

Equality, Diversity & Inclusion Policy

Created By: Ben Twist	Reviewed By: Jo King	Approved By: CCS Board
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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
1.3	20/06/18	Minor adjustments and Creative Scotland logo update	Mike Elm
2.0	12/10/23	Review with addition of commitments and climate justice	Jo King

- 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, diversity and inclusion.
- Scope:** All areas of our work are affected by this policy (both external and internal).
- Related policies & procedures:** This policy will affect amongst other things all procedures, activities, staff and freelance contracts, choice of venues and locations for events. [Recruitment](#), [Event Planning Procedure](#) and the [Safe Working Statement](#) are particularly relevant. Each year an EDI Action plan will be created outlining our plans and areas of focus for that year.
- 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.

Equality, diversity and inclusion

Promoting and delivering equality, diversity and inclusion (EDI) in the workplace is an essential aspect of good people management. To reap the benefits of EDI, it's about creating working environments and cultures where every individual feels safe, a sense of belonging and is empowered to achieve their full potential.

Creative Carbon Scotland recognises that equality, diversity and inclusion help to support creativity and innovation which are essential to tackle the climate emergency. We are committed to encouraging diversity and inclusion and ensuring there is no discrimination in our company. We want our organisation to be one in which every employee and freelancer feels respected and able to give their best.

To that end, this policy provides a framework of equality and fairness for all in our work.

Our approach to equality, diversity and inclusion

Creative Carbon Scotland is committed to actively incorporating and promoting equality, diversity and inclusion (EDI) in all our work and eliminating unlawful discrimination. This applies both to the services we provide to others and the way in which we ourselves operate.

We will organise the ways in which we plan and undertake our activities to ensure that we meet our responsibilities under the Equality Act 2010¹ and also address wider barriers/reduced opportunities faced by other people and underrepresented groups². We will also apply the same principles as an employer and as a user of services provided by others.

- We will ensure that in our employment of all staff and trustees, 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.
- 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 to serve those people better. This will impact on event planning and communications among other areas.

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

² Creative Scotland acknowledges inclusion support is required for people with lived experience in these areas: neurodivergence, poor health or mental health, disadvantaged socio-economic background, care system, carers, Gaelic or Scots speakers, English not a primary language, displacement - such as refugees and asylum seekers, remote geographic locations.

- 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.
- We understand that for equality to be achieved this policy needs to be made understandable to, and embraced by staff, suppliers, partners and trustees.
- This policy will be subject to agreement with any trade union that 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.
- 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.
- 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.
- 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 as part of our annual EDI action planning. This will include reviewing the progress against our action plan at regular intervals throughout the year and using this information to inform any adjustment in our practices or new areas to develop within our action plan for the following year accordingly.
 - b. Assess any significant new or revised policies and procedures for their impact on equality, diversity and inclusion.
 - c. Embed equality, diversity and inclusion into our development plans.
 - d. Ensure our employment practices and procedures are consistent with the aims of this policy.

Our commitments

CCS commits to:

1. Encourage equality, diversity and inclusion in the workplace as they are good practice, make business sense and align with the organisation's qualities of Collaboration, Courage, Creativity, Generosity, Integrity and Positivity.
2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued, in line with the [Fair Work Framework](#).

This commitment includes informing managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves in a way that helps the organisation provide equal opportunities in employment, and prevents bullying, harassment, victimisation and unlawful discrimination.

All staff should understand that they, as well as CCS, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, those we support, suppliers and the public.

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, those we support, suppliers and the public in the course of our work activities.

Such acts will be dealt with as misconduct under the organisation's grievance, disciplinary and/or complaints procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
5. Make merit the basis for decisions concerning staff (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor annually the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy. Through this monitoring we can assess our progress and use the information to inform areas of development.

Monitoring will also include assessing how the Equality, Diversity & Inclusion Policy, and the annual EDI action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

8. Ensure our commitment to accessibility and inclusion is present across all our delivery as well as within our workplace, thereby supporting our audiences, freelancers, interns, staff, trustees and volunteers.

Climate justice

CCS acknowledges that those who are worst affected by climate change are the poorer and more disadvantaged and are generally those who have contributed least to the greenhouse gas emissions that cause it. Thus, we believe that climate justice requires strong and rapid climate action. We commit to action on climate change that is fair and equitable and that counters rather than worsens existing inequalities.

CCS is carrying out work on climate justice, which is influencing the subject matter of and approaches to projects, events and articles. Many of our projects and activities help to strengthen the capabilities of people and communities to participate fully and effectively in discussion and debate around climate change which can also strengthen communities and build social capital amongst other outcomes.

Creative Carbon Scotland's commitment is to apply climate justice principles to all our work and encourage those we work with and influence to do the same. This will include;

- Examining any project we are considering with a climate justice lens and, on embarking on projects, applying climate justice principles to all relevant and appropriate aspects of the project's development and delivery.
- Integrating climate justice principles into our programme, events, website and its content.
- Developing our networks (eg partnerships, audiences) through a climate justice lens.
- Improving the accessibility and inclusion of our work in line with climate justice principles.

Appendix

Resources that may be useful for further background on areas of inclusion or support that are of particular relevance in CCS's work are listed below.

- [Creative Scotland's Illustrated Fair Work Guide](#)
- [Culture Collective Diverse Artists' Guide](#)
- [Self-description for inclusive meetings](#)
- [Equalities, Diversity and Inclusion Action Plans – a Toolkit](#)
- [Fairer Recruitment Guide](#)
- [What is meant by climate justice](#)
- [Climate reframe](#)
- [Access to Work](#)
- [Access to Work – Employers Factsheet](#)