

Diversity and Equality policy

Owned and maintained by:	Human Resources
Date checked/created:	June 2015
Next review date:	June 2017

Introduction

Audit Scotland is committed to eliminating discrimination and valuing and promoting equality and diversity amongst our workforce and will work towards increasing the diversity of our staff. It is our policy to treat all job applicants and employees fairly and equitably regardless of age, disability, gender, gender reassignment status, marriage or civil partnership status, maternity or pregnancy, race, religion or belief or sexual orientation¹.

We will strive to take a leading role in advancing equal opportunities practices and diversity both as an employer and in our auditing role. In relation to employment, this policy statement applies to recruitment and selection, promotion, training, terms and conditions of employment, pay and benefits and every other aspect of employment, including general treatment at work and the processes involved in the cessation of employment.

This policy applies to job applicants (internal and external) and all employees and other workers whether full time, part time, temporary or permanent. Audit Scotland will do all it reasonably can to promote good practice in this area in order to eliminate discrimination, harassment and victimisation, advance equality of opportunity and promote good relations.

- Audit Scotland aims to be an organisation which is broadly representative of the communities it serves. We will demonstrate our commitment by:
- Ensuring diversity and equality is at the heart of policy-making and taking a lead role in demonstrating best practice.
- Actively promoting equality of opportunity through circulating recruitment vacancy details as widely as possible and monitoring our recruitment practices.
- Treating all our staff with respect and equality of opportunity in order that their selection and subsequent development is based entirely on merit.

¹ These characteristics are called 'protected characteristics' as defined by The Equality Act 2010. Audit Scotland considers Disability under the social model of disability. We recognise that it is often the barriers in society that exclude disabled people, rather than individual impairments and conditions.

- Creating a working environment that promotes dignity and respect for all. No form of discrimination², bullying, harassment or victimisation will be tolerated against any current or prospective member of staff on the grounds of their age, disability, gender, gender reassignment, marriage or civil partnership, maternity or pregnancy, race, religion or belief or sexual orientation .
- Raising staff awareness about equality and valuing diversity and enabling managers to promote and be accountable for equality of opportunity through our performance appraisal scheme and training for all staff.
- Positively valuing the different attributes, perspectives and skills of staff and making full use of these.

Recruitment and selection

We will carefully consider whether vacancies should be advertised internally or externally. Where externally advertised, we are committed to developing and monitoring our recruitment and employment policies to ensure they are accessible to all sections of the community.

When establishing criteria for recruitment into vacant posts, we will consider carefully what is relevant and necessary for effective performance of the job. Criteria will not be imposed unless there is a proper job-based reason why they are necessary.

All job applicants will be asked to complete an online diversity monitoring section including details of their age, disability, ethnic origin, gender and race, religion or belief, and sexual orientation³. Audit Scotland guarantees the information provided will be used solely for the purposes of monitoring the effectiveness of our diversity and equality policy and will be kept confidential by the Human Resources team.

All managers involved in any form of recruitment or selection will first complete recruitment and selection training, which includes a dedicated diversity and equality module. Our on-line training package for managers also provides practical examples of diversity and equality issues in recruitment and selection.

Monitoring

We are committed to our monitoring requirements under the Equality Act 2010 and meeting our general and specific duties under this act.

Employees are asked to update their diversity information annually. This includes details of their protected characteristics including gender reassignment status, religion or belief and sexual

² The non-discrimination principle in this policy includes the prohibition of discrimination against an individual because they associate with someone with a protected characteristic. For example, an employee who is married to someone from a minority ethnic group. It applies equally to situations where someone thinks or perceives (rightly or wrongly) that a colleague has a particular protected characteristic eg they are undergoing or have undergone gender reassignment or have a disability.

³ This includes a “prefer not to say” option.

orientation. We guarantee that the information provided will be used solely for the purpose of monitoring the effectiveness of our diversity and equality policy and will be held securely.

We will produce a mainstreaming report annually for consideration by the diversity group and senior management. This information will be used to inform future policy and enhance business processes.

Further information on what information we ask employees to provide and how we use it can be found at Appendix 1. This information is also issued to staff when we ask them to complete their diversity information each year.

Our diversity policies

Audit Scotland has a number of diversity policies in place, including an equal pay policy statement, religion and belief observance policy, gender reassignment policy, and bullying and harassment policy.

Any employee can use the bullying and harassment or grievance policies to complain about discriminatory conduct. Audit Scotland is keen to ensure that staff feel comfortable about raising such complaints. Staff should be able to raise a concern in the knowledge that their complaint will not be held against them unless it is made in bad faith e.g. out of malice. All diversity policies can be accessed through our staff handbook on ishare.

Two ticks Accreditation

Audit Scotland has received two ticks accreditation, awarded by Jobcentre Plus. We have made an on going commitment to employ, keep and develop the abilities of disabled staff.

Employees who are disabled or become disabled in the course of their employment should inform Human Resources about their disability. Their line manager will then arrange to discuss with the employee what reasonable adjustments to their job or working conditions might assist them in the performance of their duties. The employee will also be encouraged to suggest any adjustments that they believe would be helpful. Careful consideration will be given to any proposals and, where reasonable, such adjustments will be made.

Staff Training

All staff will receive training in diversity and equality of opportunity. Senior managers will receive in-depth training in their role in leading and promoting diversity.

Every person working for Audit Scotland has a personal responsibility for implementing and promoting diversity and equality principles in their day to day dealings with clients and with each other. Inappropriate behaviour is not acceptable.

Retirement

Audit Scotland does not operate any compulsory retirement age, and each employee may choose for themselves when to stop working, subject to them continuing to be fit to perform their job to a satisfactory standard.

Appendix 1

Why do you want my diversity information and what information do Audit Scotland ask for?

We currently ask you to provide information on your:

- Age
- Disability
- Ethnicity
- Gender
- Gender re-assignment status
- Marital or civil partnership status
- Nationality
- Race
- Religion or belief
- Sexual orientation.

These characteristics (alongside maternity or pregnancy) are covered under the 2010 Equality Act as protected characteristics. The act bans unfair treatment of people because of a protected characteristic they have.

Why do you want my information and how will you use it?

We want to ensure our practices, systems and policies are not directly or indirectly treating people unfairly. Therefore, each year we produce a report which includes an analysis of employee information (the latest report is available from the Audit Scotland website – 'Mainstreaming equalities' report April 2013').

We also produce an equal pay review showing pay gap differences (our latest report is also available on the website). Under the public sector equality duty, we have a legal obligation to gather information on our employees, particularly in relation to recruitment, development and retention across all of the protected characteristics.

We must use the information to better perform the equality duty⁴ and publish a report to show a breakdown of information and details of the progress we have made in gathering and using this information. We are also required to produce gender pay gap information showing the percentage difference between male and female average pay.

Example:

If our analysis showed a significant difference in the pay between men and women doing work of equal value or a lower proportion of minority ethnic group applicants were making it through our selection processes, then we would examine this further and take action as appropriate.

Why should I tell you about my religion or sexual orientation? It has nothing to do with my job.

We understand that this information is particularly personal and sensitive and you may not want to share it with us. However, we want to ensure our practices, systems and policies are fair are non-discriminatory. If we want to be able to do this, we need your information. Therefore, we encourage you to share your details.

⁴ to eliminate discrimination, victimisation, harassment and other prohibited conduct; advance equality of opportunity and foster good relations across the nine protected characteristics.

What will happen if I disclose a disability?

If you indicate you have a disability, HR will be prompted by e-HR and give you a call to discuss your particular circumstances. We will always make reasonable adjustments to help you with a disability if required. However, we acknowledge that often those with a disability don't need or want additional support or assistance. We won't make any assumptions, but will listen to you and agree what, if any, support is required.

Who will see the information you hold about me?

You and the Human Resources team will be able to access your diversity information. However, line managers do not have access. You complete and update the information confidentially on e-HR and it is protected by the Data Protection Act 1998.

When employee information is reported and published, it is not possible to identify individuals. For example, a report will show the percentage/number of gay and bisexual employees compared to the percentage of those who are heterosexual/straight. However, no breakdown is provided where fewer than five staff are in a particular category.

We take confidentiality very seriously and you can be assured we will keep your information safe and secure.

Do I have to disclose my information?

No. It is absolutely up to you. However, we would urge you to seriously consider sharing it with us, as it will help us ensure we are not treating people unfairly.

There is some information we need you to provide eg date of birth (age) and marital/civil partnership status for payroll / pension purposes.

Who can I go to if I have a question?

You can contact a member of the HR team (Jennifer Summers (x 1645) in the first instance). Alternatively, all business groups have representatives on the Diversity and Equality Steering Group (DESG), who are happy to answer any questions. A list of current members is on ishare (Working Groups – Diversity and Equality - Steering Group). All discussions will be treated confidentially.