HSC Business Services Organisation

Providing Support to Health and Social Care

Equality and Human Rights Screening Template

The BSO is required to address the 4 questions below in relation to all its policies.

What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (minor/major/none)

Are there opportunities to better promote equality of opportunity for people within the Section 75 equality categories?

To what extent is the policy likely to impact on good relations between people of a different religious belief, political opinion or racial group? (minor/major/none)

Are there opportunities to better promote good relations between people of a different religious belief, political opinion or racial group?

As part of the audit trail documentation needs to be made available for all policies and decisions examined for equality and human rights implications. The screening template is a pro forma to document consideration of each screening question.

For information (evidence, data, research etc.) on the Section 75 equality groups see the Equality Portal - Screening Resources & Evidence.

For advice and support on screening contact:

Equality Unit|BSO|James House|2-4 Cromac Avenue|Belfast|BT7 2JA
Tel: 028 9536 3961

SCREENING TEMPLATE

See Guidance Notes for further information on the 'why' 'what' 'when', and 'who' in relation to screening, for background information on the relevant legislation and for help in answering the questions on this template.

(1) INFORMATION ABOUT THE POLICY OR DECISION

1.1 Title of policy or decision

Conflict, Bullying and Harassment in the Workplace Policy and Procedure

1.2 Description of policy or decision

- **what is it trying to achieve? (aims and objectives)**

  - To provide all staff, particularly managers, with clear guidance on how to handle conflict, bullying and harassment in accordance with best practice and relevant employment legislation.
  - To outline to all staff their rights and their collective responsibility to create and maintain a safe, harmonious, positive and enabling working environment for all.
  - To provide a mechanism to facilitate prompt resolution of issues that may arise.
  - To prevent bullying of all staff members, including agency workers.
  - To prevent harassment of all staff members, including agency workers.
  - To contribute to building and maintaining a just and learning culture focusing more on supporting staff and managers in the early resolution of concerns and the restoration of working relationships.
  - To facilitate learning from situations where there has been conflict, bullying or harassment in order to prevent re-occurrence.

- **how will this be achieved? (key elements)**
  We expect our staff to both receive and show courtesy and respect to and from colleagues, patients, service users and anyone else with whom they come into contact in the course of their work. There is a particular

obligation on managers to ensure the effective application of this policy and to work to cultivate and maintain a safe and positive working environment within their teams.

- **what are the key constraints? (for example financial, legislative or other)**
  Disability Discrimination Act 1995
  Employment Equality (Sexual Orientation) Regulations (NI) 2003
  Equality Act (Sexual Orientation) Regulations (NI) 2006
  Employment Equality (Age) regulations (NI) 2006

1.3 Main stakeholders affected (internal and external)

For example staff, actual or potential service users, other public sector organisations, voluntary and community groups, trade unions or professional organisations or private sector organisations or others

Those primarily affected by the policy are:

- Current BSO employees – both those who are experiencing Conflict, Bullying and Harassment, those accused of committing Conflict, Bullying and Harassment and those who witnessed acts of Conflict, Bullying and Harassment.
- Line Managers due to their critical role in this policy

<u>External</u>

- Trade union representatives.
- BSO Agency Staff
- Statutory Enforcement bodies such as the Equality Commission for NI, Commission for Racial Equality, Fair Employment and Industrial Tribunal

NB: The above list is not exhaustive

1.4 Other policies or decisions with a bearing on this policy or decision

- **what are they? (This list is not exhaustive)**
  Working Well together Policy
  Zero Tolerance Policy
  Disciplinary Policy
  Grievance Policy
  Capability Procedure

Social media Policy
Equality, Diversity and Inclusion Policy
Equality Scheme
Joint Declaration of Protection/Good Relations Strategy
Code of Conduct for Staff
Department circulars
Legislative changes
Sex Discrimination (NI)Order 1998 as amended
Fair Employment and Treatment (NI) Order 1998 as amended
Employment Equality (Age) Regulations Northern Ireland 2006 as amended
Disability Discrimination Act 1995 as amended
Employment Equality (Sexual Orientation) Regulations Northern Ireland 2003 as amended
Race Relations (NI) Order 2007 as amended

- **who owns them?**
  BSO, HSC, DoH, NI Assembly

(2) CONSIDERATION OF EQUALITY AND GOOD RELATIONS ISSUES AND EVIDENCE USED

2.1 Data gathering

What information did you use to inform this equality screening? For example previous consultations, statistics, research, Equality Impact Assessments (EQIAs), complaints. Provide details of how you involved stakeholders, views of colleagues, service users, staff side or other stakeholders.

Statistics:

- Organisation wide staff equality data
- Census data (2021)
- Regional Conflict Bullying and Harassment forums, with representatives from each HSC organisation took place, to discuss and review the policy and procedure.
- Northern Ireland Statistics and Research Agency
- http://www.gires.org.uk/prevalence.php
- BSO Workforce Data (HRPTS) **September 2023**
- Bullying and Harassment in the workplace in Northern Ireland (nisra.gov.uk)

2.2 Quantitative Data

Who is affected by the policy or decision? Please provide a statistical profile. Note if policy affects both staff and service users, please provide profile for both. Also give consideration to multiple identities.

Public or private sector

Key Findings

- A significantly higher proportion of employees in the public sector (15%) reported being bullied or harassed at least once in the last 12 months compared to private sector employees (11%).

Figure 4: A higher proportion of public sector employees reported bullied or harassed at least once in the last 12 months.

Frequency of bullying or harassment in the workplace in the public and private sector, employees aged 18 and over, NI, January to December 2022

Gender	None	One or Two	Three plus
Public	85.4%	8.9%	5.7%
Private	89.2%	5.8%	5.0%

Figure 4 shows that when comparing by public or private sector employment, a significantly higher proportion of employees in the public sector (15%) reported being bullied or harassed at least once in the last 12 months compared to employees in the private sector (11%).

This difference is driven by the higher proportion of public sector employees (9%) who reported being bullied or harassed one to two times in the last 12 months compared to those in the private sector (6%).

<table>
<tr><th>Category</th><th>What is the makeup of the affected group? (%) Are there any issues or problems? For example, a lower uptake that needs to be addressed or greater involvement of a particular group?</th></tr>
<tr><td>Gender</td><td>
Staff Profile

<table>
<tr><td>Male</td><td>46.00%</td></tr>
<tr><td>Female</td><td>54.00%</td></tr>
</table>

BSO Conflict, Bullying & Harassment Statistics:
In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

The population of Northern Ireland based on NISRA Census Data as at 2021 was 1,903,175

<table>
<tr><th colspan="2">Total Ni Residents 1903178</th><th>Percentage</th></tr>
<tr><td>Female</td><td>967,043</td><td>50.81%</td></tr>
<tr><td>Male</td><td>936,132</td><td>49.19%</td></tr>
</table>
(Census 2021)
</td></tr>
</table>

	Transgender Research suggests for the Northern Ireland population as a whole: • 140-160 individuals are affiliated with transgender groups • 120 individuals have presented with Gender Identity Dysphoria • There are more trans women than trans men living in Northern Ireland. The Gender Identity Research and Education Society (GIRES) estimate the number of gender nonconforming employees and service users, based on the information that GIRES assembled for the Home Office (2011) and subsequently updated (2014): • gender variant to some degree 1% • have sought some medical care 0.025% • having already undergone transition 0.015% A report published by the Rainbow Project (O'Hara, 2013), based on research conducted with more than 500 individuals that identified as "LGB&/T," found that the respondents reported common experiences of invisibility, homophobia/transphobia, and a range of violence from threats to physical violence, whether direct or indirect. As a result of their actual or perceived sexual orientation and/or gender identity: - 65.8% had been verbally assaulted at least once; - 43.3% had been threatened with physical violence at least once; - 33% had been threatened to be 'outed' at least once; - 34.7% had experienced discrimination in accessing goods, facilities or services at least once. **Bullying and Harassment in The Workplace in Northern Ireland, NISRA.**

Figure 2: A greater proportion of female employees reported being bullied or harassed

Frequency of bullying or harassment in the workplace by sex, employees aged 18 and over, NI, January to December 2022

Gender	None	One or Two	Three plus
Male	90%	6.2%	3.8%
Female	85.9%	7.5%	6.6%

Figure 2 shows that 14% of female employees reported being bullied or harassed at least once in the last 12 months, a significantly higher proportion than male employees (10%).

Whilst there was little difference (just over 1pps) in the proportion of male and female employees who reported being bullied or harassed 1 to 2 times, a higher proportion of female employees (7%) reported being bullied or harassed 3 or more times in the last 12 months than male employees (4%)

Age

Staff Profile

16-24	4.20%
25-29	10.86%
30-34	12.44%
35-39	14.81%
40-44	12.93%
45-49	13.18%
50-54	13.72%
55-59	10.96%
60-64	5.08%
>=65	1.83%

BSO Conflict, Bullying & Harassment Statistics:
In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

The population demographic by age within Northern Ireland (NISRA Census Data, 2021)

NI Census 2021 NI Total Population: 1,903,174

Age	NI Pop No.	Percentage %	Age	NI Pop No.	Percentage %
0-4 years	113,820	6	50-54 years	130,967	7
5-9 years	124,475	7	55-59 years	129,276	7
10-14 years	126,918	7	60-64 years	113,049	6
15-19 years	113,203	6	65-69 years	93,464	5
20-24 years	111,386	6	70-74 years	83,467	4
25-29 years	116,409	6	75-79 years	66,377	3
30-34 years	126,050	7	80-84 years	43,776	2
35-39 years	127,313	7	85-89 years	25,879	1

40-44 years	122,163	6		90+ years	13,512	1
45-49 years	121,670	6				

Bullying and Harassment in The Workplace in Northern Ireland, NISRA.

Key Findings

- The proportion of employees who reported being bullied or harassed at least once was the same in both age groups.

Gender	None	One or Two	Three plus
18 to 39	87.8%	6.4%	5.7%
40 and over	88.1%	7.3%	4.7%

Figure 3: No notable difference in the frequency of bullying or harassment when comparing by age of employees.

Frequency of bullying or harassment in the workplace by age, employees aged 18 and over by age, NI, January to December 2022

Figure 3 shows that, when comparing by age, there is little difference in the experiences of bullying or harassment for NI employees.

There was a marginal difference between the age groups for those who reported being bullied or harassed three or more times, with the proportion of employees aged 18 to 39 who reported being bullied or harassed three or more times being 1pps higher than employees aged 40 and over

Religion

Staff Profile

Perceived Protestant	1.58%
Protestant	19.94%
Perceived Roman Catholic	1.53%
Roman Catholic	26.41%
Neither	4.10%
Perceived Neither	0.05%
Not assigned	46.40%

BSO Conflict, Bullying & Harassment Statistics:

In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Ni Residents 1903178		Percentage
Catholic	805,151	42
Presbyterian Church in Ireland	316,103	17
Church of Ireland	219,788	12
Methodist Church in Ireland	44,728	2
Other Christian (including Christian related)	130,377	7
Other religions	25,519	1
No religion	330,983	17
Religion not stated	30,529	2

(Census 2021)

Political Opinion

Staff Profile

Broadly Nationalist	3.60%
Other	4.29%
Broadly Unionist	3.75%
Not assigned	82.13%
Do not wish to answer	6.22%

BSO Conflict, Bullying & Harassment Statistics:

In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Ni Residents 1903178		Percentage
British only	606,263	31.86%
Irish only	554,415	29.13%
Northern Irish only	376,444	19.78%
British and Irish only	11,768	0.62%
British and Northern Irish only	151,327	7.95%
Irish and Northern Irish only	33,581	1.76%
British, Irish and Northern Irish only	28,050	1.47%
Other	141,327	7.43%

(Census 2021)

Marital Status

Staff Profile

Divorced	1.53%
Mar/CP	32.58%
Other	1.04%
Separt	0.54%
Single	11.70%
Unknwn	51.83%
Widw/R	0.59%
Not assigned	0.20%

BSO Conflict, Bullying & Harassment Statistics:

In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Ni Residents (over the age of 16) 1,514,743		Percentage
Single (never married or never registered a civil partnership)	576,708	38.07%
Married	690,509	45.59%
In a civil partnership	2,742	0.18%

Separated (but still legally married or still legally in a civil partnership)	57,272	3.78%
Divorced or formerly in a civil partnership which is now legally dissolved	91,128	6.02%
Widowed or surviving partner from a civil partnership	96,384	6.36%

(Census 2021)

Dependent Status

Staff Profile

Yes	11.90%
Not assigned	81.34%
No	6.76%

BSO Conflict, Bullying & Harassment Statistics:

In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Households with dependent children 768,809		Percentage
No children in household	423,956	55.14
No dependent children in household/All children in household non-dependent	120,314	15.65
One dependent child aged 0-4	27,233	3.54
One dependent child aged 5-11	21,123	2.75
One dependent child aged 12-18	39,203	5.10
Two dependent children, youngest aged 0-4	32,598	4.24
Two dependent children, youngest aged 5-11	36,534	4.75
Two dependent children, youngest aged 12-18	18,532	2.41
Three or more dependent children, youngest aged 0-4	24,120	3.14
Three or more dependent children, youngest aged 5-11	21,677	2.82
Three or more dependent children, youngest aged 12-18	3,519	0.46

(Census 2021)

Disability

Staff Profile

No	34.75%
Not assigned	63.33%
Yes	1.92%

BSO Conflict, Bullying & Harassment Statistics:
In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total NI Households 768,810		Percentage
No residents have a limiting long-term health problem or disability	423,945	55.14%
1 resident has a limiting long-term health problem or disability	258,537	33.63%
2 or more residents have a limiting long-term health problem or disability	86,328	11.23%

(Census 2021)

Ethnicity

Staff Profile

Not assigned	76.26%
White	23.35%
Other	0.10%
Black African	0.00%
Indian	0.10%
Chinese	0.05%

BSO Conflict, Bullying & Harassment Statistics:
In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Ni Residents 1903178		**Percentage**
White	1,837,575	96.55
Irish Traveller	2,609	0.14
Roma	1,529	0.08
Indian	9,881	0.52

Chinese	9,495	0.50
Filipino	4,451	0.23
Pakistani	1,596	0.08
Arab	1,817	0.10
Other Asian	5,244	0.28
Black African	8,069	0.42
Black Other	2,963	0.16
Mixed	14,382	0.76
Other ethnicities	3,568	0.19

(Census 2021)

Sexual Orientation

Staff Profile

Do not wish to answer	1.63%
Not assigned	82.03%
Opposite sex	15.30%
Both sexes	0.25%
same sex	0.79%

BSO Conflict, Bullying & Harassment Statistics:
In the past 5 years there has been 11 formal cases investigated under the remit of the Conflict, Bullying and Harassment policy, therefore the data is insufficient to draw any conclusions in any of the section 75 groups.

Population Profile

Total Ni Residents (16 and over) 1514743		**Percentage**
Straight or heterosexual	1,363,859	90.04
Gay or lesbian	17,713	1.17
Bisexual	11,306	0.75
Other sexual orientation	2,597	0.17
Prefer not to say	69,307	4.58
Not stated	49,961	3.30

(Census 2021)

2.3 Qualitative Data

What are the different needs, experiences and priorities of each of the categories in relation to this policy or decision and what equality issues emerge from this? Note if policy affects both staff and service users, please discuss issues for both. Also give consideration to multiple identities (such as single parents for example).

Category	***Needs and Experiences***
Gender	Individuals working in areas or teams dominated by a gender other than their own may lack the confidence to raise or pursue a compliant under bullying and harassment. Those who are transgender may also find it more difficult to raise a compliant, with concerns about confidentiality regarding their gender status.
Age	Younger members of staff may lack experience in recognising or confidence to report bullying and/or harassment.
Religion	In work areas which may have minority religions or dominated by on religion staff may lack confidence to come forward raise an issue under Conflict, Bullying and Harassment.
Political Opinion	In work areas which may have high level of one particular opinion or a minority of one or more particular opinion staff may lack confidence to come forward raise an issue under Conflict, Bullying and Harassment.
Marital Status	Employees who do not have the support of a spouse or partner may lack the confidence in bringing forward a compliant of bullying and harassment.
Dependent Status	There is no data to suggest that there are specific needs or experiences arising within this category, as this procedure provides clear guidance on the management and processes for Conflict, Bullying and Harassment issues.
Disability	Individuals with sight problems will have specific requirements with regards to communication of the policy. Also, those with learning difficulties may require additional support in order to get an understanding of how the policy works and the processes involved. Staff living and working with a disability may also be reluctant to bring forward a claim of conflict, bullying and harassment due to the physical and emotional energy required, as well as lower confidence levels.
Ethnicity	It is recognised that cultural differences exist between different ethnic groups, and that staff from minority ethnic groups may be reluctant to report incidents of bullying and harassment.

	People who do not speak English as a first language may have additional communication needs.
Sexual Orientation	Some LGB staff may be less likely than heterosexual staff to report instances of bullying and/or harassment, particularly if it relates to harassment on grounds of sexual orientation as they may have concerns about having to disclose their sexual orientation.

2.4 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?

In developing the policy or decision what did you do or change to address the equality issues you identified?	***What do you intend to do in future to address the equality issues you identified?***
Disability: Ensure that this policy (and others) is in accessible formats for e.g. size 14 for those who are partially sighted and consideration given to all those with disabilities. All other easy read formats offered to those who may require. Also, all staff are to be made aware of the policy, though such avenues as Awareness Sessions. There may be a need for support and any reasonable adjustments to practice to ensure a fair hearing. Line managers would have a particular role to facilitate a safe space, as well as having a welfare check in meeting (if required), where staff could discuss issues that they perceive need managed under the CBH Policy. **Religion:** The policy states clearly what constitutes incidents of conflict bullying and harassment and gives examples of potential cases. Line managers would have a particular role	For all issues identified under Section 75 it is important that this policy is shared with all, and targeted with the section 75 groups. Therefore communication is key when this policy is released. BSO will continue to gather data in regards on all incidences of Bully and harassment (victims and harassers) and gather equality data in order to monitor the progress of this policy and procedure To ensure the on-going effectiveness of this policy and procedure, a review will be undertaken at regular intervals, and not more than 3 years from the date of implementation.

to facilitate a safe space where all staff could approach them to discuss issues that they perceive need managed under the CBH Policy. **Political Opinion:** The policy states clearly what constitutes incidents of conflict bullying and harassment and gives examples of potential cases. Line managers would have a particular role to facilitate a safe space where all staff could approach them to discuss issues that they perceive need managed under the CBH Policy. **Age:** Younger members of staff may lack experience or confidence to report incidents of conflict, bullying and harassment, and therefore the policy states clearly what constitutes incidents of conflict bullying and harassment and gives examples. Line managers would have a particular role to facilitate a safe space where all staff could approach them to discuss issues that they perceive need managed under the CBH Policy. **Sexual orientation:** In order to give LGB people more confidence in reporting incidences of conflict, bullying and harassment, sexual orientation is clearly defined as a protected Equality Group in the definition of Harassment. Moreover, the policy states that Line managers have a specific responsibility in the prevention and resolution of conflict, bullying and harassment. They are responsible for creating a safe, harmonious and enabling working environment, setting a good example for other staff members to follow,	

intervening when conflict arises and ensuring that their teams are aware of their obligations and relevant policies. **Ethnicity:** It is recognised that cultural differences exist between different ethnic groups, and that staff from minority ethnic groups may be reluctant to report incidents of conflict, bullying and harassment. The policy explicitly states that harassment on is unacceptable behaviour, and there is a possibility of criminal proceedings should Harassment occur. The policy places a responsibility on Line Managers in prevention and resolution of conflict, bullying, or harassment. Any additional communication needs of those who do not speak English as a first language will be considered and translation services available if requested. **Marital status:** Employees who do have the support of a spouse or partner may lack the confidence in bringing forward a compliant of bullying and harassment. However, the policy emphasises all employees' play a vital role to play in the creation, promotion and maintenance of a good harmonious working environment. Other sources of support include confidential counselling provided via the employee assistance programmes. **Gender:** In some scenarios a Conflict, Bullying and Harassment policy may provide the support for those working in areas that may be dominated by other genders, i.e. where they are the	

minority. Examples of different forms of Conflict, Bullying and Harassment are described in the policy. Also, for those who are transgender, the policy is clear in that all complaints will be dealt with seriously, promptly and confidentially. The policy aims to have a positive impact in that it provides a mechanism for the prompt resolution of issues that may arise and to prevent future recurrence through on going monitoring arrangements.	

2.5 Good Relations

What changes to the policy or decision – if any – or what additional measures would you suggest to ensure that it promotes good relations? (refer to guidance notes for guidance on impact)

Group	***Impact***	***Suggestions***
Religion	The Business Services Organisation (BSO) is committed to providing equality of opportunity, and strives to promote a good and harmonious working environment where every employee is treated with respect and dignity and in which no one feels threatened or intimidated because of his or her age, disability, marital or civil partnership status, political opinion, race, religious belief, sex (including gender reassignment), sexual	Ensure that this policy is shared and promoted throughout the organisation to ensure every section 75 group are made aware of C, B&H policy in order to feel protected should they be the perceived victim of C, B&H and that there is prompt resolution of issues that may arise and to prevent future recurrence through on-going monitoring arrangements.

	orientation, with dependants or without dependants	
Political Opinion	As above	As above
Ethnicity	As above	As above

(3) SHOULD THE POLICY OR DECISION BE SUBJECT TO A FULL EQUALITY IMPACT ASSESSMENT?

A full equality impact assessment (EQIA) is usually confined to those policies or decisions considered to have major implications for equality of opportunity

How would you categorise the impacts of this decision or policy? (refer to guidance notes for guidance on impact)

Please tick:

Major impact	
Minor impact	X
No further impact	

Do you consider that this policy or decision needs to be subjected to a full equality impact assessment?

Please tick:

Yes	
No	x

Please give reasons for your decisions.

Issues for any of the Section 75 groups highlighted in this screening have been mitigated against. Implementation of this policy will give support and offer an avenue for those employees to explore should they be subject to any Bullying and Harassment.

The BSO will monitor its implementation.

(4) CONSIDERATION OF DISABILITY DUTIES

4.1 In what ways does the policy or decision encourage disabled people to participate in public life and what else could you do to do so?

How does the policy or decision currently encourage disabled people to participate in public life?	*What else could you do to encourage disabled people to participate in public life?*
N/A	

4.2 In what ways does the policy or decision promote positive attitudes towards disabled people and what else could you do to do so?

How does the policy or decision currently promote positive attitudes towards disabled people?	*What else could you do to promote positive attitudes towards disabled people?*
Disability is a key equality category covered by this policy. Reasonable adjustments will be considered for staff with disability to their needs are met in the outworking's and practical application of the policy in line with related BSO policy.	Further engagement in Tapestry Network, focus groups, Awareness sessions

(5) CONSIDERATION OF HUMAN RIGHTS

5.1 Does the policy or decision affect anyone's Human Rights? Complete for each of the articles

ARTICLE	Yes/No
Article 2 – Right to life	N
Article 3 – Right to freedom from torture, inhuman or degrading treatment or punishment	N
Article 4 – Right to freedom from slavery, servitude & forced or compulsory labour	N
Article 5 – Right to liberty & security of person	N
Article 6 – Right to a fair & public trial within a reasonable time	N
Article 7 – Right to freedom from retrospective criminal law & no punishment without law	N
Article 8 – Right to respect for private & family life, home and correspondence.	N
Article 9 – Right to freedom of thought, conscience & religion	N
Article 10 – Right to freedom of expression	Y
Article 11 – Right to freedom of assembly & association	N
Article 12 – Right to marry & found a family	N
Article 14 – Prohibition of discrimination in the enjoyment of the convention rights	N
1st protocol Article 1 – Right to a peaceful enjoyment of possessions & protection of property	N
1st protocol Article 2 – Right of access to education	N

*If you have answered no to all of the above please move on to **Question 6** on monitoring*

5.2 If you have answered yes to any of the Articles in 5.1, does the policy or decision interfere with any of these rights? If so, what is the interference and who does it impact upon?

List the Article Number	Interfered with? Yes/No	What is the interference and who does it impact upon?	Does this raise legal issues?* Yes/No
10	Yes	Inhibited in line with promoting harmonious working environment	No

** It is important to speak to your line manager on this and if necessary seek legal opinion to clarify this*

5.3 Outline any actions which could be taken to promote or raise awareness of human rights or to ensure compliance with the legislation in relation to the policy or decision.

Ensure staff complete their Making a Difference ELearning modules and read the appropriate documentation circulated. Ensure their behaviours accords with the principles laid down in the Equality, Diversity and Inclusion policy and other related policies. Read relevant published information via the following mediums below: Corporate Communications Awareness Sessions Staff inductions Publish on intranet Posters

Interactive Awareness Tool (Page Tiger)

(6) MONITORING

6.1 What data will you collect in the future in order to monitor the effect of the policy or decision on any of the categories (for equality of opportunity and good relations, disability duties and human rights)?

Equality & Good Relations	Disability Duties	Human Rights
This will be Monitored via Conflict, Bullying and Harassments issues, either formally or informally, raised by any employees from any of the Section 75 groups. External statistics, via NISRA, will be monitored and reviewed.	Quarterly report to BSO Board on incidents and/or trends	Quarterly report to BSO Board on incidents and/or trends

Approved Lead Officer: Gerard O'Kane

Position: Senior Human Resources Manager

Date: 25 January 2024

Policy/Decision Screened by: Richard McGoldrick

Please note that having completed the screening you are required by statute to publish the completed screening template, as per your organisation's equality scheme. If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, you will need to review the screening decision.

Please forward completed template to: Equality.Unit@hscni.net

Any request for the document in another format or language will be considered. Please contact the Equality Unit: Equality.Unit@hscni.net