

EIA Toolkit: Glossary of Terms

Terminology	Description or example
Adverse impact:	Identified where a University operation has a less favourable effect on one or more groups covered by equality law than it has on other groups.
Age:	<p>Staff are protected from unlawful age discrimination and harassment in employment. Individuals are also protected if they are perceived to be or if they are associated with a person of a particular age group.</p> <p>Age discrimination can occur when people of a particular age group are treated less favourably than people in other age groups. An age group could be, for example, people of the same age, the under 30s or people aged 45-50. A person can belong to a number of different age groups.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/age</p>
Associated Discrimination:	Where a victim of discrimination does not have a ‘protected characteristic’ but is discriminated against because of their association with someone who does e.g. the parent of a disabled child.
Dependants:	An employee’s partner, spouse, child or parent, or anyone who lives in the same household (except employees, tenants, lodgers or boarders).
Differential impact:	Identified where a policy or practice affects a given group or groups in a different way to other groups. Unlike adverse impact, differential impact can be positive or negative.
Direct Discrimination:	Occurs where a person is treated less favourably, on the grounds of being a member of a particular group, than a person who is not from that group would be treated in the same or similar circumstances.
Disability:	<p>Staff are protected from unlawful discrimination due to disability. Individuals are also protected if they are perceived to have a disability or if they are associated with a person who is disabled. For example, if they are responsible for caring for a disabled family member.</p> <p>A person has a disability 'if they have a physical or mental impairment, and the impairment has a substantial (more than minor or trivial) and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. An impairment is considered to have a long-term effect if:</p> <ul style="list-style-type: none"> • it has lasted for at least 12 months; • it is likely to last for at least 12 months; or • it is likely to last for the rest of the life of the person <p>Cancer, HIV, multiple sclerosis and progressive/degenerative conditions are disabilities too, even if they do not currently have an adverse effect on the carrying out of day-to-day activities.</p>

	<p>While there is no definitive list of what is considered a disability, it covers a wide range of impairments including:</p> <ul style="list-style-type: none"> • sensory impairments • impairments with fluctuating or recurring effects such as rheumatoid arthritis, depression and epilepsy • progressive impairments, such as motor neurone disease, muscular dystrophy, HIV and cancer • organ-specific impairments, including respiratory conditions and cardiovascular diseases • developmental impairments, such as autistic spectrum disorders and dyslexia • mental health conditions such as depression and eating disorders • impairments caused by injury to the body or brain. <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/disability</p>
Diversity:	Diversity is about respecting and valuing the differences between people. It is also about recognising and understanding the mix of people and communities who use services and their different needs.
Equal Opportunities:	Equal opportunities, or equality of opportunity, may be defined as ensuring that everyone is entitled to freedom from discrimination. There are two main types of equality encompassed in equal opportunities. The term has mostly been replaced by Equality and Diversity (E&D) in recent years.
Equality:	Equality is about fairness, and not discriminating against individuals or groups because of peoples' backgrounds.
Equality Impact Assessment (EIA):	<p>A detailed and systematic analysis of how a policy, practice, procedure or service potentially or actually has differential impact on people of different 'protected characteristics' and equality groups.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/eia</p>
Equality strands:	Different equality groups/communities in equal opportunities law, now replaced by the Single Equality Act (2010) - refer to 'Protected Characteristics'.
Gender Reassignment/ Identity:	<p>Process of transitioning from one gender to another (e.g. male to trans-female or female). Staff are protected from discrimination if they have proposed, started or completed a process to change their sex. They are also protected if they are associated with someone who has proposed, is undergoing or has undergone gender reassignment.</p> <p>Trans people who undergo gender reassignment may need to take time off for appointments and in some cases, for medical assistance. The transition process is lengthy, often taking several years and it is likely to be a very difficult period for the trans person as they seek recognition from their family, friends, employer and society as a whole of their new gender.</p> <p>The Gender Recognition Act 2004 gave enhanced privacy rights to trans people who undergo gender reassignment. A person acting in an official capacity who acquires</p>

	<p>information about a person's status as a transsexual may commit a criminal offence if they pass the information to a third party without consent.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/genderReassignment</p>
Harassment:	Unwanted behaviour that has the purpose or effect of violating a person's dignity or creates a degrading, humiliating, hostile, intimidating or offensive environment.
Indirect Discrimination:	Refers to applying University operations that disadvantages people of different 'protected characteristics'. Indirect discrimination is illegal if it cannot be justified as a proportionate means of achieving a legitimate aim.
Marriage and Civil partnership:	<p>Marriage is defined as a 'union between a man and a woman'. Same-sex couples can have their relationships legally recognised as 'civil partnerships'. Civil partners must be treated the same as married couples on a wide range of legal matters.</p> <p>There is protection from discrimination to ensure that people who are married or in a civil partnership receive the same benefits and treatment in employment.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/marriageCivilPartnership</p>
Perceived Discrimination:	Applicant/employee treated less favourably because it is perceived that the applicant/employee has a protected characteristic. Even though the employer may be mistaken it is still discriminatory.
Prejudice:	An adverse judgement, conviction or opinion formed beforehand or without knowledge or examination of the facts. It may be felt or expressed. It may be directed, without reason, toward a group or an individual of that group and may develop into an irrational suspicion or hatred.
Pregnancy and Maternity:	<p>Maternity refers to the statutory period of after the birth, which reflects the period of a woman's ordinary maternity leave entitlement in the employment context.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/pregnancyMaternity</p>
Protected Characteristics:	<p>Replaces the term 'Equality Strands'. Gives legislative protection from discrimination to the following 'protected characteristics':</p> <ul style="list-style-type: none"> • Age • Disability • Gender Reassignment • Marriage and Civil partnership • Pregnancy and Maternity (including Paternity) • Race (colour, ethnic or national background) • Religion or Belief (including non-belief) • Sex/Gender • Sexual Orientation
Public Sector Equality Duty (2011):	3 General Duties of the Public Sector Equality Duty (2011), which require universities to:

	<ul style="list-style-type: none"> • Advance equality of opportunity between people who share a protected characteristic and those who do not. • Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act. • Foster good relations between people who share a protected characteristic and those who do not. <p>The Scottish Specific Duties (2012) provides specific actions for universities on methods of compliance with the 3 General Duties.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/equalityduty</p>
Qualitative Data:	Information that is difficult to count measure or express in numerical terms (for example, feedback from focus groups or interviews).
Quantitative Data:	Information that can be expressed in numerical terms, counted or compared on a scale (for example, monitoring data).
Race:	<p>Refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.</p> <p>Staff are protected from unlawful discrimination connected to race. Individuals are also protected if they are perceived to be or are associated with a person of a particular race.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/race</p>
Reasonable Adjustment:	<p>Where a disabled person is at a substantial disadvantage in comparison with people who are not disabled, there is a duty to take reasonable steps to remove that disadvantage by:</p> <ul style="list-style-type: none"> • Changing provisions, criteria or practices • Altering, removing or providing a reasonable alternative means of avoiding physical features • Providing auxiliary aids
Religion or Belief:	<p>Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including non- belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.</p> <p>Staff are protected from unlawful discrimination to do with religion or belief. Individuals are also protected if they are perceived to be or are associated with a person of a particular religion or belief.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/religionBelief</p>
Screening:	Involves identifying whether there is any risk that a policy or practice could result in adverse impact for people.

Sex/Gender:	<p>Staff are protected from unlawful discrimination to do with sex. Staff are also protected because of their perceived sex or because of their association with someone of a particular sex.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/sex_gender</p>
Sexual orientation:	<p>A person's sexual attraction is towards their own sex; the opposite sex; or to both sexes.</p> <p>Staff are protected from unlawful discrimination to do with their sexual orientation. Individuals are also protected if they are perceived to be or are associated with someone who is of a particular sexual orientation.</p> <p>Refer to the online University guidance: www.st-andrews.ac.uk/hr/edi/sexualOrientation</p>
Victimisation:	<p>Subjecting a person to a detriment because they have done a protected act or there is a belief that they have done a protected act.</p>