

EQIA

Please refer to the guidance document to support the completion of this EQIA. This EQIA has five sections A, B, C, D & E

Section A: Planning Process

Information Required	Response
EQIA Owner	Director of People Services
Policy, practice, process, project/activity or delivery change being assessed.	Probationary Period Policy
Purpose and anticipated outcomes.	<p>The purpose of the Probationary Period Policy is to provide a structured framework for supporting, reviewing, and assessing new employees during the initial four-month probationary period. It aims to:</p> <ul style="list-style-type: none"> • Set clear expectations and performance standards • Provide early support and development opportunities • Identify and address performance issues • Ensure fair and consistent confirmation of employment <p>Anticipated outcomes include improved induction experience, consistent management practice, early identification of support needs, and fair employment decisions.</p>
Is this a new or existing policy, practice, process, project/activity or delivery change being assessed?	Existing guidance updated and formalised into a Policy (Version 1.0, March 2026).
List of participants and who will be consulted in EQIA e.g. staff, stakeholders, students, etc.	<ul style="list-style-type: none"> • Director of People Services • People Services Department • All Managers • Trade Union Representatives
Who is likely to be affected? e.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.	<ul style="list-style-type: none"> • New employees (permanent, temporary, supply) • Line managers • Senior managers • People Services staff <p>This includes employees across all protected characteristics.</p>

<p>What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?</p> <p><i>Evidence could be data, research, gaps consultation etc</i></p>	<ul style="list-style-type: none"> • Workforce data relating to recruitment and retention • HR21 monitoring data • Exit information where employment ends during probation • Absence data • Feedback from managers and staff • Existing College equality monitoring data <p>There is no current evidence of disproportionate adverse impact. However, potential risk areas include sickness absence, disability-related absence, pregnancy-related absence, and support for care-experienced staff.</p>
<p>Are there any other policies, practices etc. that may be affected?</p>	<ul style="list-style-type: none"> • Employee Resourcing Policy • Induction Procedures
<p>Date EQIA started</p>	<p>February 2026</p>
<p>Completion date</p>	<p>February 2026</p>

Section B: Meeting the Public Sector Equality Duty (PSED)

Please state in the column of 'Information Provided' how this policy, practice, process, project/activity or delivery change will comply with each/any element of the PSED listed in the first column.

PSED	Information Provided
<p>Eliminating discrimination, harassment, and victimisation</p>	<p>The policy provides a structured and transparent review framework with documented meetings and clear expectations.</p> <p>Performance decisions must be evidence-based and recorded in HR21, reducing subjectivity and risk of discriminatory practice.</p> <p>The policy applies consistently to all new staff.</p>
<p>Advance equality of opportunity between people who share a protected characteristic and those who do not</p> <ul style="list-style-type: none"> • Removing disadvantage • Meeting different needs • Encouraging participation 	<p>Removing disadvantage:</p> <p>The structured review process allows early identification of support needs, including reasonable adjustments for disabled staff or those experiencing health-related absence.</p> <p>Meeting different needs:</p> <p>Managers are required to provide appropriate support, training and guidance.</p> <p>The policy allows for limited probation extensions in</p>

	<p>exceptional circumstances (e.g. absence), which may support fairness where unavoidable circumstances arise.</p> <p>Encouraging participation: Employees are encouraged to contribute views and identify areas of difficulty during review meetings.</p>
<p>Foster good relations between people who share a protected characteristic and those who do not.</p> <ul style="list-style-type: none"> • Tackling prejudice • Promoting understanding 	<p>Tackling prejudice: Clear documentation and audit by People Services reduces reliance on informal or biased decision-making.</p> <p>Promoting understanding: The policy reinforces open dialogue between managers and employees and promotes constructive feedback culture.</p>

Section C: Assessing Impact

Please consider the impact this policy, practice, process, project/activity or delivery change will have on equality groups. Place 'X' in relevant impact box and provide further details. Further information on Equality groups can be found in Appendix 1.

Equality Group	Positive Impact	Negative Impact	No Impact	Describe the changes or actions (if any) you plan to take to mitigate or maximise impact.
Age			X	Policy applies consistently regardless of age.
Disability	X			Early structured review meetings allow reasonable adjustments to be identified. Mitigation: Managers reminded of duty to consider reasonable adjustments and disability-related absence when reviewing performance.
Race			X	Applies equally to all ethnic groups. Mitigation: Ongoing monitoring of probation outcomes by protected characteristic where data is available. Sex
Sex			X	Applies equally to men and women.
Gender Reassignment			X	Policy is gender neutral. Mitigation: Managers reminded to ensure inclusive and respectful practice.
Sexual			X	No differential impact identified.

Orientation				
Religion or Belief			X	Policy does not conflict with religious observance. Mitigation: Managers should consider flexibility around religious commitments where relevant.
Pregnancy or Maternity		X		Absence during probation could impact ability to demonstrate performance. Mitigation: Clear guidance that extension may be applied where unavoidable absence prevents assessment. Pregnancy-related absence must not be used detrimentally.
Mariage or civil Partnership			X	
Additional Characteristics				
Corporate Parenting / Care Experienced	X		X	Structured support may benefit staff with limited prior employment support experience.
Poverty or Social Deprivation			X	However, early termination during probation may have financial impact. Mitigation: Ensure decisions are fair, evidence-based and proportionate.
Past Criminals Convictions			X	Policy relates to performance, not background.
Employment or Trade Union Members			X	Union membership does not affect application of policy.
Armed Forces Community			X	Extensions may support those with service-related absence.
Those with experience of Trauma	X			Structured support and regular feedback may provide clarity and reassurance. Mitigation: Encourage trauma-informed management approaches.

Section D: Acting on the result of the EQIA

Before submitting this, please choose one of the outcomes listed below to show the final decision as a result of this EQIA.

<ul style="list-style-type: none"> No barriers identified – the assessment is that the policy, practice, process, project/activity or delivery change is/will be robust and can proceed. 	
<ul style="list-style-type: none"> Adapt, adjust or change the policy, practice, process, project/activity or delivery change – this involves taking steps to remove bias and any barriers, to better advance equality and/or to foster good relations. 	X
<ul style="list-style-type: none"> Barriers and impact identified however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy, practice, process, project/activity or delivery change. Therefore, you are going to proceed with caution knowing that it may favour some people less than others, providing justification for this decision. 	
<ul style="list-style-type: none"> Stop the policy, practice, process, project/activity or delivery change as there are adverse effects cannot be prevented/mitigated against. 	

Section E: Monitoring and Sign Off

Monitoring

When will the policy, practice, process, project/activity or delivery change be reviewed?	Probation outcomes will be monitored annually by People Services. Review of the policy will take place by January 2029 or earlier if required.
Can this EQIA be published in full now? (yes or no) If 'no' please specify when it may be published or indicate restrictions that apply e.g. committee schedule process	Yes

Sign off

EQIA Owner	Debbie Kerr
Date	27 February 2026
EDI Officer	<i>Hilary Broatch</i>
Date	February 2026

Please send the completed EQIA to the Equality, Diversity & Inclusion Officer
hbroatch@borderscollege.ac.uk