

Safe Working Spaces statement

Introduction

This statement sets out the way Creative Carbon Scotland (CCS) strives 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 and extends to social media posting.

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).

CCS is aware that social structures can create imbalances and disadvantages for particular groups. For example, some people are more dominant in discussions and, even if unintended, such behaviour can make it harder for others to contribute effectively and have their voices heard. CCS wishes to cultivate spaces where everyone is heard and feels valued. Thus, we will proactively address behaviours and discrimination that may result in some people feeling excluded.

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.

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

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.

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.

'Step Up/Step Back' approach

To allow for even sharing and good discussion, CCS endorses the 'Step Up/Step Back' approach, as outlined below.

If you are the person who feels very comfortable contributing, take note of how often you are sharing, and consider giving space for others to add their thoughts. By all means, be present and active in this conversation, but make sure others have the opportunity to do so as well.

If a facilitator asks you to 'step back' during a meeting/event, please be aware this is not a reflection on the value of your contribution. They are working to ensure that all those attending have the same opportunity to add their thoughts to the discussion.

If you tend to be a quiet participant, take a chance and 'step up' with your thoughts. Share your ideas, concerns, and excitement with the group. CCS will work with our event facilitators to make sure this is safe for you.

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.

Complaints Procedure

Reporting an incident

CCS encourages the reporting of incidences – occurring at any of the events or meetings we run – when the organisation or a participant has failed to meet the standards of behaviour set out in this statement. Reports should be submitted in writing and all such reports will be treated confidentially and taken seriously. Appropriate action will be taken and those people 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 below.

If you want to report an incident, please contact:

Ben Twist, Director: ben.twist@creativecarbonscotland.com or

Jo King, Senior Operations Manager: jo.king@creativecarbonscotland.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

Procedure for handling incidents regarding behaviour of non-CCS participants

Stage One

- Once an incident is reported, a meeting will be arranged with the person/people making the complaint, CCS's director and a CCS representative as soon as is reasonably practicable, but usually within five working days. At the meeting, the concerned party/ies will have full opportunity to state their case and explain how they would like it to be resolved.
- By mutual consent all meetings will be recorded and the recording made available to all parties.
- 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.
- After giving full consideration to the points raised, and having undertaken any further investigation considered appropriate, the concerned party/ies will be informed of the outcome in writing. This will include confirming any action CCS intends to take to resolve the complaint, together with notification of the right to appeal a decision if it is not felt to be satisfactory.
- 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.

Stage Two – appeal

- 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
- Any appeal must be received within five working days of receipt of the letter confirming the outcome of Stage One.
- The Convenor will call a meeting as soon as is reasonably practicable after receiving the request to discuss the complaint and provide full opportunity to state the case again. More than one member of CCS's board may be at the appeal meeting as well as an external observer as appropriate.
- Having carried out whatever investigation is deemed necessary, they will give a decision, in writing, as soon as possible after the meeting.
- The decision at Stage Two will be final, and there is no further right of appeal.