

## The Publishing Scotland Equality, Diversity, and Inclusion Policy

Publishing Scotland is the lead organisation for the book publishing industry in Scotland. It is a charity and a membership organisation with circa 75 publishers and 30 network members. We are a staff of 6 (5 FTEs) with a board of 7 elected trustees from the membership, and 5 co-opted trustees.

Creative Scotland requires all organisations receiving Multi-year Funding to demonstrate their commitment to equality, diversity, and inclusion (EDI) by developing their own EDI strategies and action plans. This requirement has several drivers including:

- The duty to mainstream equality and meet the legal responsibilities under the Equality Act 2010
- Fulfilling Creative Scotland's functions within the Public Services (Scotland) Act 2010

The EDI plan has been constructed following meetings, advice and suggestions from staff, board members and the EDI committee. Our EDI vision is to:

- Create conditions for a diverse range of people to join and be retained in the publishing sector
- Address issues of inequality, disengagement and cultural exclusion within the publishing industry and embed EDI in the organisation as values that everyone from the membership, the board, and staff of Publishing Scotland understands, embraces, and commits to.

### **The place of the policy within the sector and the objectives**

The publishing industry in Scotland has problems with a lack of diversity and is on a journey towards improved representation. Foundations need to be laid, and people and organisations equipped, before change can properly take place. The plan cannot cover every aspect of the change the sector needs as the issues are too wide-ranging. As per our remit, we are focusing on specific changes in the book publishing part of the sector as partly embodied by our membership. Our objectives are –

- Reducing and removing barriers for people of colour, joining, progressing, and being retained in the sector
- Reducing class-based barriers
- Reducing disability-based barriers, including neurodiversity
- Cultivating a genuinely inclusive culture in the organisation and across the sector
- Increasing ethnic diversity within the sector

- Discovering and highlighting diverse new talent

We acknowledge that a given person may have more than one barrier to entry – for example their class background and race may intersect with a disability, leading them to face discrimination on multiple levels. We aim to bring an understanding of intersectionality to our EDI work.

## 1. Purpose and context

1.1 Publishing Scotland exists to support our members and our part of the wider books and literature sector. As a charitable body, we believe in the power of books to change hearts and minds, and even lives – and that is a universal wish, not confined to any one group, or section of society.

Publishing Scotland (PS) is committed to promoting equality, diversity, and inclusion, and promoting a culture that actively values difference and recognises that people from diverse backgrounds and experiences can bring valuable insights to the workplace and enhance the way we work. Greater diversity in publishing can also change the way in which society is reflected in what is being published by our membership. We aim to be an inclusive organisation, where diversity is valued, respected, and built upon, with the ability to recruit and retain a diverse workforce that reflects the communities it serves.

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.

1.3 Creative Scotland has set out the context for organisations receiving multi-year funding –

*“The arts, screen, and creative industries are not truly representative of the growing diversity of Scotland today. The ethnic minority population is growing fast, but the employment of people from ethnic minorities is low. While the gender balance in governance and employment looks positive, there are still deep-rooted issues to be addressed about the representation of women on and off stage, screen and in the wider cultural industries. The number of disabled people involved in governance or employed by our funded organisations is low. Scotland faces a rapidly ageing population. So, it appears that we are not using all the resources available to us and benefiting fully from diversity of experience.”*

1.4 The equality duty

The equality duty, which stems from the Equality Act (2010), covers nine equality strands which are known as protected characteristics. These are:

- Age
- Disability
- Gender reassignment

- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

To this list, Creative Scotland has added socio-economic deprivation, and an acknowledgement of other barriers: neurodivergence, poor health or mental health, have grown up in the care system, have experience of being carers, are Gaelic or Scots speakers, do not speak English as a primary language, have experience of displacement (refugees or asylum-seekers), live in geographic locations which may inhibit participation.

## **2. Definitions**

### **2.1 Equality and equity**

In its most basic terms, equality means treating everyone fairly. However, even if everyone receives the same treatment, if their starting points were different, the outcome may still not be fair. We therefore need to offer different levels and types of support based on individual needs, to remove barriers. This is what is meant by equity.

To achieve true equality, publishers should work to identify and address existing barriers to inclusion for those they employ and commission to produce work.

### **2.2 Diversity**

Diversity is a term used to describe the fact that everyone is different: each person is an individual with visible and non-visible differences. Differences should be respected, recognised and valued, and diversity is a term that applies to everyone, as we all have several 'protected characteristics'.

### **2.3 Inclusion**

Inclusion completes the EDI triangle. If equality is about removing barriers and diversity is about recognition, inclusion aims to provide the conditions for people to participate in publishing, knowing they are welcome. By inclusion we mean an approach and practice that brings people together in the publishing and literary sector. Inclusive practice prioritises openness, engagement and responsiveness to people's differing needs.

**Equality, Diversity and Inclusion are inter-dependent, not inter-changeable concepts.**

### **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 based on 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.

3.3 Our Values Framework and Code of Practice for members of Publishing Scotland extends the scope into the publishing sector using a values-driven approach

### **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; and 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 and Plan provide a clear framework for translating our policy into action. It outlines the responsibilities of the Board, CEO (Chief Executive Officer), managers, and individuals to comply with the Equality Act 2010.

4.3 Publishing Scotland will not tolerate processes, attitudes and behaviour that amount 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 EDI 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. 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 EDI forms an integral part of our induction package.

## **8. Communication**

8.1 The Equality, Diversity and Inclusion policy is available on Publishing Scotland's external website and 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 following an investigation, will take appropriate action against those concerned following our HR practices and/or the refreshed Code of Conduct for members. Discrimination occurs when someone directly or indirectly treats a person or a group of people unfavourably because of a protected characteristic. This covers all behaviour including remarks and insinuation, both verbal and non-verbal.

## **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, Chief Executive and the EDI sub-committee of the board 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 regarding 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 EDI 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.