

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Dignity at Work Policy
Lead Officer (SRO or Assistant Director/Director)	Lee Cawley
Department/Team	People, Inclusion and Culture
Proposed Implementation Date	Aug 2026
Author of the EqIA	Lee Cawley
Date of the EqIA	18/06/2026

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?
The council doesn't currently have a dignity at work (DAW) policy, DAW reporting and management is determined within the current grievance policy which provides a process to follow for handing complaints of DAW but doesn't identify fully what DAW is, or provide a consistent approach to DAW. This new policy, details the council's approach to DAW, expectations of staff, teams and management and a process for reporting and addressing reports that is effective, consistent and promotes a culture of zero tolerance to DAW issues. The policy supports the council to meet commitments under several inclusion standards and frameworks the council is mandated to adopt. These include • LET's Do It! • Bury Council EDI strategy • GM People Inclusion Standards • GM Race Equity Framework

- SC-WRES

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed activity likely have an impact on?

Employees: **Yes**

Community/Residents: **Yes**

Third parties such as suppliers, providers and voluntary organisations: **Yes**

If the answer to all three questions is 'no' there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence:



Dignity%20at%20Wo
rk%202026%20DRAF

[Let's Do It! strategy - Bury Council](#)

[Greater Manchester People Inclusion Standards - Greater Manchester Combined Authority](#)

<https://www.bury.gov.uk/asset-library/bury-council-edi-strategy-2024-2028.pdf>

[Greater Manchester Race Equity Framework - Greater Manchester Combined Authority](#)

[Social Care Workforce Race Equality Standard](#)

Data:



Annual%20Equality%
20Report%202025%2

Stakeholder information/consultation:

2.3 The Socio-Economic Duty. Could the proposed activity have a direct or indirect effect on?

People with low incomes **No**
 Geographical areas of deprivation **No**
 Does the activity include services or functions that will be based in localised areas (Wards/LSOAs)? **No**
 If yes, which What is the Index of Multiple Deprivation score for these areas?
 If score is 3 or higher, has consideration been given to basing the service/function in a more deprived area? **No**

How could the activity contribute to the reduction of deprivation in the local area or for low-income people affected?
 The policy can support people with incidental low incomes however is not likely to contribute directly or in directly to the reduction of deprivation.

2.4 Accessibility (Fully describe/explain yes or no answers and mitigations to be considered if answering no)

If physical spaces/locations are involved, are they fully accessible?	NA
If geographical locations are involved are these serviced by varied and affordable transport links	NA
Are the opening times/availability of the service varied and flexible?	NA
Is there suitable access and usage provision for those who are digitally excluded? The policy can be printed or verbally read out for digitally excluded people	Yes
Do all related documents/webpages meet the council's Accessible Document Standards? Policy has been checked against these standards	Yes
Is there access to translation or interpretation (including instant BSL) services where required? Translation services are available where appropriate	Yes

2.5 Identifying impacts (If the statement applies to a characteristic mark with an X – this suggests an impact)

Consider these statements in relation to the characteristics. Mark the relevant box if the statement applies to the characteristic. Marked boxes indicate a potential impact. Detail this impact, evidence to demonstrate the impact, mitigations and impact level in section 2.6 Could the activity:	Age	Carers	Care exp. children	Care Leavers	Disability	Transgender	Marriage & CP	Pregnancy & Maternity	Race	Religion & belief	Sex/Gender	Sexual orientation	Veterans
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Cause disadvantage/worsening of access, experience or outcome of any services, healthcare, transport, buildings or environments?													
Cause advantage/improvement of access, experience or outcome of any services, healthcare, transport, buildings or environments?	x	x	x	x	x	x	x	x	x	x	x	x	x
Cause disadvantage/worsening of health (physical or mental) and/or wellbeing?	x	x	x	x	x	x	x	x	x	x	x	x	x
Cause advantage/improvement of health (physical or mental) and/or wellbeing?	x	x	x	x	x	x	x	x	x	x	x	x	x
Prevent/improve access to education, employment or training opportunities?													
Increase or decrease the safety or risk of hate towards a group?	x	x	x	x	x	x	x	x	x	x	x	x	x
Affect public attitudes towards an equality group?													
Prevent or improve participation in the democratic running of the council or society?													

2.6 Characteristic	Describe the potential impact	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impacts or improve activity	Impact level with mitigations Positive, Neutral, Negative
All	The policy is intended to provide a positive structure to resolving and correcting DAW issues based on characteristics			Positive
All	The policy could contribute to poorer health, safety and wellbeing if not appropriately		Planned briefing sessions for staff and managers Intranet guidance	Neutral

	interpreted and applied		Managers and staff support from People, Inclusion And Culture team	
All	Policy can support improvements in health, safety and wellbeing by resolving and preventing DAW issues			Positive

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.6 Characteristics	Action	Action Owner	Completion Date
All	Briefing sessions and lunch and learn sessions to be created and delivered at launch of policy	LC	Q4 2026-2027

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood of negative impact			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Negative Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12
	2	Medium	2	4	6	8
	1	Low	1	2	3	4
	0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	4
3.3 Reasons for risk level calculation	In initial stages it is possible the policy may be misinterpreted and applied which could have a medium impact on staff involved in DAW incidents.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed		
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed	x	This is likely to be low risk and can be managed on a case by case basis with appropriate care and attention
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed		

with caution and this risk recorded on the risk register, ensuring continual review		
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Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	L.Cawley	18/06/2026	
EDI			

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details