

Guidance for Equality Impact Assessments

What is an Equality Impact Assessment?

An Equality Impact Assessment (EIA) is an evidence-based approach designed to help the Babraham Institute ensure that our policies are fair and do not present barriers to participation or unfairly disadvantage any groups.

The EIA will cover the nine protected characteristics as recognised in the Equality Act (2010): age, gender reassignment, marriage or civil partnership, pregnancy or maternity, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, and sexual orientation. Additionally, other groups can be considered where relevant.

An EIA is a risk assessment of inequality and discrimination, and assists in finding out whether different groups of people are, or could be, disadvantaged by a policy. It involves examining new or existing policies and their impact on different groups. The aim is to:

- Understand the potential effects of the policy by assessing the impacts on different groups both external and internal
- Identify any adverse impacts and actions to remove or mitigate them
- Ensure decisions are transparent and based on evidence with clear reasoning

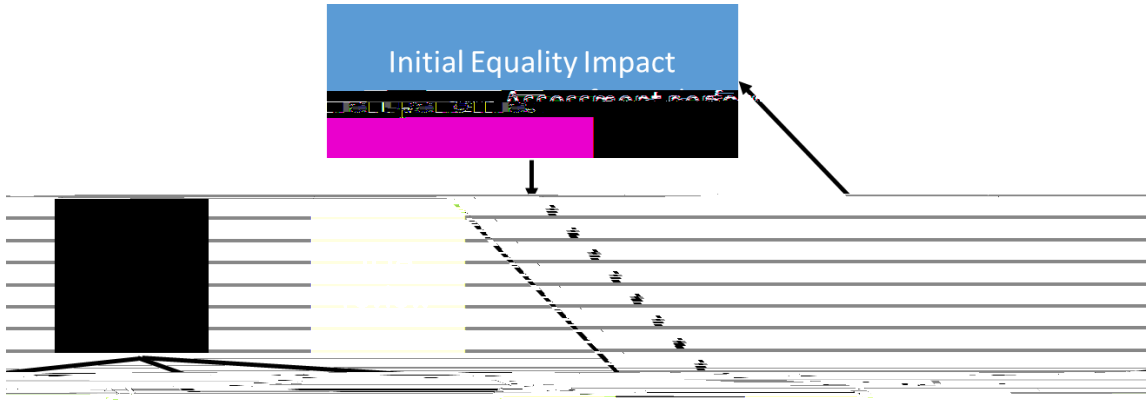
The EIA process forms part of the normal policy making process and assessments take place before the policy goes to BEC. Once published, EIAs will be available on the intranet in order to be accessible to everyone in the Institute so bear the public audience in mind when you are writing. EIAs will be reviewed and updated whenever a policy is reviewed and updated, whether this is part of the annual policy review process or at other times.

The process for conducting an Equality Impact Assessment

Completing an EIA is like undertaking a risk assessment. It involves predicting and assessing what the implications of a policy will be on a wide range of people. You are looking for bias that can occur when there significant differences in how different groups of people are impacted by the policy. An EIA is best done with the involvement of staff in the area of work and consultation of representatives of potentially impacted groups or relevant specialist organisations.

Initial Equality Impact Assessment

All new and existing policies need an Initial Equality Impact Assessment (IEIA). This should be done by the policy owner, someone they nominate, or, during this review period, the assigned member of the Policy Review Working Group (PRWG). For new policies, the IEIA should be submitted at the same time as the policy. During the review period, existing



GLOSSARY

To be added. Will be the same as the definitions in the Equality and Diversity policy.