

# Equality Impact Assessment

Guidance on completing Equality Impact Assessments can be found on the intranet in the equality and inclusion section

Document:	File Migration
Executive Summary:	IT & Digital will work with college departments to move all files from the U:\Shared drive to Teams by Xmas 204

By law we must meet the requirements of the Equality Act 2010 including the Public Sector Equality Duty. Please give due regard to the following when completing an EIA;

- 1: Does the policy/practice eliminate discrimination, harassment and victimisation?
- 2: Does the policy/practice promote equality of opportunity?
- 3: Does the policy/practice promote good relations?

<b>Protected Characteristic</b>	<b>Commentary</b> <i>For each protected characteristic provide a commentary of impact. If a negative impact occurs, consider the following;</i> <ol style="list-style-type: none"> <li>1. <i>Change the policy so impact is no longer negative</i></li> <li>2. <i>Justify why it has to be done e.g. health and safety legislation</i></li> <li>3. <i>Consider how you are going to mitigate the impact</i></li> </ol>
<b>Age</b> <i>Someone belonging to a particular age, or range of ages</i>	No.
<b>Care Experienced</b> <i>Someone who has been or is currently in care or from a looked-after background at any stage in their life. This includes adopted children who were previous looked-after.</i>	No.

<p><b>Marriage/Civil Partnership</b>  <i>Married couples and civil partnership should be treated the same on a wide range of matters</i></p>	<p>No.</p>
<p><b>Race</b>  <i>Refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins</i></p>	<p>No.</p>
<p><b>Sexual Orientation</b>  <i>A persons sexual and/or romantic attraction to other people, or lack thereof</i></p>	<p>No.</p>
<p><b>Disability</b>  <i>A physical or mental impairment which has a substantial and long-term adverse effective on a person's ability to carry out normal day-to-day activities</i></p>	<p>Once files are stored in Teams a number of additional accessibility features will be available to users</p> <p><a href="#">Accessibility tools for Microsoft Teams - Microsoft Support</a>  <a href="#">Accessibility tools for Word - Microsoft Support</a></p>
<p><b>Gender identity/ reassignment</b>  <i>The process of transitioning from one gender to another (can include changing names, pronouns, dressing differently, medical intervention and living in their self-identified gender)</i></p>	<p>No.</p>
<p><b>Pregnancy/maternity</b>  <i>Refers to being pregnant and the period after birth (linked to maternity leave in the employment context)</i></p>	<p>No.</p>
<p><b>Religion or Belief</b>  <i>Religious and</i></p>	<p>No.</p>

<i>philosophical beliefs, including lack of belief (atheism)</i>	
<b>Sex</b> <i>Gender assigned at birth</i>	No.
<b>Employment or Trade Union Membership</b>	No.
<b>Past Criminal Convictions</b>	No.
<b>Poverty or Deprivation</b>	No.

Owner:	C Bradley	
Date initiated:	25/06/24	
Consultation:	N/A	
Signature (Owner)	C Bradley	Date 25.6.24
Signature (Equalities Officer)	Hilary Broatch	Date 27.6.24

Please return the completed Equality Impact Assessment to the Equalities, Diversity & Inclusion Officer [hbroach@borderscollege.ac.uk](mailto:hbroach@borderscollege.ac.uk)