

## Appendix 1: Equality Impact Assessment Summary

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**Policy/Service:** Email Policy

<b>Background</b> <ul style="list-style-type: none"><li>• Description of the aims of the policy</li><li>• Context in which the policy operates</li><li>• Who was involved in the Equality Impact Assessment</li></ul>
<i>These policies all provide guidance on the use of the Trust's IT hardware and systems.</i> <i>The EIA was performed by the IT Manager and the Head of IT.</i>
<b>Methodology</b> <ul style="list-style-type: none"><li>• A brief account of how the likely effects of the policy was assessed (to include race and ethnic origin, disability, gender, culture, religion or belief, sexual orientation, age)</li><li>• The data sources and any other information used</li><li>• The consultation that was carried out (who, why and how?)</li></ul>
<i>The policies were examined and reviewed to ensure that no negative impact on equality would result from the policies.</i>
<b>Key Findings</b> <ul style="list-style-type: none"><li>• Describe the results of the assessment</li><li>• Identify if there is adverse or a potentially adverse impacts for any equalities groups</li></ul>
<i>There is no impact on equality.</i>
<b>Conclusion</b> <ul style="list-style-type: none"><li>• Provide a summary of the overall conclusions</li></ul>
<i>The policies apply to all staff regardless of race, ethnic origin, gender, culture, religion or belief, sexual orientation and age.</i>
<b>Recommendations</b> <ul style="list-style-type: none"><li>• State recommended changes to the proposed policy as a result of the impact assessment</li><li>• Where it has not been possible to amend the policy, provide the detail of any actions that have been identified</li><li>• Describe the plans for reviewing the assessment</li></ul>
<i>The policies should be approved.</i>