

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?

<i>In developing the policy or decision what did you do or change to address the equality issues you identified?</i>	<i>What do you intend to do in future to address the equality issues you identified?</i>
<p>Disability</p> <p>Special Leave Policy – Attendance at medical/ dental Appointments</p> <p>RQIA’s management is committed to supporting employees who have a disability and ensuring reasonable adjustments are in place, including longer appointment times.</p> <p>Moreover, employees can available of other types of leave including flexi-time, time off in lieu and annual leave if required.</p> <p>Special Leave Policy- Attendance at Funerals</p> <p>Consideration of requests for leave to attend funerals will be on a case-by-case basis, and employees can available of other types of leave including flexi-time, time off in lieu and annual leave if required. RQIA will take into consideration the mode of transport and associated travel times when presented with a request. Staff consulted with did not believe that this would be a major concern as other types of leave could be used.</p>	<ul style="list-style-type: none"> • Policy will be available on the intranet and all new starts will be required to read policies • Policies will be outlined and brought to employees attention at corporate induction • Memo will be issued to advise employee of new policy and where to locate it • HR will continue to provide advice to managers and employees on equality issues (having sought advice from Equality Unit where applicable)

Flexible Working Policy

RQIA is committed to supporting employees who have a disability and ensuring reasonable adjustments are in place, including requests for flexible working.

Gender & Age**Flexible Working Policy**

Whilst preference will initially be given on the basis of length of service, every effort will be made to facilitate such requests on a rotational basis.

Religion**Special Leave Policy**

Consideration of requests for leave to attend funerals will be on a case-by-case basis, and employees can avail of other types of leave including flexi-time, time off in lieu and annual leave if required.

Dependents**Special Leave Policy**

RQIA will make every effort to grant requests for carers leave for staff with a disabled child.

Flexible Working Policy – part-time working

Whilst RQIA recognises this issue, decisions will be taken based on business needs and financial circumstances in line with this policy.

RQIA will give particular consideration to meeting the needs of staff who have caring responsibilities where possible.

