

## 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.

<b>Agreed Schedule Review Date</b>	By September 2024	<b>Additional Schedule Review Date</b>	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.

Required Actions	Owner	Date	Comment & Review
Actions taken to <b>monitor the implementation of policy and the impact on equality groups</b> (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	

Equality Impact Assessment – Secondary Employment V1.0

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	

Equality Impact Assessment – Secondary Employment V1.0

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

**Policy Aims**

<b>Name of Policy or practice</b>	Secondary Employment
<b>New Policy or Revision</b>	Revised
<b>Name of Policy Owner</b>	Head of Human Resources
<b>Date Policy Owner Confirmed Completion</b>	02/09/2022

<b>What is the rationale for this policy or practice?</b>
<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"> <li>• How SQA defines secondary employment</li> <li>• What types of secondary employment need to be disclosed</li> <li>• How colleagues should notify SQA of any secondary employment</li> <li>• SQA’s process for considering a request to undertake secondary employment</li> </ul> <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.

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:

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.

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 15 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.

#### **Evidence of Stakeholder Engagement:**

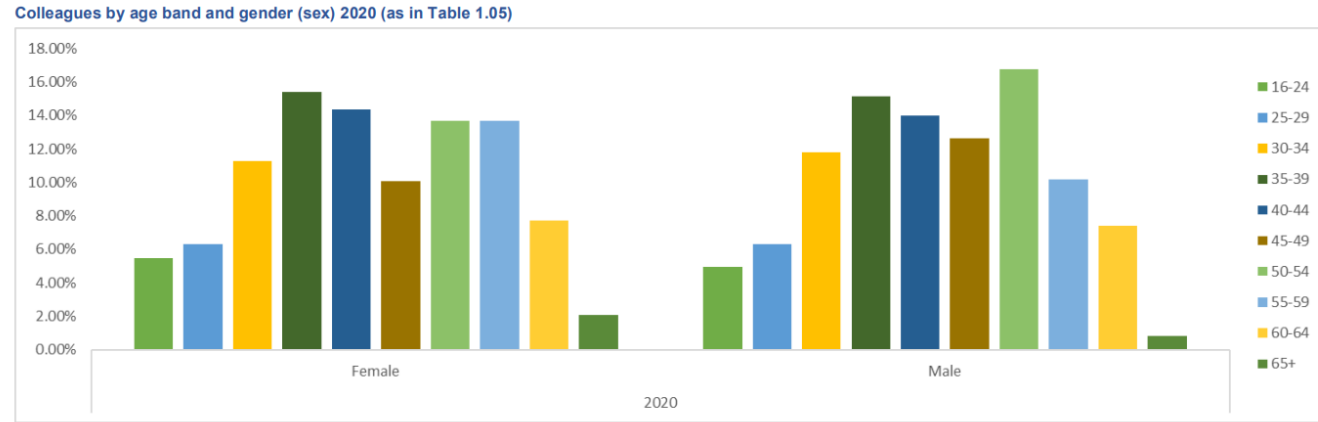
#### **Trade Union Consultation Review Group (PRG):**

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

**Age:**



The above table shows colleagues by age band and gender as of 2020. This 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](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

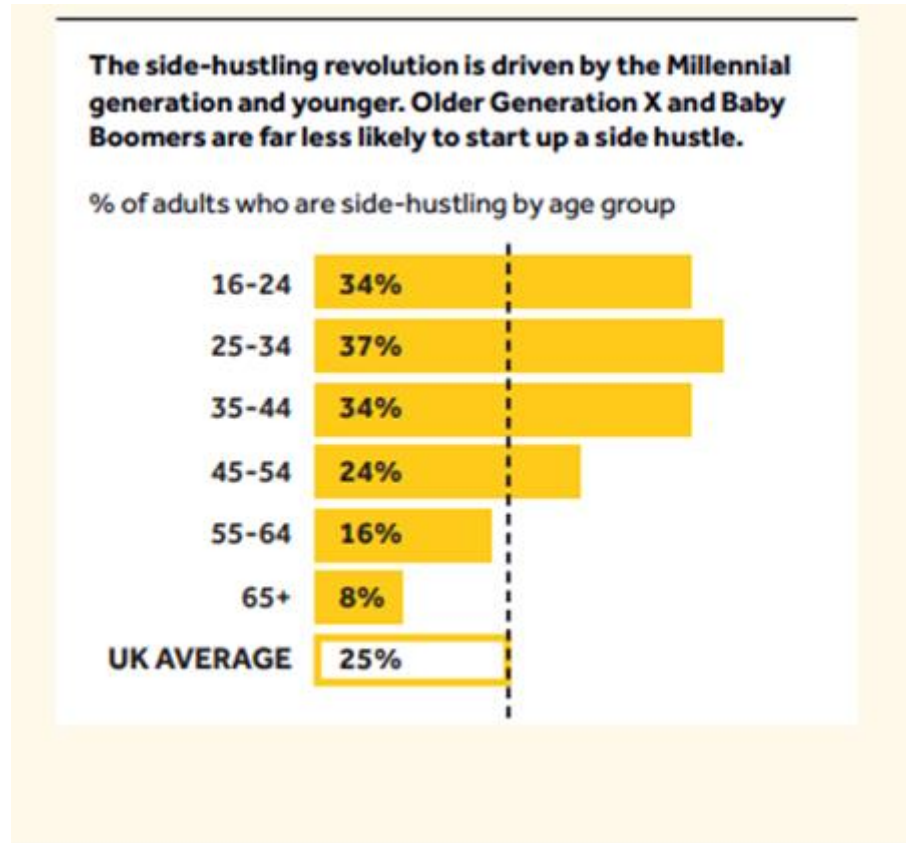
The majority of SQA employees are in the mid-range age bandings. A total of 79% workers are aged between 30 – 59. SQA has recently seen a decrease in younger (under 35) employees.

Comparisons between 2019 and 2020 data show that the 30–34 age band saw the largest reduction of female colleagues – a total of seven 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.



Age:

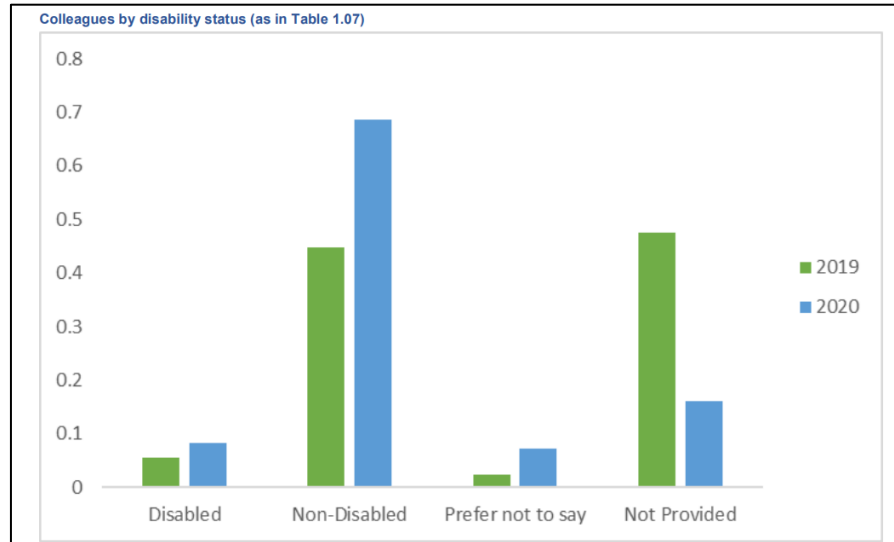
Side Hustling (making money on the side)



Source : [Journalists-Regatta-Henley\\_Business\\_School\\_whitepaper\\_DIGITAL.pdf](#)

**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 table shows colleagues by Disability status. This table 1.07 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](https://www.sqa.org.uk/sqa/files_ccc/workforce-equality-monitoring-report-2019-2021.pdf)

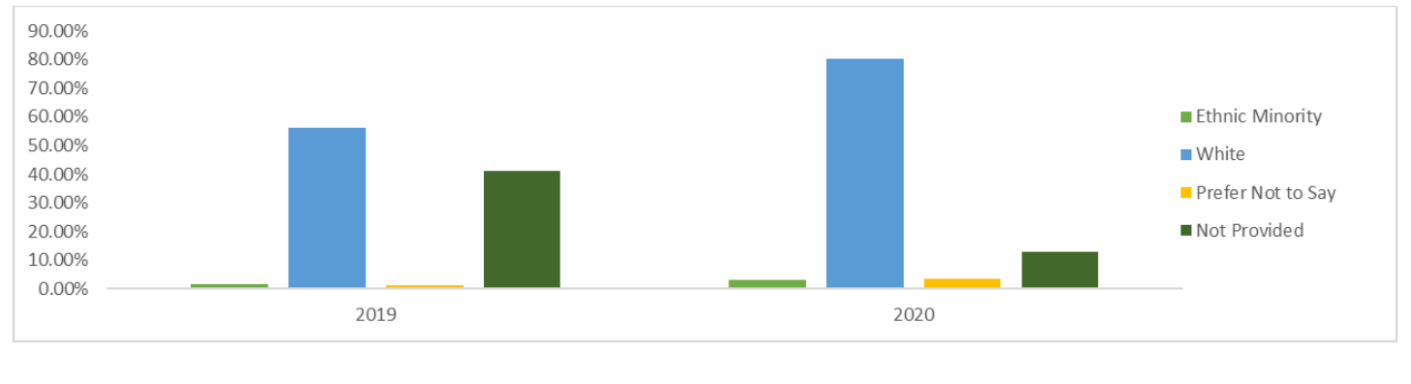
The highest proportion of colleagues who have declared a disability (53%) falls within the lowest age bands (16 – 44) and second highest (47%) within the upper age bands (45–64)

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%.

**Race  
Ethnicity**

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

Colleagues by Race (as in table 1.12)



The above table shows colleagues by Race. This 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](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.

Equality Impact Assessment – Secondary Employment V1.0

Race  
Ethnicity  
(continued)

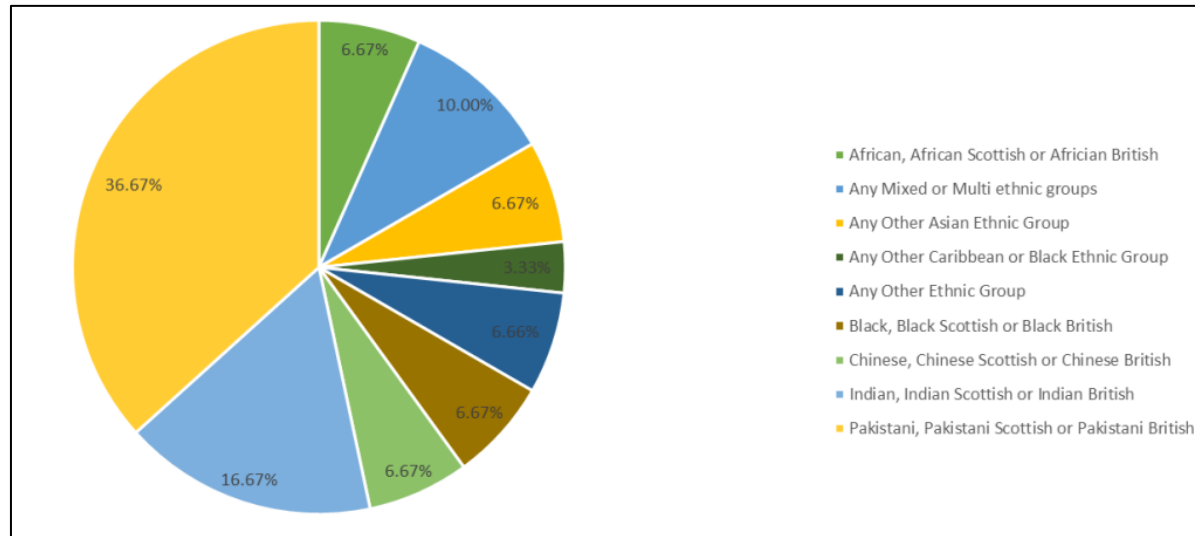


Table 1.15 Race: Colleagues by black and minority ethnicities

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 tables show colleagues by Race. This 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](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)**

**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%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

The above table shows colleagues who have declared their Religion or Belief. This 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](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.

Source: SQA Workforce Equality Monitoring Report 2019 – 2021

**Sex**

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

The above table shows colleagues by sex and grade. This table 1.02 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](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**

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

The above table shows colleagues by sexual orientation. This table 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](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)**

**Gender Re-assignment  
(Gender identity and transgender)**

No equality profiling data is currently captured by the SQA.

**Marriage/Civil Partnership**

No equality profiling data is currently captured by the SQA.

**Pregnancy / Maternity**

Pregnancy Status	Colleagues		
	2019	2020	Variance
Not Pregnant	98.25%	98.95%	0.70%
Pregnant	1.75%	1.05%	-0.70%
<b>Total</b>	<b>100.00%</b>	<b>100.00%</b>	

The above table shows colleagues by pregnancy status. This 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](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><b>Care experience (where relevant)</b></p>	<p>Human Resources currently have no data for SQA that shows how many colleagues are Care Experienced.</p> <p>Nationally <b>Who Cares? Scotland</b> say:</p> <p><b>Education</b></p> <p>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.</p> <p>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 school leavers.</p> <p>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% (<a href="#">SFC, 2019</a>).</p> <p><b>Unemployment</b></p> <p>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 (<a href="#">Scottish Government, 2021</a>).</p> <p><b>Criminalisation</b></p> <p>In a Scottish Prison Service survey carried out in 2019, 1/4 of the adult prison population indicated that during their up-bringing they had been in care (25%) (<a href="#">Scottish Prison Service, 2020</a>).</p> <p>Around 40% of young people in custody report that they have been in care (<a href="#">Scottish Prison Service, 2021</a>).</p>
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<b>Care experience (where relevant)</b>	<p><b>Health</b></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 (<a href="#">Office for National Statistics, 2004</a>).</p> <p><b>Homelessness</b></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 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="488 268 2029 331">Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p> <p data-bbox="488 403 752 432"><b>National Evidence:</b></p> <p data-bbox="488 472 2018 571">National data relating to people in secondary employment in the UK is very scarce. We could find little robust evidence relating to Age. Henley Business School published a white paper on ‘Side hustling’ in 2018 which showed younger generations and millennials are more likely to take up secondary employment / activities.</p> <p data-bbox="488 608 2018 671">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="488 708 712 737"><b>Local Evidence:</b></p> <p data-bbox="488 777 1921 841">There have been 15 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="488 877 701 906"><b>Equality Risks:</b></p> <p data-bbox="488 946 1951 1010">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="488 1046 1928 1110">There is no evidence to suggest that the application of the policy itself, could adversely affect employees on the grounds of their Age.</p> <p data-bbox="488 1147 2002 1211">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 data-bbox="488 1248 992 1276"><b>Overall, Neutral Impact is Recorded.</b></p>

<b>Age</b>	<b>Advance equality of opportunity</b>
	All SQA employees of all ages 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 age.
	<b>Foster good relations</b>
	There is no evidence to indicate that this policy would foster good relations between employees of different ages.

Protected Characteristic	General Equality Duty
<p><b>Disability</b></p>	<p><b>Equality Risks:</b></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><b>Overall, Neutral Impact is Recorded.</b></p>
	<p>Advance equality of opportunity</p>
	<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>
	<p>Foster good relations</p>
	<p>There is no evidence to indicate that this policy would foster good relations between employees with a disability.</p>

Protected Characteristic	General Equality Duty
Race	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p><b>Equality Risks:</b></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. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p><b>Overall, Neutral Impact is Recorded.</b></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.

Protected Characteristic	General Equality Duty
<p><b>Religion or Belief</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p><b>Equality Risks:</b></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. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p><b>Overall, Neutral Impact is Recorded.</b></p>
	<p>Advance equality of opportunity</p>
	<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>
	<p>Foster good relations</p>
	<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>Henley Business School published a white paper on the side hustle in 2018 which stated side-hustling is currently more common among men than among women (30% men, 21% women), women are catching up, with over 62% of side-hustling women having started up in the past two years (versus 48% among side-hustling men).</p> <p><b>Equality Risks:</b></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><b>Overall, Neutral Impact is Recorded.</b></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.



Protected Characteristic	General Equality Duty
Sexual Orientation	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p><b>Equality Risks:</b></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><b>Overall, Neutral Impact is Recorded.</b></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> .

Protected Characteristic	General Equality Duty
<p><b>Gender Re-assignment (Gender identity and transgender)</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p><b>Equality Risks:</b></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><b>Overall, Neutral Impact is Recorded.</b></p>
	<p>Advance equality of opportunity</p>
	<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>
	<p>Foster good relations</p>
	<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
<p><b>Marriage/Civil Partnership</b></p>	<p>Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010</p>
	<p><b>Equality Risks:</b></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. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p><b>Overall, Neutral Impact is Recorded.</b></p>
	<p>Advance equality of opportunity</p>
	<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 their <i>Marriage/Civil Partnership</i>.</p>
	<p>Foster good relations</p>
	<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
<b>Pregnancy / Maternity</b>	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p><b>Equality Risks:</b></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. Race, Sex, Age Disability etc) is collected in the future within SQA.</u></p> <p><b>Overall, Neutral Impact is Recorded.</b></p>
	<p style="text-align: center;">Advance equality of opportunity</p>
	<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 <i>Pregnancy/Maternity</i>.</p>
	<p style="text-align: center;">Foster good relations</p>
	<p>There is no evidence to indicate that this policy would foster good relations between employees with regards to <i>Pregnancy/Maternity</i>.</p>

Considered by SQA	General Equality Duty
Care experience (where relevant)	Eliminate unlawful discrimination, harassment and victimisation and other conduct that is prohibited by the Equality Act 2010
	<p>There have been 15 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><b>Risk of Discrimination:</b></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><b>Overall, Neutral Impact is Recorded.</b></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.