

**Template: Equality Impact Assessment (EIA)**

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| **Name of person completing the EIA:** |  |
| **Role of person completing the EIA:** |  |
| **Date EIA completed:** |  |
| **Contributors to the EIA:** |  |
| **Policy or process under assessment** |
| Name of policy or process: |  |
| Purpose and intended aim of the policy or process: |  |
| Who is the policy or process intended for? (E.g. all employees, specific employee groups, volunteers…) |  |
| Status of the policy or process: | New policy or process | Existing policy or process |
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| **Analysis** |
| **Protected characteristic group** | **Impact analysis** | **Explanation of impact analysis** |
| **Positive impact identified** | **Neutral impact identified** | **Negative impact identified** |
| Age |  |  |  |  |
| Disability: |  |  |  |  |
| Sex: |  |  |  |  |
| Gender reassignment: |  |  |  |  |
| Race: |  |  |  |  |
| Religion or belief: |  |  |  |  |
| Sexual orientation: |  |  |  |  |
| Marriage or civil partnership: |  |  |  |  |
| Pregnancy and maternity: |  |  |  |  |

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| **Evaluation and Decision Making** |
| Consultation and stakeholder engagement: | Provide information on any consultation or engagement with relevant stakeholders, specifying whether it was conducted internally or externally. |
| Evidence used to support the decision-making process and final decision: | Detail the evidence used to support the final decision, such as research, surveys, or verbal feedback. |
| Has indirect or direct discrimination been identified? | Y/N and if yes, provide details. |
| Final decision: | Indicate which of the following options, based on the answer above, will be pursued:* Remove the policy or process
* Adapt the policy or process to remove the discrimination
* Continue without further action.
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| Explanation of the final decision: | Clearly explain the decision made. If the decision is to maintain the policy or process without changes despite identified discrimination, the responsible body must be able to justify this decision clearly. |
| Monitoring arrangements: | Explain how the outcome of the EIA will be monitored and who is responsible. |

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| **Date EIA ratified by the responsible body:** |  |
| **Date of review:** |  |