

ULSTER SUPPORTED EMPLOYMENT LIMITED

SECTION 75 EQUALITY OF OPPORTUNITY SCREENING

| | |
|---|---|
| Policy Title (in full) | Social Media |
| Policy Aim | Employees of Usel may be able to access social media services and social networking websites at work, either through company IT systems or via their own personal equipment. This social media policy describes the rules governing use of social media at Usel. It sets out how staff must behave when using the company's social media accounts. It also explains the rules about using personal social media accounts at work and describes what staff may say about the company on their personal accounts. |
| Decision (delete as appropriate) | Policy screened out without mitigation |
| Business Area | Corporate Services |
| Contact | Sarah-Jane Mowbray |
| Date of form completion | 21/08/17 |

For HR Department completion:

| | |
|--|-----------------|
| Date received | 24/08/17 |
| Amendments requested? | No |
| Date returned to Business Area | 24/08/17 |
| Date final version received | 24/08/17 |
| Date place on S75 Screening webpage | 01/09/17 |

Information about the policy

| |
|---|
| Name of the policy Social Media |
| Is this an existing, revised or a new policy? New |
| What is it trying to achieve? (intended aims/outcomes) Employees of Usel may be able to access social media services and social networking websites at work, either through company IT systems or via their own personal equipment. This social media policy describes the rules governing use of social media at Usel. It sets out how staff must behave when using the company's social media accounts. It also explains the rules about using personal social media accounts at work and describes what staff may say about the company on their personal accounts. |
| Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how. No |
| Who initiated or wrote the policy? Marketing Manager Who owns and who implements the policy? Head of Corporate Services |

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision?

If yes, are they

financial

legislative

other, please specify _____

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

staff

service users

other public sector organisations

voluntary/community/trade unions

other, please specify _____

Other policies with a bearing on this policy

- what are they?

Acceptable use of IT, Disciplinary

- who owns them?

Head of Corporate Services

Available evidence

Evidence to help inform the screening process may take many forms. Public authorities should ensure that their screening decision is informed by relevant data.

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

| Section 75 category | Details of evidence/information |
|----------------------------|---|
| Religious belief | Our Marketing Manager has completed training on the acceptable use of Social Media in order to protect the reputation of Usel, the privacy of our service users/customers and staff |
| Political opinion | As above |
| Racial group | As above |
| Age | As above |
| Marital status | As above |
| Sexual orientation | As above |
| Men and women generally | As above |
| Disability | As above |
| Dependants | As above |

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? Specify details for each of the Section 75 categories

| Section 75 category | Details of needs/experiences/priorities |
|----------------------------|---|
| Religious belief | The policy will not adversely affect any of the groups covered by S75 |
| Political opinion | As above |
| Racial group | As above |
| Age | As above |
| Marital status | As above |
| Sexual orientation | As above |
| Men and women generally | As above |
| Disability | As above |
| Dependants | As above |

Screening questions

| 1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? minor/major/none | | |
|---|--|--------------------------------------|
| Section 75 category | Details of policy impact | Level of impact? minor/major/none |
| Religious belief | The policy has no impact of religious belief | None |
| Political opinion | The policy has no impact on political opinion | None |
| Racial group | The policy has no impact on racial group | None |
| Age | The policy has no impact on age | None |
| Marital status | The policy has no impact on marital status | None |
| Sexual orientation | The policy has no impact on sexual orientation | None |
| Men and women generally | The policy has no impact on men and women generally | None |
| Disability | The policy has no impact on people with disabilities | None |

| | | |
|------------|---|------|
| Dependants | The policy has no impact on those with dependants | None |
|------------|---|------|

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?

| Section 75 category | If Yes , provide details | If No , provide reasons |
|-------------------------|---------------------------------|--|
| Religious belief | | Our Marketing Manager has completed training on the acceptable use of Social Media in order to protect the reputation of Usel, the privacy of our service users/customers and staff, regardless of their Section 75 categories |
| Political opinion | | As above |
| Racial group | | As above |
| Age | | As above |
| Marital status | | As above |
| Sexual orientation | | As above |
| Men and women generally | | As above |

| | | |
|------------|--|----------|
| Disability | | As above |
| Dependants | | As above |

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? minor/major/none

| Good relations category | Details of policy impact | Level of impact minor/major/none |
|-------------------------|--------------------------------|----------------------------------|
| Religious belief | No impact on religious belief | None |
| Political opinion | No impact on political opinion | None |
| Racial group | No impact on racial group | None |

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

| Good relations category | If Yes , provide details | If No , provide reasons |
|-------------------------|---------------------------------|--|
| Religious belief | | Our Marketing Manager has completed training on the acceptable use of Social Media in order to protect the reputation of Usel, the privacy of our service users/customers and staff, |

| | | |
|-------------------|--|---|
| | | regardless of their Section 75 categories |
| Political opinion | | As above |
| Racial group | | As above |

Additional considerations

Multiple identity

Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, are there any potential impacts of the policy/decision on people with multiple identities?

(For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).

Provide details of data on the impact of the policy on people with multiple identities. Specify relevant Section 75 categories concerned.

Not affected by multiple identity-processes will be applied to all groups

Part 3. Screening decision

If the decision is not to conduct an equality impact assessment, please provide details of the reasons.

Based on the answers above we recommend the policy is screened out. The policy supports, rather than adversely impacts upon any of the groups covered by S75

Part 5 - Approval and authorisation

| Screened by: | Position/Job Title | Date |
|---------------------|------------------------------|-------------|
| Patrice Devine | Business Improvement Officer | 24/08/17 |
| Approved by: | | |
| Sarah-Jane Mowbray | Head of Corporate Services | 24/08/17 |