EW Assist

HR Enhanced: Equality & Diversity – A user guide

EW Assist allows you issue a set of questions to your staff to be answered anonymously. A standard set of questions^ are already included and are comprised of:

- **Ethnicity**
- **Disability**
- **Sexual orientation**
- **Religion and Belief**

These are answered by the employee in a private, password protected area found in My details > My details (dropdown) > Equality/Diversity.

This information is not available to anyone else except the employee

Other questions are included in the Equality and Diversity report that are answered elsewhere in EW Assist. They are:

- **Age**
- **Gender**
- **Length of Service**

The above fields are available to update by someone with appropriate access in People > employee name > person (dropdown) > Work OR My details > Group > employee name > person (dropdown) > Work (i.e. not the employee)

- **Nationality**

Set in My details > My details (dropdown) > Work Documents OR People > employee name > person (dropdown) > Work Documents

Administration

IMPORTANT: Only a person with a Functionality Role of 'Equality/Diversity Admin' can manage the Equality/Diversity questions in EW Assist.

Full access to the standard questions is available for editing and adding new ones. This is available in Admin > System Functionality > Equality / Diversity.

Existing questions can be changed by clicking the Detail link. From there the text preceding the answer can be edited as well.

The 'Part of other Data' column indicates that this data is collected from elsewhere in EW Assist, such as Age and Gender. For questions where this is the case, answers are not able to be added but the ranges that they are reported on are.

Questions that are answered on the Equality/Diversity page (or Set on Screen) can have their answers added to or edited as required. They can be grouped and sorted. They can also have text included before and after the answer (so that it doesn't affect the reported data).

^ Standard questions and answers are compiled from ACAS Equality and Diversity monitoring Recommendations