

Equality Impact Assessment Record

Name of new/ revised Policy:	COPFS Transitioning at Work Policies for Line Managers and All Staff
Purpose of Policy:	COPFS is committed to promoting equality and fairness in our employment practices. This policy ensures that all staff know their roles and responsibilities in relation to trans staff.
Lead EIA Officer:	
Team / Federation:	Human Resources
Email Address:	DiversityTeam@copfs.gsi.gov.uk
Others involved:	
Date Assessment Completed:	18 July 2016
Assessment Record Authorised by:	SET

This new / revised policy was fully assessed for any equality impact based on the General Equality Duty of the Equality Act (2010).

Background Details

COPFS aims to create a workplace culture inclusive of transgender employees and a culture which empowers individuals to be themselves and play to their strengths to help people invest for a better future. COPFS seeks to promote transgender employee equality, strengthen our position as an inclusive employer and demonstrate an ongoing commitment to equality and inclusion. This policy acts as an initial information source for employees and managers, and aims to foster confidence amongst employees who are transgender, including non-binary people, people who have transitioned, and people who are proposing to transition, by showing they will be treated with respect and in accordance with the gender they identify with.

This policy, and its sister policy for all staff, provides a framework for supporting transgender employees and aims to create an inclusive working environment by:

- setting out manager and employee responsibilities
- addressing practical considerations including facilities usage and recording leave
- outlining how transgender employees can be supported and where appropriate and desired by the employee, their transition communicated to colleagues
- signposting external resources containing further information and advice

Summary of research and consultation carried out:

COPFS is very fortunate to have a former member of the Scottish Transgender Alliance as a staff member. They worked in partnership with HR to create this policy. They also provided consultation access to trans folk living in Scotland, in order to gather a broad spectrum of views about how to support trans staff.

HR also consulted with:

- COPFS equality and inclusion policy adviser,
- COPFS Trans Ambassador
- the Proud in COPFS staff support network,
- the PCS and FDA trade unions

The policy was also an agenda item at the GPC/Employee Relations Committee in June 2016.

**Key issues identified: -
(Note here if you conclude there are no equality issues relating to the new / revised policy)**

There were no issues where HR and stakeholders disagreed on. Most discussions were around the use of appropriate terminology and HR were happy to be guided by Trans folk as to what terminology should be used.

Changes made to new / revised Policy

N/A – all issues that arose, were dealt with during the creation of the policy.

Review Process for Policy

The policy and associated guidance will be reviewed annually, in accordance with COPFS HR guidelines.

SEND THIS COMPLETED FORM TO DiversityTeam@copfs.gsi.gov.uk

For further information about this impact assessment, please contact: Equality Team, Policy Division, Crown Office, 25 Chambers Street, Edinburgh, EH1 1LA

Alternatively send an email to DiversityTeam@copfs.gsi.gov.uk.

Assessment records can be made available in alternative formats or languages on request.