

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

Religion or Belief

Table 8.1: Religion or belief

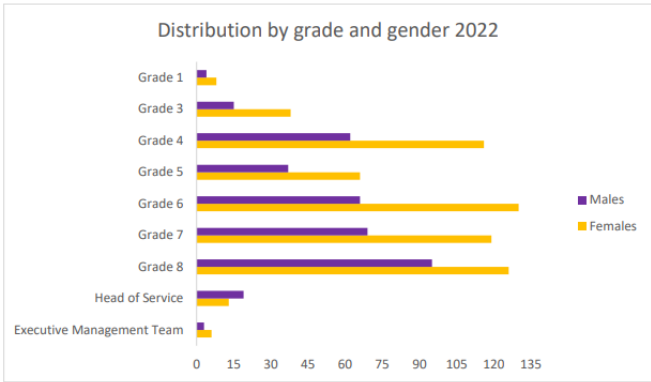
Religion or belief	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Another religion or body	< 5	< 0.54%	< 5	< 0.53%	6	0.60%	6	0.58%
Buddhist	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Church of Scotland	91	9.75%	122	12.86%	127	12.79%	125	12.07%
Hindu	< 5	< 0.54%	< 5	< 0.53%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

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

Source: SQA Workforce Equality Monitoring Report 2021-23

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

Equality Impact Assessment – Secondary Employment

Sex	<div><div>Gender</div><div>Distribution by grade and gender of SQA grade 1 – EMT</div><div><div>Distribution by grade and gender 2022</div><div><table><thead><tr><th>Grade</th><th>Males</th><th>Females</th></tr></thead><tbody><tr><td>Grade 1</td><td>5</td><td>10</td></tr><tr><td>Grade 3</td><td>15</td><td>40</td></tr><tr><td>Grade 4</td><td>60</td><td>110</td></tr><tr><td>Grade 5</td><td>35</td><td>65</td></tr><tr><td>Grade 6</td><td>65</td><td>125</td></tr><tr><td>Grade 7</td><td>65</td><td>115</td></tr><tr><td>Grade 8</td><td>90</td><td>120</td></tr><tr><td>Head of Service</td><td>15</td><td>10</td></tr><tr><td>Executive Management Team</td><td>5</td><td>10</td></tr></tbody></table></div></div><div><div>Source: SQA Summary of Equal Pay Audit 2023</div><div>Scottish Qualifications Authority (sqa.org.uk)</div></div><div><div>The majority of the 2.9 million lone-parent families in 2022 were headed by a lone mother (2.5 million, 84%)</div><div>Source:</div><div>https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/families/bulletins/familiesandhouseholds/2022</div></div></div>	Grade	Males	Females	Grade 1	5	10	Grade 3	15	40	Grade 4	60	110	Grade 5	35	65	Grade 6	65	125	Grade 7	65	115	Grade 8	90	120	Head of Service	15	10	Executive Management Team	5	10
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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/>

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

Sexual Orientation

Table 10.1: Sexual orientation

Sexual Orientation	2019 number	2019%	2020 number	2020%	2021 number	2021%	2022 number	2022%
Bisexual	9	0.96%	12	1.26%	15	1.51%	16	1.54%
Gay man	13	1.39%	20	2.11%	21	2.11%	23	2.22%
Gay woman / lesbian	9	0.96%	10	1.05%	12	1.21%	12	1.16%
Heterosexual / straight	431	46.20%	670	70.60%	700	70.49%	702	67.76%
In another way	< 5	< 0.54%	< 5	< 0.53%	< 5	< 0.50%	< 5	< 0.48%
Not specified	< 5	< 0.54%	< 5	< 0.53%	156	15.71%	189	18.24%
Not sure	26	2.79%	76	8.01%	< 5	< 0.50%	< 5	< 0.48%
Prefer not to say	443	47.48%	158	16.65%	84	8.46%	88	8.49%

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? (continued)																																																																																																																													
Gender Re-assignment (Gender identity and transgender)	Due to the low number of staff reporting as transgender or describing their gender identity ‘in another way’, we are unable to publish further data in relation to gender reassignment or gender identity. This data is, however, monitored internally.																																																																																																																												
Marriage/Civil Partnership	<table><tr><th colspan="9">Table 5.1: Relationship status</th></tr><tr><th>Relationship status</th><th>2019 number</th><th>2019 %</th><th>2020 number</th><th>2020 %</th><th>2021 number</th><th>2021 %</th><th>2022 number</th><th>2022 %</th></tr><tr><td>Civil Partnership</td><td>7</td><td>0.75%</td><td>7</td><td>0.74%</td><td>8</td><td>0.81%</td><td>9</td><td>0.87%</td></tr><tr><td>Co-habiting/in a relationship</td><td>80</td><td>8.57%</td><td>112</td><td>11.80%</td><td>122</td><td>12.29%</td><td>122</td><td>11.78%</td></tr><tr><td>Divorced/Dissolved Civil Partnership</td><td>14</td><td>1.50%</td><td>16</td><td>1.69%</td><td>17</td><td>1.71%</td><td>19</td><td>1.83%</td></tr><tr><td>Married</td><td>265</td><td>28.40%</td><td>370</td><td>38.99%</td><td>425</td><td>42.80%</td><td>416</td><td>40.15%</td></tr><tr><td>Married/Civil Partnership</td><td>8</td><td>0.86%</td><td>12</td><td>1.26%</td><td>14</td><td>1.41%</td><td>16</td><td>1.54%</td></tr><tr><td>Not Specified</td><td>407</td><td>43.62%</td><td>179</td><td>18.86%</td><td>102</td><td>10.27%</td><td>127</td><td>12.26%</td></tr><tr><td>Other</td><td>< 5</td><td>< 0.54%</td><td>< 5</td><td>< 0.53%</td><td>7</td><td>0.70%</td><td>9</td><td>0.87%</td></tr><tr><td>Prefer not to say</td><td>18</td><td>1.93%</td><td>49</td><td>5.16%</td><td>55</td><td>5.54%</td><td>59</td><td>5.69%</td></tr><tr><td>Separated</td><td>6</td><td>0.64%</td><td>12</td><td>1.26%</td><td>12</td><td>1.21%</td><td>13</td><td>1.25%</td></tr><tr><td>Single</td><td>122</td><td>13.08%</td><td>183</td><td>19.28%</td><td>224</td><td>22.56%</td><td>239</td><td>23.07%</td></tr><tr><td>Widowed/surviving partner from Civil Partnership</td><td>< 5</td><td>< 0.54%</td><td>6</td><td>0.63%</td><td>7</td><td>0.70%</td><td>7</td><td>0.68%</td></tr></table>								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%
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	Source: SQA Workforce Equality Monitoring Report 2021-23 Equalities: SQA workforce monitoring report 2021-23																																																						
Pregnancy / Maternity	Table 6.1: Pregnancy and maternity																																																						
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	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%																																															
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).																																																							
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? (continued)																																																							
Care experience (where relevant)	SQA does not currently collect Care Experience data.																																																						

Equality Impact Assessment – Secondary Employment

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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 this requires to be recorded. The impact may not always be negative. Actions are taken to address any differential impact, and include actions to mitigate against any negative impact, to advance equality and to foster good relations between groups.

Each section contains questions for each equality group. These questions are here to support consideration; however, you can provide further detail. Focus initially on the equality groups that would be affected by this policy. If you do not consider that certain equality groups would be affected by this policy, you may leave these sections.

For each of the undernoted protected characteristics, there have been 15 requests for non-SQA employment in the past 2 years and all have been approved, however there is no further equality data regarding these requests.

Protected Characteristic	General Equality Duty
Age	<p data-bbox="392 336 2000 368">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="353 437 622 469">National Evidence:</p> <p data-bbox="353 505 2027 639">National data relating to people in secondary employment in the UK is very scarce. We could find little robust evidence relating to Age. ONS data from 2019 shows that between the ages of 16-49 763,738 had second jobs compared to 411,641 for age 50 plus. https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/employmentandemployeetypes/adhocs/11464numberofworkersinsecondjobsandbyemploymenttypebyagegroups200920142018and2019</p> <p data-bbox="353 676 2027 775">HR News published an article showing that majority who have a side hustle are between the ages of 18-24 (50%) with the majority of the side hustles being linked to social media creation, blogging and vlogging. https://hrnews.co.uk/nearly-50-of-18-24-year-olds-have-a-second-source-of-income/</p> <p data-bbox="353 812 2007 879">We conclude that it is possible that certain age groups are more likely, on balance, to hold secondary employment e.g. younger people saving for a house. However, there is currently no robust evidence to support this hypothesis.</p> <p data-bbox="353 916 584 948">Local Evidence:</p> <p data-bbox="353 984 1939 1051">There have been 10 requests for secondary, non-SQA employment in the past 2 years. All requests have been approved - indicating no potentially adverse impacts.</p> <p data-bbox="353 1088 568 1120">Equality Risks:</p> <p data-bbox="353 1157 2007 1224">Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p data-bbox="353 1260 2013 1327">There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their Age.</p>

Equality Impact Assessment – Secondary Employment

Age	<p>We do, however, have no evidence that this policy may impact directly or indirectly on Age <u>so would recommend that equality data is collected going forward.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	<p>All SQA employees of all ages are required to declare any secondary employment.</p> <p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their age.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy would foster good relations between employees of different ages.</p>

Protected Characteristic	General Equality Duty
Disability	<p>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine 'Protected Characteristics' is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees with a <i>Disability</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	<p>All SQA employees are required to declare any secondary employment. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Disability.</p>

Equality Impact Assessment – Secondary Employment

	Foster good relations
	There is no evidence to indicate that this policy would foster good relations between employees with a disability.

Equality Impact Assessment – Secondary Employment

Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Race</i> or <i>Ethnicity</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. <i>Race</i>, <i>Sex</i>, <i>Age Disability</i> etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	All SQA employees from all <i>Races/Ethnicities</i> are required to declare any secondary employment. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Race</i> or <i>Ethnicity</i> .
	Foster good relations
	There is no evidence to indicate that this policy would foster good relations between employees of different Races.

Equality Impact Assessment – Secondary Employment

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>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Religion / Belief</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. <i>Race, Sex, Age Disability</i> etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	<p>All SQA employees are required to declare any secondary employment.</p> <p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Religion or Belief</i>.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy would foster good relations between employees of different <i>Religions or Beliefs</i>.</p>

Protected Characteristic	General Equality Duty
Sex	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>HR Magazine shows us that as the cost of living crisis continues more people are looking for extra income. One of the ways to increase income was through side hustles. 54% of men had a second income compared to 46% of women. https://www.hrmagazine.co.uk/content/news/side-hustles-on-the-rise-as-cost-of-living-crisis-continues/</p> <p>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their Sex.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	All SQA employees are required to declare any secondary employment. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their Sex.
	Foster good relations
	There is no evidence to indicate that this policy would foster good relations between employees of different sex.

Equality Impact Assessment – Secondary Employment

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>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Sexual Orientation</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	All SQA employees are required to declare any secondary employment. 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 would foster good relations between employees of different <i>Sexual Orientations</i> .

Equality Impact Assessment – Secondary Employment

Protected Characteristic	General Equality Duty
Gender Re-assignment (Gender identity and transgender)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Sexual Orientation</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	<p>All SQA employees are required to declare any secondary employment.</p> <p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Gender Identity</i>.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy would foster good relations between employees of differing gender identities.</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>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Marriage / Civil Partnership</i>.</p> <p>We do, however, recommend that <u>recommend that equality profiling data for all request for secondary employment requests (e.g. <i>Race, Sex, Age Disability</i> etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	<p>All SQA employees are required to declare any secondary employment.</p> <p>There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of their <i>Marriage/Civil Partnership</i>.</p>
	Foster good relations
	<p>There is no evidence to indicate that this policy would foster good relations between employees with regards to <i>Marriage/Civil Partnership</i>.</p>

Protected Characteristic	General Equality Duty
Pregnancy / Maternity	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>Equality Risks:</p> <p>Overall, this policy could have a positive impact on any employee wishing to take on secondary employment as it provides both clarity and a structure to support people with two or more jobs.</p> <p>As we have no recorded incidences of any SQA employee being refused a request to take on secondary employment, we consider that on balance, risks of adverse impact in respect of any of the nine ‘Protected Characteristics’ is considered to be low. There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their <i>Pregnancy / Maternity</i>.</p> <p>We do, however, recommend <u>that recommend that equality profiling data for all request for secondary employment requests (e.g. <i>Race, Sex, Age Disability</i> etc) is collected in the future within SQA.</u></p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	All SQA employees are required to declare any secondary employment. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of <i>Pregnancy/Maternity</i> .
	Foster good relations
	There is no evidence to indicate that this policy would foster good relations between employees with regards to <i>Pregnancy/Maternity</i> .

Equality Impact Assessment – Secondary Employment

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>There have been 10 requests for non-SQA employment in the past 2 years and all have been approved, however there is no equality data regarding these requests.</p> <p>Risk of Discrimination:</p> <p>We have no evidence that this policy may impact directly or indirectly on Care Experience so <u>would recommend that equality data is collected going forward.</u></p> <p>Overall, this policy has positive impact on employees as provides all employees a policy to support secondary employment they may have.</p> <p>Overall, Neutral Impact is Recorded.</p>
	Advance equality of opportunity
	All SQA employees are required to declare any secondary employment. There is no evidence to indicate that this policy could affect employees differently or less favourably, on the grounds of Care Experience.
	Foster good relations
	There is no evidence to indicate that this policy would foster good relations between employees with regards to <i>Care Experience</i> .

Rationale

If you are proceeding with a decision that may have a negative impact and are not putting in place actions to mitigate against this, please explain how this is objectively justified.