ROYAL ACADEMY OF MUSIC

EQUALITY IMPACT ASSESSMENT

Department	HR
Project	Working From Home Policy

The Academy promotes flexible working for staff and, where appropriate, may agree to employees working partly or wholly from home. Individual requests for home-working will be reviewed on their merit and agreement to a specific request will depend on an objective assessment of whether a role can be performed from home, without detriment to the Academy's productivity or placing undue burden on colleagues. The Working From Home Policy states that the Academy cannot guarantee that it will agree to all requests to work from home. The policy makes specific reference to teaching, where its states that all one-to-one in-person teaching must take place on Royal Academy of Music premises. However, it also advises that, in exceptional circumstances (for example a temporary mobility impairment) a request to teach from home will be considered; more details can be found in the Academy's Teaching Off-Site Policy.

This Equality Impact Assessment aims to ensure that the Working From Home Policy promotes equality, avoids discrimination, and complies with the Equality Act 2010. The assessment considers potential impacts on protected characteristics and, where necessary, identifies mitigating actions.

The Working From Home Policy is published on the Academy's Intranet at:
Human Resources - Documents - Policies and Procedures - All Documents

Could the policy have an adverse impact on equality? Please consider this in relation to the following protected characteristics as defined by the Equality Act 2010:

- Age
- Disability
- Gender re-assignment
- Marriage or civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

No, the Working From Home Policy is compliant with, and upholds, the principles of the Equality Act 2010 and will not have an adverse impact on equality.

Does this policy/project provide opportunities to make a positive impact on equality?
Yes, in principle the Working From Home Policy provides an opportunity to make a positive impact on equality by supporting those employees who would benefit by working from home, particularly in relation to the disability, pregnancy & maternity and religion & belief protected characteristics. However, the policy could be improved by the clarification of some of the wording and terminology included, particularly with regard to remote working overseas and by the addition of a specific reference to equality related reasonable adjustments. Consideration should also be given to the possible merging of the Working From Home Policy with the Hybrid Working Policy, the Flexible Working Policy and the Smart Working Policy. A combined policy document could provide consistency and clarity for all employees. Detailed notes on the above recommendations were sent to the HR department, who are responsible for the update of these policies.

What evidence has been considered? What consultation has been undertaken?
The policy was updated in consultation with the following staff groups, departments and external advisory agencies: • The Policy Review Group, which includes the Registrar and Director of Student Operations, Director of Finance and Director of HR • The HR team • The EIA sub-committee • Brightmine (formerly Xpert HR) • CIPD / People Management website
What actions have been agreed as a result of this EIA? .

Action	Who	Timescale	Progress
Revision of the policy as recommended by this EIA prior to publication on the Academy's website.	HR	February 2026	Completed
Consider the merging of this policy with the Academy's Hybrid Working Policy, Flexible Working Policy and Smart Working Policy.	HR	Spring term 2025/26	
Collect feedback from employees on their experience of working from home.	Line managers	Ongoing	
Revise the policy, based on data collection and consultation, as necessary.	HR	At the point of next policy review, December 2029	

Date of Belonging Committee approval: 10 March 2026.