

**Northern Ireland Local Government Officers' Superannuation Committee
Equality screening report – 1 January to 31 March 2016**

Policies screened in Q4 of 2015/2016

Policy title	Aim of policy	New/existing policy	Date of screening	Screening decision
Dignity at Work Policy	The aim of this policy and the accompanying procedure is to prevent harassment by communicating clearly the type of behaviour that is not acceptable in the workplace and the action that will be taken should harassment occur.	Existing	21/12/2015	Screened out.
Breach Reporting Policy	The purpose of this procedure is to: <ul style="list-style-type: none"> • provide a systematic process for the reporting, recording and investigation of potential or actual breaches of the law, in line with the Pension Regulator's Code of Practice 14: Governance and Administration of Public Sector Pension Schemes; • encourage all staff members and pension board members to be proactive and raise compliance issues that are of concern as soon as possible; • enable the gathering of information to facilitate monitoring and reporting of compliance performance within NILGOSC; and • ensure that no individual is penalised or disadvantaged as a result of reporting a compliance breach. 	New	28/01/2016	Screened out.

Policies scheduled for screening in Q1 of 2016/2017

Policy title	Aim of policy	New / existing policy
Special Leave Policy	This policy is intended to provide guidance to staff and managers for situations when someone is faced with an unexpected event which cannot be planned for in order to ensure fair, equitable and consistent treatment for staff who wish to take leave under the scope of the policy.	Existing
Funding Strategy Statement	The Funding Strategy Statement documents the processes by which NILGOSC: <ul style="list-style-type: none"> • establishes a clear and transparent fund-specific strategy which will establish how employers' pension liabilities are best met going forward; • supports the regulatory requirement to maintain as nearly constant a common contribution rate as possible; and • takes a prudent longer-term view of funding those liabilities. 	Existing
Alcohol, Drug	The purpose of this Policy is to make clear to all staff, NILGOSC's and employees'	Existing

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and Substance Abuse Policy	responsibilities concerning alcohol, drug and substance abuse while at work and the action to be taken if such circumstances arise. The Policy aims to contribute to a safe and healthy work environment.	
Dress Code Policy	NILGOSC has established a dress code policy to allow all staff to work comfortably in the office and also portray a professional business image which is in keeping with the reputation of the organisation.	Existing
Recruitment and Selection Policy and Procedure	This procedure is intended to define, as clearly and precisely as possible, the basis on which NILGOSC will seek to fill vacancies, with the criteria for selection being based on merit and suitability for the post. It also provides an outline of the process to be followed when recruiting new members of staff.	Existing
Staff Code of Conduct	The Code of Conduct is intended to provide guidance on the conduct expected of NILGOSC members of staff. It expresses obligations which already exist in legislation or as express or implied terms in staff terms and conditions of Employment.	Existing