

Screening of policies in accordance with Section 75 of the Northern Ireland Act 1998

Outcome of policies screened during the period: **Jan 2021 - March 2021**

The following policies have been screened under the Authorities equality procedures:

Policy Title	Policy Aim	Description	Screening Outcome
COVID-19 and related policies <i>New Policies</i>	The aims of these COVID-19 related policies are to provide employees with guidance on their temporary working practices and to provide support to adapt to the new arrangements.	These temporary changes to contracts of employment and HR policies were as a result of managing the workforce through a global pandemic. The UK Government imposed various restrictions to contain the spread of the virus. Foyle Port had no control over these restrictions and had to implement changes to working practices and patterns in response to the Government's directives.	Screened out – without mitigation
Mental Health Policy <i>New Policy</i>	The purpose of this policy is to assist with creating an open and honest workplace where employees can discuss mental health problems, and to ensure the necessary support is known and offered to employees when needed.	This policy sets out the organisation's approach to supporting employees with mental ill-health. This includes awareness training for all employees on the signs and symptoms and the appointment of Mental Health & Well-being Champions.	Screened out – without mitigation

Timekeeping Policy <i>Revised Policy</i>	The Organisation operates a policy on employee's timekeeping, in order to maximise productivity, efficiency and effectiveness and ensure fair treatment of all staff.	The policy sets out the organisations approach to managing timekeeping with a trigger system and automated report process for Line Managers.	Screened out – without mitigation
Authorised Leave Policy <i>Revised Policy</i>	The purpose of this policy is to outline the different types of authorised leave that employees can avail of in addition to their normal annual leave. This type of leave is to be requested, normally in advance except in certain circumstances and is approved at the discretion of management.	This policy sets out both statutory and enhanced entitlements to authorised leave such as time off for dependents, jury service and bereavement leave.	Screened out – without mitigation
Annual Leave Policy <i>Revised Policy</i>	The Organisation is committed to developing and maintaining working arrangements which enable employees to achieve a greater work life balance. It is also important, for your overall health and well-being, to have breaks away from work and we recognise the importance that annual leave plays in helping you to achieve this.	This policy sets out the process that employees need to follow in order to request time off and the conditions pertaining to annual leave.	Screened out – without mitigation

<p>Flexible Working Policy</p> <p><i>Revised Policy</i></p>	<p>Flexible Working (Procedural Requirements) Regulations (NI) 2003 and the Flexible Working (Eligibility, Complaints and Remedies) Regulations (NI) 2003 provide a statutory right for all employees who have a minimum of 26 weeks' continuous service to request flexible working and to have their request considered seriously by their employer but there is no automatic right to be granted a request.</p>	<p>This policy sets out the statutory entitlement and the procedure to be followed to request flexible working.</p>	<p>Screened out – without mitigation</p>
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For further information please contact:

Lynette McKinney

Foyle Port

Port Road

Lisahally

Londonderry

BT47 6F

Telephone number: 028 71 860 555

Email address: lynette.mckinney@foyleport.com