

Equalities Policy

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Revision History

Revision	Date	Description of changes	Requested By
1.0	03/11/14	Initial Release	Ben Twist
1.1	22/06/15	Formatting changes	Catriona Patterson
1.2	17/01/18	Formatting changes	Catriona Patterson

- Policy:** This policy seeks to comply with the Equality Act 2010.
- Purpose:** Its purpose is to ensure that all of the activities of Creative Carbon Scotland promote equality and diversity.
- Scope:** All areas of our work are affected by this policy (both external and inter
- Related Policies & Procedures:** This policy will affect amongst other thing all procedures, activities, staff and freelance contracts, choice of venues and locations for events.
- Responsibilities:** This policy applies to anyone who works or volunteers with Creative Carbon Scotland, including but not limited to: Trustees, Staff, Interns, Freelance or casual staff and volunteers.

Our Approach to Equalities

1. Creative Carbon Scotland is committed to actively promoting equality and diversity in all of our work. This applies both to the services we provide to others and the way in which we ourselves operate.
2. We will therefore organise the ways in which we plan and undertake our activities in order to ensure that that we meet our responsibilities under the Equality Act 2010¹. We will also apply the same principles as an employer and user of services provided by others.
3. We will ensure that in our employment of all staff, whether permanent, short-term or freelance, we apply a rigorous equalities approach to recruitment and conditions of work. This will impact on documents and procedures including employment contracts, grievance and disciplinary procedures, other HR procedures and the working conditions that we control and influence.
4. We will also work to encourage and enable the widest range of people to benefit from our work, and where we are failing to reach sections of Scotland's population with our work we will consider whether we need to widen or change our programme of work in order to serve those people better. This will impact on event planning and communications among other areas.
5. We will also work with our suppliers and partners to encourage them to apply the same principles, using their equalities approach as a criterion for procurement or partnership where appropriate. This will impact on our procurement policy and choice of partners amongst other areas.
6. We understand that for equality to be achieved this policy needs to be made understandable to, and embraced by staff, suppliers, partners and trustees.
7. This policy will be subject to agreement with any trade union which staff choose to join or to which they belong. The policy is fully supported and welcomed by all employees and has been agreed by our Board of Trustees.
8. All staff and Trustees have a responsibility to ensure that their own language and actions are consistent with the spirit as well as the contents of this policy.
9. Overall responsibility for the implementation of this policy lies with Creative Carbon Scotland's Director and Trustees, who will review this policy on an annual basis.
10. To ensure that we are meeting the aims and the spirit of this policy we will:
 - a. Discuss and review how well we are implementing this policy, and (adjust our practices/develop an action plan) where necessary
 - b. assess any significant new or revised policies and procedures for their impact on equality
 - c. embed equality and diversity into our development plans
 - d. ensure our employment practices and procedures are consistent with the aims of this policy.

¹ This particularly applies in relation to the 'protected characteristics' named in the Equality Act 2010: Age, disability, gender reassignment, income, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

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