

# Creative Carbon Scotland Safe Working Spaces Statement

## Introduction

This statement sets out the way Creative Carbon Scotland (CCS) operates to create a working space where everyone we engage with feels safe. This statement applies to all our online and face-to-face meetings and events.

CCS is aware that social structures can create imbalances and disadvantages for particular groups. CCS recognises the need to preserve freedom of speech and the right to express different views but expects all views to be expressed according to the following principles. CCS aims to actively challenge behaviours and discrimination to create a space where everyone feels valued. CCS is committed to being a fair, ethical and legislatively compliant organisation and by operating in this way seeks to align with the Equality Act (2010).

## Zero tolerance

CCS will not tolerate behaviour that creates feelings of unease, discomfort, embarrassment, humiliation and/or intimidation.

The following behaviours are considered unacceptable. Unacceptable behaviour may be single incidents or repeated actions, public and/or private, verbal, non-verbal, written and/or physical:

**Harassment:** Any behaviour that is directed at an individual or group which is non-consensual. This includes sexual harassment.

**Abuse:** Any behaviour that results in an individual feeling intimidated or unsafe. This includes verbal and physical abuse.

**Discrimination:** Discrimination of any kind is not tolerated, including but not limited to the following characteristics:

- Age
- Class
- Disability and mental illness
- Gender
- HIV/AIDS status
- Marriage and Civil Partnership
- Nationality and Country of Citizenship
- Political Affiliation

- Pregnancy and Maternity
- Race and Ethnicity
- Religion and Belief
- Sexuality
- Trans Status

**Violence:** Any behaviour that involves physical intimidation.

## Our commitment to a safe space

CCS is committed to the following positive behaviours:

- Being aware of those around us
- Being respectful of each other's physical and emotional boundaries
- Communicating in a constructive and respectful manner
- Listening to each other
- Not making assumptions about another person's gender, preferred pronouns, sexuality, disability, health, beliefs, origins or economic status, ethnic identity or life experiences
- Respecting everyone's viewpoints

Sometimes CCS would like to record and take photographs at events. On these occasions, consent for recording and the use of images or identifying information will be sought.

We will actively promote this statement at our events and meetings and ask all participants and co-hosts to respect the standards it sets out.

## Reporting an incident

CCS encourages the reporting of incidences—occurring at any of the events or meetings we run—when a participant has failed to meet the standards of behaviour set out in this statement. All such reports will be treated confidentially and taken seriously. Appropriate action will be taken and those reporting an incident will be kept informed. Any incidents involving a complaint about CCS staff will follow the organisation's internal disciplinary procedure. Any incidents involving a complaint by a non-CCS participant will follow the procedure set out on the following page.

If you would like to report an incident, please contact:

Ben Twist, Director: [ben.twist@creativecarbonscotland.com](mailto:ben.twist@creativecarbonscotland.com) or

Gary Stewart, Convenor of the Board: [gary.stewart@festivalsedinburgh.com](mailto:gary.stewart@festivalsedinburgh.com)

As an organisation we aim to be aware of our actions and to continue improving.

If you have any comments on this statement, please get in touch via

[info@creativecarbonscotland.com](mailto:info@creativecarbonscotland.com)

## Procedure for handling incidents regarding behaviour of non-CCS participants

- Once an incident is reported, a meeting with the concerned party/ies making a complaint to CCS about the behaviour of a non-CCS participant in an event/meeting, the Director of CCS and a representative of CCS will be arranged as soon as possible, ideally within five days. At the meeting, the concerned party/ies will have the opportunity to put forward their case.
- Individuals have the option to be accompanied at the meeting by a neutral representative of their choice.
- Any necessary investigation will be carried out, including taking statements from witnesses who cannot attend the meeting.
- The concerned party/ies will be informed of the outcome of the meeting in writing.
- At all stages of this process, outcomes of decisions will be recorded in writing. All records will be kept confidentially in accordance with the Data Protection Act 2018 as guided by CCS's Information Security and Data Protection Policy (P08).
- If the concerned party/ies believe that the matter has not been resolved satisfactorily within the time agreed they should write to the Convenor of the Board of Creative Carbon Scotland. The contact details are:

Gary Stewart, Convenor of the Board: [Gary.Stewart@festivalsedinburgh.com](mailto:Gary.Stewart@festivalsedinburgh.com)