

# Screening flowchart and template<sup>1</sup>

## Introduction

**Part 1. Policy scoping** – provide details about the policy, procedure, practice and/or decision being screened and what available evidence you have gathered to help make an assessment of the likely impact on equality of opportunity and good relations.

**Part 2. Screening questions** – asks about the extent of the likely impact of the policy on groups of people within each of the Section 75 categories. Details of the groups consulted and the level of assessment of the likely impact. This includes consideration of multiple identity and good relations issues.

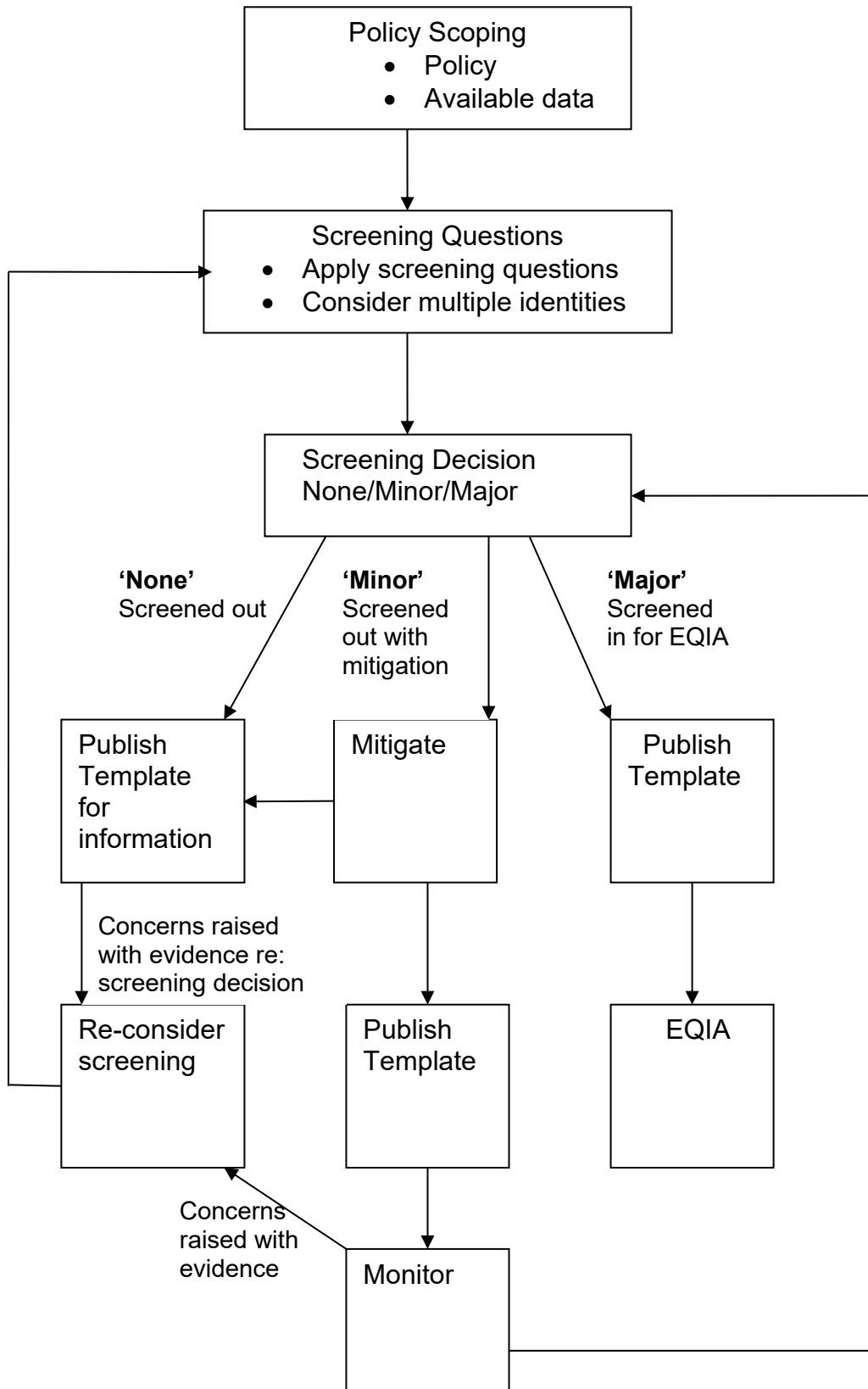
**Part 3. Screening decision** – as to whether or not there is a need to carry out an equality impact assessment (EQIA), or to introduce measures to mitigate the likely impact, or the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

**Part 4. Monitoring** – provides guidance on monitoring for adverse impact and broader monitoring.

**Part 5. Approval and authorisation** – verifies the approval of a screening decision by a senior manager responsible for the policy.

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<sup>1</sup> Section 75 of the Northern Ireland Act 1998 – A Guide for public authorities April 2010 (Appendix 1)



## Part 1. Policy scoping

The first stage of the screening process involves scoping the policy under consideration. The purpose of policy scoping is to help prepare the background and context and set out the aims and objectives for the policy, being screened. At this stage, scoping the policy will help identify potential constraints as well as opportunities and will help the policy maker work through the screening process on a step by step basis.

Remember that the Section 75 statutory duties apply to internal policies (relating to people who work for Waterways Ireland), as well as external policies (relating to those who are, or could be, served by Waterways Ireland).

### Information about the policy

Name of the Policy
<b>Domestic Violence and Abuse Policy</b>
Is this an existing, revised or new policy?
New Policy
What is it trying to achieve? (intended aims/outcomes)
To provide clear guidance and support for employees affected by domestic violence and abuse, outline entitlements to paid domestic violence leave, procedures for confidentiality, support, and referral to internal and external services.
Are there any Section 75 categories which might be expected to benefit from the intended policy? If so, explain how.
The policy is expected to benefit individuals across various Section 75 categories by promoting a safe, inclusive, and supportive workplace. It ensures equitable access to support, protection, and leave entitlements for all staff affected by domestic violence or abuse.
Who initiated or wrote the policy?
XX
Who owns and who implements the policy?
XX



## 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: **Ongoing awareness and training will be important to ensure consistent understanding and application of the policy.** \_\_\_\_\_

## 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; Training Providers \_\_\_\_\_

## Other policies with a bearing on this policy

- what are they?

**Dignity at Work Policy** – promotes a respectful and inclusive working environment.

**Special Leave Policy (NI and ROI)** – outlines entitlements to paid domestic violence leave and other special leave provisions.

**Code of Conduct** – establishes expected standards of professional behaviour.

**Disciplinary Policy** – provides procedures for addressing conduct issues in a fair and consistent manner.

**Data Protection Policy** – ensures confidentiality and compliance with GDPR and data protection legislation.

- who owns them?

xxx

## Available evidence

Evidence to help inform the screening process may take many forms. You should ensure that a 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.

<b>Section 75 category</b>	<b>Details of evidence/information</b>
Religious belief	<p>As the policy applies to all staff, it is relevant to each of the Section 75 categories. It has been developed to ensure fairness, inclusivity, and equal access to support for all employees who may be affected by domestic violence or abuse.</p> <p>The policy provides equitable access to paid leave, support services, and confidentiality protections, promoting equality of opportunity and non-discrimination across all groups. The policy is informed by legislative frameworks in both jurisdictions and by good practice guidance from the Civil Service and recognised support organisations.</p>
Political opinion	<b>As Above</b>
Racial group	<b>As Above</b>
Age	<b>As Above</b>
Marital status	<b>As Above</b>
Sexual orientation	<b>As Above</b>
Men and women generally	<b>As Above</b>

Disability	<b>As Above</b>
Dependants	<b>As Above</b>

### **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

<b>Section 75 category</b>	<b>Details of needs/experiences/priorities</b>
Religious belief	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Political opinion	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Racial group	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Age	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Marital status	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.

Sexual orientation	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Men and women generally	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Disability	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.
Dependants	The Domestic Violence and Abuse Policy is designed to ensure fair and equitable access to support, protection, and leave entitlements for all employees across all Section 75 categories.

## Part 2. Screening questions

### Introduction

In making a decision as to whether or not there is a need to carry out an equality impact assessment, you should consider the answers to the screening questions 1-4.

If the conclusion is **none** in respect of all of the Section 75 equality of opportunity and/or good relations categories, then you may decide to screen the policy out. If a policy is 'screened out' as having no relevance to equality of opportunity or good relations, give details of the reasons for the decision taken.

If the conclusion is **major** in respect of one or more of the Section 75 equality of opportunity and/or good relations categories, then consideration should be given to subjecting the policy to the equality impact assessment procedure.

If the conclusion is **minor** in respect of one or more of the Section 75 equality categories and/or good relations categories, then consideration should still be given to proceeding with an equality impact assessment, or to:

- measures to mitigate the adverse impact; or
- the introduction of an alternative policy to better promote equality of opportunity and/or good relations.

### In favour of a 'major' impact

- a) The policy is significant in terms of its strategic importance;
- b) Potential equality impacts are unknown, because, for example, there is insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;
- c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;
- d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;
- e) The policy is likely to be challenged by way of judicial review;
- f) The policy is significant in terms of expenditure.

### **In favour of 'minor' impact**

- a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;
- b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;
- c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;
- d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations.

### **In favour of none**

- a) The policy has no relevance to equality of opportunity or good relations.
- b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented above, consider and comment on the likely impact on equality of opportunity and good relations for those affected by this policy, in any way, for each of the equality and good relations categories, by applying the screening questions given overleaf and indicate the level of impact on the group i.e. minor, major or none.

## 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	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	None
Political opinion	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	None

<p>Racial group</p>	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	<p>None</p>
<p>Age</p>	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	<p>None</p>
<p>Marital status</p>	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure</p>	<p>None</p>

	<p>that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	
Sexual orientation	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category.</p> <p>Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	None
Men and women generally	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category.</p> <p>Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	None
Disability	<p>The Domestic Violence and Abuse Policy is designed to promote</p>	None

	<p>equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	
Dependants	<p>The Domestic Violence and Abuse Policy is designed to promote equality of opportunity and support for all employees, regardless of their Section 75 equality category. Through its emphasis on fairness, inclusivity, confidentiality, and access to support, the policy aims to ensure that no group is differentially or negatively impacted.</p> <p>There is no evidence to suggest that any staff group will be adversely affected by the implementation of this policy.</p>	None

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Political opinion		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Racial group		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Age		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Marital status		No. This policy ensures fair and equitable access to support, protection, and leave entitlements

		for all employees, regardless of their Section 75 category.
Sexual orientation		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Men and women generally		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Disability		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.
Dependants		No. This policy ensures fair and equitable access to support, protection, and leave entitlements for all employees, regardless of their Section 75 category.

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	There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy. The policy applies equally to all employees and promotes a culture of respect and inclusion.	None
Political opinion	There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy. The policy applies equally to all employees and promotes a culture of respect and inclusion.	None
Racial group	There is no evidence to suggest that any staff group will be differentially or negatively impacted by the proposed policy. The policy applies equally to all employees and promotes a culture of respect and inclusion.	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 <b>Yes</b> , provide details	If <b>No</b> , provide reasons
Religious belief	Yes. The policy promotes a respectful, inclusive, and supportive workplace culture,	

	<p>which helps to foster good relations among employees of different religious beliefs, political opinions, and racial groups. By encouraging empathy, understanding, and confidentiality in supporting colleagues affected by domestic violence or abuse, the policy contributes positively to good relations across the organisation.</p>	
Political opinion	<p>Yes. The policy promotes a respectful, inclusive, and supportive workplace culture, which helps to foster good relations among employees of different religious beliefs, political opinions, and racial groups. By encouraging empathy, understanding, and confidentiality in supporting colleagues affected by domestic violence or abuse, the policy contributes positively to good relations across the organisation.</p>	
Racial group	<p>Yes. The policy promotes a respectful, inclusive, and supportive workplace culture, which helps to foster good relations among employees of different religious beliefs, political opinions, and racial groups. By encouraging empathy, understanding, and confidentiality in supporting colleagues affected by domestic violence or abuse, the policy contributes positively</p>	

	to good relations across the organisation.	
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## **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).*

As the policy applies fairly and consistently to all employees, irrespective of their membership in any particular Section 75 category, the issues of multiple identity are already addressed in previous responses.

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

### Part 3. Screening decision

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

The decision not to conduct an Equality Impact Assessment is based on the determination that this policy does not have any adverse impact on any of the Section 75 categories. Following careful consideration and review, it has been determined that the policy is designed to promote equality of opportunity, fairness, and inclusivity for all employees, irrespective of their membership in any particular Section 75 category.

If the decision is not to conduct an equality impact assessment consider if the policy should be mitigated or an alternative policy be introduced.

The policy addresses statutory obligations and best practice guidance relating to domestic violence and abuse and, as such, cannot be mitigated or replaced by an alternative. It aligns with relevant legislation in both jurisdictions and is designed to promote fairness, inclusion, and equality of opportunity for all employees.

If the decision is to subject the policy to an equality impact assessment, please provide details of the reasons.

N/A

The Waterways Ireland Equality Scheme outlines the arrangements for assessing and consulting on the likely impact of policies adopted or proposed to be adopted on the promotion of equality of opportunity. Screening and equality impact assessment are the tools to be utilised for such assessments.

## Mitigation

If it is concluded that the likely impact is 'minor' and an equality impact assessment is not to be conducted, consider mitigation to lessen the severity of any equality impact, or the introduction of an alternative policy to better promote equality of opportunity or good relations.

Can the policy/decision be amended or changed or an alternative policy introduced to better promote equality of opportunity and/or good relations?

If so, give the **reasons** to support your decision, together with the proposed changes/amendments or alternative policy.

No amendments or alternative policy are required. The screening process concluded that the Domestic Violence and Abuse Policy promotes equality of opportunity and good relations across all Section 75 categories.

The policy already reflects statutory requirements and best practice in both jurisdictions.

Implementation will be supported through communication and awareness initiatives, which will further promote understanding, inclusion, and equal access to support for all employees.

## Timetabling and prioritising

Factors to be considered in timetabling and prioritising policies for equality impact assessment.

If the policy has been '**screened in**' for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	N/A
Social need	N/A
Effect on people's daily lives	N/A
Relevance to a public authority's functions	N/A

Note: The Total Rating Score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist authority in timetabling. Details of the Equality Impact Assessment Timetable should be included in the quarterly Screening Report.

Is the policy affected by timetables established by other relevant public authorities?

If yes, please provide details

## Part 4. Monitoring

Further guidance is contained in the Commission’s Monitoring Guidance for Use by Public Authorities (July 2007).

The Equality Commission recommends that where the policy has been amended or an alternative policy introduced, the public authority should monitor more broadly than for adverse impact<sup>2</sup>.

Effective monitoring will help the identify any future adverse impact arising from the policy which may lead the public authority to conduct an equality impact assessment, as well as help with future planning and policy development.

## Part 5 - Approval and authorisation

On the basis of the answers to the screening questions, I recommend that this policy / decision is **(place an X in the appropriate box below)**

	<b><u>Screened In</u></b> – Necessary to conduct a full EQIA (major impacts)
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X	<b><u>Screened Out</u></b> – No EQIA necessary (no impacts) No adverse impact on any Section 75 group.
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	<b><u>Screened Out</u></b> - Mitigating Actions (minor impacts)
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Screened by (Policy Lead)	Date
xx	13.10.25
Title / Section	
xxxx	
Approved by SMT:	

<sup>2</sup> Benefits, P.9-10, paras 2.13 – 2.20 of the Monitoring Guidance

Please save the final version of the completed screening form and forward to the Equality Unit, Corporate Services Section  
Email: [equality.user@waterwaysireland.org](mailto:equality.user@waterwaysireland.org)

The screening form will be placed on the Waterways Ireland website and a link provided to the Section 75 consultees.

For more information about equality screening contact Corporate Services Section.