Commonword Equality Statement

**Purpose of Statement**

The equality statement provides a summary of the actions that Commonword has taken to ensure equality has been considered in the delivery of our projects and services.

We are supported in this process by the public sector equality Acts, including the most recent, Equality Act 2010. These set out our legal obligations and provide a framework for the VCS to take account of the impact of equality groups when developing projects or making decisions.

We are refreshing our approach to equalities to put more focus on being fair, enabling, transparent and distinctive - working to ensure that we have a positive influence on wider creative practice and people’s experience of the arts and culture in Scotland.

We believe that participation in the arts can help promote equality and diversity, and contributes to wellbeing. People from different backgrounds, of all ages, and of different equality groups can discover significant life opportunities through access to the arts.

For Creative Scotland, equalities mean that we:

* Support a distinctive and diverse culture in Scotland, enabling all creative voices to be heard
* Work to promote maximum opportunity to engage with and participate in arts throughout the country
* Foster understanding and bring about positive attitudes towards, and between, different people in Scottish society and internationally
* Support our staff to develop a genuine understanding of equalities to help us to achieve our vision for a fully inclusive arts and creative industries sector.

**Our Commitment**

Commonword is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.

To that end the purpose of this policy is to provide equality and fairness for all in our employment and not to discriminate because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, sex and sexual orientation.

We oppose all forms of unlawful and unfair discrimination. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

**Our aim is to:**

• create an environment in which individual differences and the contributions of all our staff are recognised and valued.

• create a working environment in which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

• make training, development and progression opportunities available to all staff.

We understand that equality in the workplace is good management practice and makes sound business sense. We will review all our employment practices and procedures to ensure fairness. Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

We have developed an Action Plan to support our Equality Statement which includes staff training on Equality and Diversity principles.

This policy is fully supported by senior management.

The policy will be monitored and reviewed annually.

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| **How would you describe yourself?**  **Commonword Equality and Diversity Monitoring Form 2012**  *Choose ONE section from A to E, and then tick the appropriate box* |
| A Asian or Asian British  Bangladeshi  Indian  Pakistani  Any other Asian background, please write in box |
| B Black or Black British  African  Caribbean  Any other Black background, please write in box |
| C Chinese or other ethnic group  Chinese  Any other, please write in box |
| D Mixed Heritage  White and Asian  White and Black African  White and Black Caribbean  Any other Mixed background, please write in box |
| E White  British  English  Irish  Scottish  Welsh  Any other White background, please write in box |
| F Prefer not to say |

**Commonword Disability Monitoring Form 2011**

To make positive changes, Commonword wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

**What do we mean when we say disability?**

• Do you have a physical or mental impairment?

• Is it long term?

• Does this make it difficult for you to do the things that most people do on

a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

**Monitoring questions:**

**Do you consider yourself to have a disability or a long-term health condition?**

Yes/No

**What is the effect or impact of your disability or health condition?**

Prefer not to say

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact your manager who will be able to help and support you.

Commonword is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisation. Commonword gives a commitment that this information will remain confidential within HR.

**Gender monitoring**

Concentrations of men or women into certain jobs, the impact of family commitments are some reasons why men and women experience the workplace differently. Gender monitoring is essential in ensuring that all employees have access to the same opportunities and Commonword is committed to work at achieving this.

**Monitoring question:**

**Would you describe yourself as:**

Male Female Prefer not to say

**Sexual orientation**

Monitoring sexual orientation in our staff and in our recruits is a significant step towards acknowledging gay, lesbian and bi sexual staff within Commonword.

Commonword seeks to become an exemplar employer and make sure our processes and practices are fair to all staff.

Please help us and do this by completing the following questions around

your sexual orientation.

**Monitoring question:**

**What is your sexual orientation?**

Bisexual

Gay man

Gay Woman / Lesbian

Heterosexual / Straight

Other

Prefer not to say

Commonword will only use this information for ensuring its staff policies work fairly for all and that your sexual orientation does not count against you. We will ensure in any analysis that is made public that it will not be possible to identify you.

**Age monitoring**

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience does not always associate itself with greater ability and neither does older age and inability to learn new skills. By monitoring age we seek to uncover these and other assumptions in the way we work in Commonword. To help us confirm your age please state your date of birth.

**Monitoring question:**

**What is your Date of Birth?** 16 – 21, 22 – 30, 31 – 40, 41 – 50, 51 – 60, 61 – 65, 65+)

**Religion and belief**

Whether or not you have a religion and what you do or don’t believe in is likely to make difference to you and how you perceive the world. These perceptions are carried across into our workplaces.

It is said by some that what you do or don’t believe is a private matter that should have no effect on your job. It is indeed a private matter but it would be disingenuous to say that it had no effect on your employment. For example, Commonword running training events or promotion panels during periods of religious fasting for some colleagues may well place them at a disadvantage in these instances. Commonword is committed to ensuring fairness and equal access to all employees whatever their faith or beliefs.

Religions that are the most commonly found in Britain are given below. They are listed in alphabetically and not rank in terms of importance. We acknowledge that the list is not exhaustive and if your specific faith is not listed then please be assured that no offence is intended.

**Monitoring question:**

**Please tick the box that best describes you:**

Buddhist

Christian

Hindu

Jew

Muslim

Sikh

Other Religion or Belief (please state)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Religion

Prefer not to say

Publications used in the preparation of this document:

1. ACAS Delivering Equality and Diversity Booklet – March 2011
2. ACAS on Age and the Workforce
3. ACAS Delivering Equality and Diversity – A Summary Guide

These can be accessed through the ACAS web-site: **www.acas.org.uk**