1. Purpose

1.1 Publishing Scotland (PS) is committed to promoting equality, diversity and inclusion, and promoting a culture that actively values difference and recognises that people from different backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. We aim to be an inclusive organisation, where diversity is valued, respected and built upon, with ability to recruit and retain a diverse workforce that reflects the communities it serves. Within this framework we specifically refer to measures we have in place to provide equality of opportunity and the facilities that we can provide to our diverse workforce and job applicants.

1.2 Publishing Scotland is also committed to compliance with the relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance. This policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.

1.3 Publishing Scotland aims to pro-actively tackle discrimination or disadvantage and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason with regard to employment or accessing its services.

1.4 However, we are also mindful of the provision in discrimination law for the rare circumstances when an organisation may need to justify discrimination rather than have a disproportionate effect. This could be, for instance, where there is a conflict with other legislation that we have to comply with or between service needs. In such circumstances we are committed to following the required proper assessment and objective justification of any decision in order to demonstrate that the provision, criterion or practice is a proportionate means of achieving a legitimate aim.
2. The Definition of Equality, Diversity and Inclusion

2.1 Equality can be described as breaking down barriers, eliminating discrimination and ensuring equal opportunity and access for all groups both in employment, and to goods and services; the basis of which is supported and protected by legislation.

2.2 Diversity can be described as celebrating differences and valuing everyone. Each person is an individual with visible and non-visible differences and by respecting this everyone can feel valued for their contributions which is beneficial not only for the individual but for the organisation.

2.3 Inclusion refers to an individual’s experience within the workplace and in wider society and the extent to which they feel valued and included.

2.3 Equality, Diversity and Inclusion are not inter-changeable but inter-dependent. There can be no equality of opportunity if difference is not valued and harnessed and taken account of.

3. Scope

3.1 This policy applies to direct employees of Publishing Scotland, workers (engaged through, or by, an employment agency or bureau and supplied to us on a temporary basis), and all job applicants regarding recruitment

3.2 Where our services are provided by external contractors or third parties on the basis of a specification set by PS, these contractors or third parties are responsible for adhering to our Equality and Diversity Policy whilst providing services on behalf of PS.

4. Policy statement

4.1 Publishing Scotland is committed to ensuring:

that existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to nine of the protected characteristics as outlined by the Equality Act 2010 which are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race (includes colour, nationality and ethnic origins);
• religion and or belief;
• sex;
• sexual orientation;

In addition, existing members of staff, job applicants, or workers are treated fairly in an environment which is free from any form of discrimination with regard to: caring responsibilities, part-time employment, membership or non-membership of a trade union or spent convictions.

• all employment-related policies, practices and procedures are applied impartially and objectively;
• equality of opportunity to all and to provide staff with the opportunity to develop and realise their full potential;
• that Publishing Scotland works towards achieving a diverse workforce at all levels; and
• that employees of PS can work in an atmosphere of dignity and respect.

4.2 The Equality and Diversity policy provides a clear framework for translating our policy into action. It outlines the responsibilities of the Board, CEO, managers and individuals to comply with the Equality Act 2010.

4.3 Publishing Scotland will not tolerate processes, attitudes and behaviour that amounts to direct discrimination, associative discrimination, discrimination by perception, indirect discrimination including harassment (harassment by a third party), victimisation and bullying through prejudice, ignorance, thoughtlessness and stereotyping.

4.4 PS recognises the importance of monitoring, reviewing and reporting on its equality and diversity policy and practice and to measure progress in meeting our policy statement.

5. Practical support for a diverse workforce

5.1 As an employer committed to diversity and equality PS recognises its success depends on creating a working environment which supports the diverse make-up of its staff with supporting policies and procedures to create a framework of assistance.

6. Work/life balance

6.1 PS is committed to employees who have commitments outside work, irrespective of whether they have caring responsibilities. We are committed to helping our employees fulfil their potential at work whilst finding the right work/life balance by offering a Flexible Working Hours Scheme and opportunities to job share where appropriate.

6.2 PS aims to improve the working lives of its employees by having a framework of policies such as the Statutory Right to Request Flexible Working, Special Leave to help with caring responsibilities and domestic emergencies and Career Breaks.
6.3 PS is committed to supporting employees with family commitments such as offering family-friendly initiatives as a flexible way to meet childcare costs. Our salary-sacrifice scheme allows parents to give-up some of their salary in place of childcare vouchers to be used to pay for childcare. The salary-sacrifice scheme enables employees to use their vouchers in a way which best suits their needs.

7. Training

7.1 PS is committed to ensuring its staff are trained in equality and diversity and aims to ensure that adequate training is provided so that they are able to operate this policy. Examples include specific training on race, gender, gender identity, disability, sexuality, age and religion or belief, in accordance with the requirements of the law and good practice.

7.2 Diversity and equality forms an integral part of our induction package. Managers are to ensure that all new entrants are made aware of our Equality, Diversity and Inclusion Policy.

8. Communication

8.1 The Equality, Diversity and Inclusion policy is available on Publishing Scotland’s external website.

8.2 The details of this policy will be proactively communicated and promoted to all current staff and new starters.

9. Complaints of Discrimination

9.1 Publishing Scotland takes all claims of discrimination very seriously and will take appropriate action against those concerned. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavourably because of a protected characteristic of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. This covers all behaviour including remarks and insinuation, both verbal and non-verbal, which cause offence.

9.2 If a worker (engaged through, or by, an employment agency or bureau) considers they have been discriminated against they should raise their complaint directly with their employer.
10. Responsibility

10.1 All staff have a responsibility to guard against any form of discrimination and avoid any action which goes against the spirit of this policy. Thus staff at all levels must ensure that there is no discrimination in any of their decisions or behaviour. This includes the provision that all staff must:

- report any suspected discriminatory acts or practices;
- not induce or attempt to induce others to practice unlawful discrimination;
- co-operate with any measures introduced to ensure equality of opportunity;
- not victimise anyone as a result of them having complained about, reported or provided evidence of discrimination;
- not harass, abuse or intimidate others.

10.2 However, whilst all staff have a collective responsibility to ensure this policy is successfully implemented, there are also specific responsibilities within this.

The Board and Chief Executive are responsible for:

- Providing leadership on the equality and diversity strategy and policy, acting as overall champions to ensure the policy is implemented;
- Communicating the strategy and policy, internally and externally;
- Strategic engagement with and accountable to Creative Scotland and the public.

Each employee is responsible for:

- Implementing the policy in their day-to-day work and their dealings with colleagues and visitors;
- Ensuring their behaviour is appropriate to the policy and that they treat people with respect and dignity;
- Not discriminating against other employees;
- Notifying us of any concerns with regard to the conduct of other employees, the public or third parties.

10.3 Non-Compliance with Policy. Publishing Scotland will not tolerate any behaviour from staff which breaches our equality and diversity policy. Any such breaches will be regarded as misconduct except for serious offences such as discrimination on protected grounds; serious offences including harassment, bullying, or victimisation will be treated as gross misconduct and may lead to disciplinary action including dismissal from employment without notice.

11. Policy Responsibility

11.1 The Chief Executive and Board have the responsibility for ensuring the maintenance, regular review and updating of this policy.
## APPENDIX 1

### Equality, Diversity and Inclusion Action Plan

<table>
<thead>
<tr>
<th>ACTION</th>
<th>TIME</th>
<th>MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Publishing Scotland (PS) to assess its own EDI performance in relation to all aspects of its work. We have signed the Publishing Equalities Charter: see Appendix 2.</td>
<td>Ongoing. Report by 31 March 2017.</td>
<td>Best practice identified and implemented.</td>
</tr>
<tr>
<td>2. PS to organise EDI training for PS staff and offered to all PS members.</td>
<td>By 30 September 2016</td>
<td>All PS staff to have appropriate training and understanding of EDI and able to monitor and implement best practice.</td>
</tr>
<tr>
<td>3. PS to organise publishing roadshows at 4 schools. The schools will be selected from areas of multiple deprivation and the roadshow programme will be decided in conjunction with the school.</td>
<td>By 31 March 2017.</td>
<td>Roadshows to have taken place at 4 schools with aim of educating pupils about the industry and publishing skills, and forming relationships with the schools.</td>
</tr>
</tbody>
</table>
APPENDIX 2

Publishing Equalities Charter – Equality in Publishing (EQUIP)

EQUIP is a membership organisation whose mission statement is:

To help promote equality across UK publishing, bookselling and agenting, by driving forward change and increasing access to opportunities within the industry.
About The PA

The Publishers Association is the leading trade organisation serving book, journal, audio and electronic publishers in the UK. Membership is comprised of 112 companies from across the trade, academic and education sectors. The UK publishing industry accounts for £4.7bn of revenue a year – £3.4bn from the sales of books and £1.3bn from academic journals.

www.publishers.org.uk

About the IPG

The Independent Publishers Guild supports and represents about 560 publishing companies of all shapes and sizes and spanning all sectors of the industry. It offers a community in which independent publishers can share advice; runs events including a popular annual conference and awards; and provides members with valuable publishing information and benefits.

www.ipg.uk.com

Charter founders

THE PUBLISHERS ASSOCIATION

BORN TO read

creative skillset

Developing world class talent

Independent Publishers Guild

Society of Young Publishers
Introduction

Equality in Publishing (EQUIP) is a membership organisation hosted and funded by The Publishers Association and the Independent Publishers Guild.

EQUIP’s mission statement is:

To help promote equality across UK publishing, bookselling and agenting, by driving forward change and increasing access to opportunities within the industry.

In November 2012, EQUIP launched the Publishing Equalities Charter – an initiative unique to the publishing industry. The Charter’s aim is to create a network of businesses with a commitment to equality and diversity in publishing. It is an opportunity to bring new ideas to the table and start dialogues across the industry.

EQUIP works on two platforms: with Charter members, organisations that have signed up to this charter; and Network members, individuals who support, receive information or attend events, and who EQUIP support in return.

EQUIP operates through the following mechanisms:

1. Working with publishers, trade associations, schools, universities and colleges promoting publishing as a career.

2. Supporting its members with information and advice and hosting seminars and events.

3. Conducting research into workforce development, equality and diversity.

4. Providing best practice and case studies to instigate change in employer policies and actions.

This information booklet will provide details and information about why the Publishing Equalities Charter is beneficial to your business, how to become a member and some ideas for actions.

Richard Mollet  
Chief Executive  
The Publishers Association

Bridget Shine  
Chief Executive  
Independent Publishers Guild
History of the Publishing Equalities Charter

Equality in Publishing continues the work of the Diversity in Publishing Network (Dipnet), which was established by Elise Dillsworth and Alison Morrison in 2004 in response to a survey undertaken by Arts Council England and *The Bookseller*. The survey results highlighted the lack of ethnic diversity in publishing. Dipnet was created to address the concerns of groups traditionally underrepresented in all areas of the industry.

From 2006–12, Dipnet was managed by Booktrust. Following a successful Arts Council England bid, Dipnet’s projects were taken on by City University London under the new name Equality in Publishing, a change reflecting the wider remit to address the nine protected characteristics of the Equality Act 2010.

The Publishers Association and the Independent Publishers Guild took responsibility for EQUIP in 2014 with the aim of continuing to promote initiatives relating to equality and diversity of employment and skills, and actively engage with the EQUIP network.

Background

The Publishing Equalities Charter has its roots in the Equality Act 2010, in particular the nine protected characteristics, as listed on the opposite page.

The aim of the Charter is not to replicate any of the statutes of the Act, but rather to interpret them and create a framework that will enable a wide range of organisations in publishing, bookselling and agenting to develop equality and diversity.
The Charter and membership pledges

As a signatory of the Charter we will uphold commitments to:

1. **Equal opportunity**

   We recognise equality with regard to:
   - age
   - disability
   - gender reassignment
   - marriage and civil partnership
   - pregnancy and maternity
   - race
   - religion or belief
   - sex
   - sexual orientation.

   (The above are the protected characteristics as specified in the Equality Act 2010 Part 2, Chapter 1.)

2. **People**

   **Attract**: We will engage and attract new talent by adopting inclusive recruitment policies, practices and traineeships, and where appropriate, engage in outreach work to increase the profile of publishing to traditionally underrepresented groups.

   **Develop**: We will develop and encourage existing talent through adopting robust staff development programmes, mentoring schemes, networking opportunities and other similar activities.

3. **Outcomes**

   We will continually strive to improve and champion equality in our sector.
Benefits of Charter membership

- You will become part of a co-supportive network of publishers, booksellers and others in the book trade with additional opportunities to meet and make new contacts.
- It will enhance your reputation as an equal opportunities employer.
- Working in collaboration with EQUIP, you will have access to initiatives exploring diversity in cross-industry projects.
- You will have access to suggestions, ideas and initiatives to improve your standing as an equal opportunities employer.
- The Charter is a good way to develop best practice across the nine protected characteristics detailed in the Equality Act 2010.
- You will be supplied with the Publishing Equalities Charter tick mark to use on your digital and print material.
- You will access the best channels of reaching and championing the best people for your business.

Promotion of your work

- All members of the Publishing Equalities Charter will be promoted on a dedicated section of the EQUIP website (www.equalityinpublishing.org.uk). This will feature a short profile of the organisation, weblink, logo and what the business is aiming to do to promote equality and diversity.
- Our goal is to publicise this work in the trade and national press, and collaborate each year on specific funded projects. There will also be opportunities to promote actions and outcomes to the 2,300+ EQUIP members.
Suggested actions for Charter members

HR ideas

- Create an equality policy that is embedded throughout the organisation in policy, strategy and working practice, and available to all staff
- Monitor the impact of the policies through conducting equality impact assessments
- Ensure that every new job opportunity is advertised externally and require all job applicants to complete an equality monitoring form
- Have all websites accessible to clients and customers by conducting regular accessibility assessments
- Include an equality statement within job advertisements
- Work towards achieving “positive about disabled people” accreditation that guarantees an interview to a candidate with a disability (as defined by the Disability Discrimination Act 2005) and who match the requirements of the person specification.
- Take on flexible or condensed working hours to support those with caring responsibilities.

Volunteering and corporate social responsibility

- Form a relationship with a local school and run workshops/talks or open days to educate students about the industry
- Set up a staff equalities working group to ensure a good representation of people in your industry
- Take on an intern from the Creative Access programme
- Develop a mentoring scheme that supports new staff from traditionally underrepresented groups and those at transitional career stages.

Skills and training

- Take part in research and reporting carried out by organisations such as Creative Skillset
- Encourage members of staff to be involved in seminars, workshops and talks that raise the profile of the industry to traditionally underrepresented groups
- Identify an Equalities champion on your board or management committee who can be responsible for monitoring action on equality
- Provide equality training for all staff every year.
Publishing Equalities Charter Members

For further information, and to sign up to the Charter, please visit the website www.equalityinpublishing.org.uk or email smacleod@publishers.org.uk

@Equip4