

## Making Changes

**Based on the equality issues you identified in 2.2 and 2.3, what changes did you make or do you intend to make in relation to the policy or decision in order to promote equality of opportunity?**

<b><i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i></b>	<b><i>What do you intend to do in future to address the equality issues you identified?</i></b>
<p>Gender / Marital Status / Dependants / Disability</p> <p>The policy and standards explicitly sets out measures that are in place to minimise the impact on staff including:</p> <ul style="list-style-type: none"><li>• Only assigned staff, usually line managers will have access to an individual's email during absence</li><li>• All those with access to BSO email will be informed that such access may occur, and that they can take steps to move any emails of a personal/private nature to a folder marked 'Personal'.</li></ul>	<p>A change has been made to section 5.1.1 in the Clear Screen and Desk standard in relation to the issue identified around screen reading software.</p>