

North View Housing Association Equality Impact Assessment Tool



Name of the policy / proposal to be assessed	Attendance & Absence Management Policy	Is this a new policy / proposal or a revision?	Revision
Person(s) responsible for the assessment	Julie Roy		
1. Briefly describe the aims, objectives and purpose of the policy / proposal	The purpose of this policy is to help all employees achieve good attendance, and to ensure that a consistent and fair approach in managing attendance is adopted throughout the organisation. it also sets out processes or reporting sickness and managing attendance and absence.		
2. Who is intended to benefit from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	Employees (including line managers)		
3. What outcomes are wanted from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	To ensure that the Association has good attendance from all employees in order to meet its objectives.		

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

- ☐ Age ☒ Disability ☐ Marriage & Civil Partnership ☒ Pregnancy/Maternity ☐ Race
- ☐ Religion or Belief ☐ Gender ☒ Gender Reassignment ☐ Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.

6. Describe the **likely positive or negative impact(s)** the policy / proposal could have on the groups identified in part 4

Positive impact(s)

n/a

Negative impact(s)

Disability

Employees with disabilities may have more sickness absences from work.

Pregnancy/Maternity

Employees who are pregnant or pregnant until proven otherwise ('PUPO') may have more sickness absences from work.

Gender Reassignment

This would be classed as medical treatment, which would necessitate absence from work.

7. What **actions** are **required** to address the impacts arising from this assessment? (*This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts*).

Disability

The Policy notes that the Association will adopt a sympathetic approach to staff suffering from a long-term and/or chronic health conditions and sets out the points that will be considered in relation to long-term absence. Also, absence periods related to underlying medical conditions classed as a disability under the Equality Act will not be counted for the purpose of attendance and absence management process. The policy should, therefore, not have a detrimental impact on employees with a disability.

	<p><i>Pregnancy/Maternity</i> The Policy notes that absence periods related to pregnancy will not be counted for the purpose of attendance and absence management process - the Policy has been reviewed to include employees who are PUPO. In this review, the Policy also now makes provision for those employees with babies receiving neonatal care.</p> <p>The Policy should, therefore, not have a detrimental impact on pregnancy or maternity related absence.</p> <p><i>Gender Reassignment</i> Employee terms and conditions notes that time off with pay may be granted for medical treatment</p>
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Signed:  (Job title): Corporate Services Officer

Date the Equality Impact Assessment was completed: 06/06/2025

Please attach the completed document as an appendix to your policy / proposal report