

## 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.	Alcohol and Drugs Policy and Procedure
Purpose and anticipated outcomes.	To ensure the health, safety and wellbeing of staff and others by preventing impairment from alcohol or drugs at work; to provide a clear, fair and supportive framework for managing alcohol and drug misuse, including early intervention, access to support, and proportionate disciplinary processes. Anticipated outcomes include a safer workplace, consistent management practice, and improved employee wellbeing.
Is this a new or existing policy, practice, process, project/activity or delivery change being assessed?	Existing policy (reviewed and updated May 2026).
List of participants and who will be consulted in EQIA <i>e.g. staff, stakeholders, students, etc.</i>	SLT, JCCP and Director of People Services
Who is likely to be affected? <i>e.g. employees, visitors, contractors, women, men, young people, older people, people with disabilities etc.</i>	All employees, contractors, agency workers and volunteers. Indirectly: students and visitors through improved safety. Potentially affected groups include people with disabilities (including mental health conditions), those with long-term health conditions, and people with experience of trauma or addiction.
What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?  <i>Evidence could be data, research, gaps consultation etc</i>	Internal HR practice and Occupational Health referrals indicate that clear, supportive policies help early disclosure and access to treatment. Research and sector practice recognise substance dependency as closely linked to disability and mental health, requiring reasonable adjustments and supportive management approaches. No evidence of disproportionate adverse impact identified through previous application of the policy

Are there any other policies, practices etc. that may be affected?	Employee Disciplinary Policy and Procedure; Health and Safety Policy; Staff Handbook; Occupational Health procedures; Sickness Absence Management
Date EQIA started	April 2026
Completion date	May 2026

## 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
Eliminating discrimination, harassment, and victimisation	The policy is applied consistently to all staff, with clear standards of behaviour and procedures. It recognises alcohol and drug dependency as a potential health issue and ensures matters are handled confidentially, fairly and without stigma, reducing the risk of discriminatory treatment
Advance equality of opportunity between people who share a protected characteristic and those who do not <ul style="list-style-type: none"> <li>Removing disadvantage</li> <li>Meeting different needs</li> <li>Encouraging participation</li> </ul>	The policy promotes early self-referral and access to Occupational Health and external support, including paid time off for treatment. This helps remove barriers for staff with health conditions or disabilities related to substance dependence and supports continued participation in work where possible through reasonable adjustments.
Foster good relations between people who share a protected characteristic and those who do not. <ul style="list-style-type: none"> <li>Tackling prejudice</li> <li>Promoting understanding</li> </ul>	Training for managers and awareness-raising for staff promote understanding of substance misuse as a health and wellbeing issue, helping to reduce prejudice and encourage a supportive workplace culture.

## 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 equally regardless of age; clear guidance and support available to all age groups.
Disability	X			Substance dependency and related mental health conditions may constitute a disability. The policy emphasises support, Occupational Health referral, reasonable adjustments and confidentiality to mitigate risk of disadvantage.
Race			X	No evidence of differential impact. Ensure culturally sensitive support information is accessible if required.
Sex			X	Policy applies equally to all sexes. Monitoring through HR processes will ensure fair application.
Gender Reassignment			X	No specific impact identified; policy applied consistently and confidentially.
Sexual Orientation			X	No specific impact identified; supportive and inclusive approach maintained.
Religion or Belief			X	No specific impact identified. Reasonable consideration given where religious or cultural contexts intersect with alcohol use.
Pregnancy or Maternity	X			Emphasis on health and safety supports pregnant employees; policy reduces risk from alcohol/drugs in the workplace.
Marriage or civil Partnership			X	No impact identified.
<b>Additional Characteristics</b>				
Corporate Parenting / Care Experienced	X			Supportive, non-punitive elements and access to help may positively support those with additional vulnerabilities

Poverty or Social Deprivation	X			Early support and paid time off for treatment help mitigate financial and access barriers to recovery
Past Criminals Convictions			X	No direct impact; policy focused on workplace behaviour and safety.
Employment or Trade Union Members			X	Policy operates alongside partnership working and agreed procedures.
Armed Forces Community	X			Recognition of trauma and access to support services may positively assist affected individuals.
Those with experience of Trauma	X			Supportive approach, confidentiality and access to help mitigate risk of re-traumatisation.

#### 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"> <li>No barriers identified – the assessment is that the policy, practice, process, project/activity or delivery change is/will be robust and can proceed.</li> </ul>	X
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>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.</li> </ul>	
<ul style="list-style-type: none"> <li>Stop the policy, practice, process, project/activity or delivery change as there are adverse effects cannot be prevented/mitigated against.</li> </ul>	



## Section E: Monitoring and Sign Off

### Monitoring

When will the policy, practice, process, project/activity or delivery change be reviewed?	Every 3 years
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

<b>EQIA Owner</b>	<b>Director of People Services</b>
<b>Date</b>	<b>24 April 2026</b>
<b>EDI Officer</b>	<i>Hilary Broatch</i>
<b>Date</b>	<b>24.04.26</b>

Please send the completed EQIA to the Equality, Diversity & Inclusion Officer  
[hbroatch@borderscollege.ac.uk](mailto:hbroatch@borderscollege.ac.uk)