

DC or School

Which best describes your organisation?

Stonewall Diversity Champion

About your org: DC

Name of organisation:

Scottish Government

Please note, this will be used when compiling Stonewall's Top 100 Employer guide and in any associated publications.

Post code of organisation headquarters in Great Britain:

EH11 3XD

Please select a sector from the below list which most fits your organisation:

Government

Please note this will be used for analysis purposed in aggregating data across the Index by sector.

Number of employees:

5000

Please enter the number of employees the organisation has, including all full time, part time and dispersed staff across Great Britain.

Are you the main point of contact Yes
**for Stonewall as a Diversity
Champion?**

**Choose your Stonewall Account
Manager from the list below:**



If your Stonewall Account (No response)
**Manager is not on the above list,
please write their name below:**

Policies and Benefits: Part 1

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication. This section is worth 7.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policy.

Yes

Please describe the audit process:

State when the process last happened:	Our compulsory EQIA process happens at policy review stage or an the creation of a new policy or process so is an ongoing process our HR process commenced Jan 2017
Describe the audit process:	<p>We have two audit processes a formal EQIA process and an additional internal policy audit process for HR policies and processes. Our EQIA is a structured process undertaken when developing or revising a policy or practice. It uses evidence to better understand the impacts on people because of particular characteristics. It is emphasised that the EQIA is not a document, but an activity which must be undertaken to help policymakers identify and assess the impacts policy will or might have on the diverse people of Scotland in particular, those who share certain 'protected characteristics': age; disability; sex (including pregnancy and maternity); gender reassignment; sexual orientation; race; and religion or belief .</p> <p>The process helps us identify options and actions to maximise the potential benefits of our policies and ways to</p>

further improve our outcomes, as well as minimising or negating potential negative impacts.

The HR policy audit process aims to prioritise and manage the delivery of policy reviews across the People Directorate, ensuring consistency of practice, capability building and use of customer insight and experience to shape policies, procedures and practices that best enable the organisation to deliver.

its remit

- A rolling programme of policy reviews for the next 5 years
- Consistent policy review approach that builds in best practice and makes best use of availability and time to complete reviews
- Capability building activity as required to fulfil the remit of the group
- Promote and support closer, earlier collaboration amongst strategy, policy and operation (process and learning interventions)
- Commission continuous improvement work to ensure HR Online Guidance remains fit for purpose
- Identifying and responding to customer needs, including Shared Services customers

Describe any previous outcomes of the audit process:

The results of EQIA's and outcomes carried out by the Scottish Government are published, usually alongside the relevant publication. A comprehensive list of EQIA's is available using the following link:

<http://www.gov.scot/Topics/People/Equality/Equalities/EqualFramework/EvidencePSED/EQIA>

Internally, In 2016 a key progression focus was an internal Deputy Director Promotion Board. An audit of the previous process showed lower level of LGBTI applicants. As part of the preparatory work for the Promotion Board research was undertaken with the Scottish Government's staff diversity networks on the perceived barriers to applying for promotion to the Senior Civil Service (SCS).

Some of the key messages from the research were concerns around work life balance, alternative working patterns, lack of diversity profiles in the SCS, limited dedicated time to prepare an application and for assessment centre, concern about the support available through the process including mock interviews, practice tests; and limited flexibility of assessment centre timings and location.

These helpful insights were used to inform the awareness sessions, which were held for Band C staff who were eligible to apply for the Board. The insights also informed the planning and literature for the Board process and for future recruitment and promotions to the SCS going forward. These

included clear messages about the diverse groups of staff we were interested in attracting and clear messaging around flexible working.

The Scottish Government's intranet was also used to enhance the message of welcoming applications from under represented groups to broaden the diversity of the senior leadership with articles focussing on role models at SCS level who worked part time, compressed working, job share or who were in one of our under represented groups including LGBTI.

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation or gender identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

- A. Explicit ban on discrimination based on sexual orientation
- B. Explicit ban on discrimination based on gender identity and gender expression
- C. Explicit ban on bullying & harassment based on sexual orientation
- D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
A. Explicit ban on discrimination based on sexual orientation	Fairness at Work Standards of Behaviour	<p>1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.</p> <p>1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil</p>

		<p>partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly.</p>
<p>B. Explicit ban on discrimination based on gender identity and gender expression</p>	<p>Fairness at Work Standards of Behaviour</p>	<p>1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.</p> <p>1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly</p>
<p>C. Explicit ban on bullying & harassment based on sexual orientation</p>	<p>Fairness at Work Standards of Behaviour</p>	<p>1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.</p> <p>1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil</p>

		<p>partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly</p>
<p>D. Explicit ban on bullying & harassment based gender identity and gender expression</p>	<p>Fairness at Work Standards of Behaviour</p>	<p>1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.</p> <p>1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly</p>

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language?

Tick all that apply

GUIDANCE: The policies should explicitly state that they apply to same sex couples (or same gender or non heterosexual couples). Alternatively they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should also avoid unnecessarily gendered language and pronouns, for example, by using the term partner instead of husband or wife (as long as you have previously stated what constitutes a partner).

A. Adoption policy

B. Leave policy

C. Maternity policy

D. Paternity policy

E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

Copies of the relevant policies as they refer to directly employed members of Scottish Government staff.

For leave polices we have uploaded our special leave policy as our leave policy applies to all staff

A. Upload the adoption policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/OkBK41Lrgo/>

B. Upload the leave policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/tkitMIXhdn/>

C. Upload the maternity policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/0sGU2ihCky/>

D. Upload the paternity policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/T3ERPqTNSQ/>

E. Upload the shared parental leave policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/J0xLA4boR4/>

Policies and Benefits: Part 2

1.4 Does the organisation have a ^{Yes} policy (or policies) which support employees who are transitioning?

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource [here](#).

A. Work related guidance for an employee who is transitioning

C. Work related guidance for HR staff on how to support an employee who is transitioning

Provide a brief description of the policy/policies you have uploaded:

Uploaded are the SG Gender Re Assignment policy which is an information guide for those who are transitioning and also for other members of staff who would like to know more about transgender staff and transitioning. Also included is a guidance document for HR staff on the process they should adopt should a trans applicant not wish to have references taken up.

A new project is underway (described in section 10) to create a new policy that includes guidance for line managers and staff.

A. Upload guidance for members of staff

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/gA5onlolfq/>

C. Upload guidance for HR staff

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11137763/7UOn01Nb1x/>

**1.5 Does the organisation have a No
policy (or policies) in place to
support all trans employees,
including people with non-binary
identities?**

**1.6 In the past two years, has the organisation communicated that its policies are
LGBT inclusive to all employees?**

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication and the date it was created.

No

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide private healthcare insurance to its employees?

No

Policies and Benefits: Part 1

Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT staff. The questions scrutinise policy audit process, policy content and communication. This section is worth 7.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

1.1 Does the organisation have an audit process to ensure relevant policies (for example, HR policies) are explicitly inclusive of same-sex couples and use gender neutral language?

GUIDANCE: The audit process should be systematic in its implementation across all relevant policies. Relevant policies include HR policies, for example leave policies.

Yes

Please describe the audit process:

State when the process last happened:	Our compulsory EQIA process happens at policy review stage or on the creation of a new policy or process so is an ongoing process.
Describe the audit process:	<p>Our EQIA is a structured process undertaken when developing or revising a policy or practice. It uses evidence to better understand the impacts on people because of particular characteristics. We emphasise that the EQIA is not a document, but an activity which must be undertaken to help policymakers identify and assess the impacts policy will or might have on the diverse people of Scotland in particular, those who share certain 'protected characteristics': age; disability; sex (including pregnancy and maternity); gender reassignment; sexual orientation; race; and religion or belief .</p> <p>Carrying out an Equality Impact Assessment (EQIA) is a five stage process:</p> <ul style="list-style-type: none"> • Stage 1 Framing workshops Bring together policy leads and analysts to enable a comprehensive and rigorous discussion from varying policy perspectives and experience

to take place, resulting in an effective and proportionate EQIA.

- Stage 2 Evidence gathering, involvement and consultation A critical part of the EqIA is understanding impact by engaging with analytical colleagues to analyse quantitative data, and gathering qualitative data by involving people who might be affected by the policy. For employee policies and processes, we do this via our partnership arrangements with the Council of Scottish Government Unions, whose representatives are knowledgeable on LGBTI matters, and through engagement with the LGBTI and Allies networks. Our LGBTI network has members who identify as trans and non binary, while our LGBTI Allies network has members whose family identify as trans, and this diversity in lived experience is invaluable in ensuring that we gain nuanced insights into the likely impact of our policies, and that we do not make any assumptions about the impact on trans people based on the experience of LGBO people.
- Stage 3 Assessing the impact and identifying mitigating actions Consider positive, negative and neutral impacts. Think about direct and indirect impact and consequences of the policy or practice.
- Stage 4 Decision making and monitoring Describe how the EQIA has helped to shape the policy.
- Stage 5 Sign off and publication At this last stage the EQIA is signed off by a Deputy Director. The EQIA results template is completed and published

Describe any previous outcomes of the audit process:

In 2018, Scottish Government ran a large scale recruitment campaign to recruit 150 B2 members of staff. The EqIA noted that the aim of the campaign was:
“To recruit up to 150 B2 staff for core Scottish Government. At the same time this is an opportunity to support the Scottish Ministers, Permanent Secretary and the Scottish Government aims to achieve a more diverse and inclusive workforce better reflecting the people of Scotland. This recruitment will support the Scottish Government to deliver on its commitment to the Civil Service Diversity and Inclusion strategy.
The framing summary noted that a key element will be to ensure that the advert, application and assessment process did not disadvantage any individuals with protected characteristics.
To embed diversity of thought and build lived experience into the process, the campaign project group invited SG diversity networks, including our LGBTI and Allies networks, to be represented on the group. The group examined SG diversity workforce composition data alongside Scottish population demographics, to inform policy decisions about the outcome the campaign would seek to achieve. This identified that while SG appeared to be representative of Scottish population in terms of LGBO (on the basis of very limited

data), the campaign recognized the importance of reaching as many communities as possible because we believe that a diverse workforce is more innovative, higher performing and can develop policies which meets the needs of the people of Scotland. As a result the EqIA identified the need to: ensure that campaign literature emphasised the benefits of the organisation, including access to gender neutral facilities, our gender identity policy; that all branding would include the Stonewall logo and inclusive language to ensure that LGBO individuals felt welcome to apply; and that the project group would work closely with the wider LGBTI and Allies networks to gain maximum input and to ensure that the processes were LGBTI inclusive.

A dedicated microsite was developed for the campaign with explicit references to LGBTI equality and Stonewall logos. Engagement with the LGBTI and allies networks shaped the language around the job adverts and the microsite and led to a range of external channels being identified which enabled us to connect with groups such as LGBTI Youth Scotland, Scottish Trans Alliance and Stonewall to raise awareness of the opportunities. Project group discussions about emphasizing inclusion explored possibilities such as asking people what pronouns they would prefer to use when issuing letters to invite them to interview.

We held 2 outreach events which were attended by colleagues from the LGBTI and Allies networks who spoke about the purpose and role of SG staff networks and to promote SG as an LGBTI inclusive employer. At the outreach event, the slide show depicting the people who work in the SG showed the photo from Pride with the Permanent Secretary and others.

This conscious and proactive work to attract LGBTI talent paid off: 8.89% of applicants identified as LGBO, and this rose 4 percentage points to 12.66% of the cohort who were successful.

1.2 Does the organisation have a policy (or policies) which includes the following?

Tick all that apply

GUIDANCE: The policy/policies should clearly state that the organisation will not tolerate discrimination against employees on the grounds of sexual orientation, gender identity and/or trans identity. These may be listed along with other protected characteristics. The policy/policies should also demonstrate, through careful wording, a zero tolerance approach to homophobic, biphobic and transphobic bullying and harassment. They should explicitly include examples of what homophobia, biphobia and transphobia in the workplace may look like.

- A. Explicit ban on discrimination based on sexual orientation
- B. Explicit ban on discrimination based on gender identity and gender expression
- C. Explicit ban on bullying & harassment based on sexual orientation
- D. Explicit ban on bullying & harassment based gender identity and gender expression

Name the policy and paste the relevant policy excerpt:

	Policy	Excerpt
<p>A. Explicit ban on discrimination based on sexual orientation</p>	<p>Fairness at Work Standards of Behaviour</p>	<p>Fairness at Work Annex A Excerpt 1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying. 1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly Section 3 Our standards of behaviour 1. Unacceptable behaviour 1.1 There is no single definition of what</p>

		<p>constitutes unacceptable behaviour. The Advisory, Conciliation and Arbitration Service (ACAS) refers to “unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient”. Other irrelevant characteristics covered by the Scottish Government equal opportunities policy statement include sexual orientation, marital/civil partnership status, gender identity, caring responsibilities, working pattern or trades union membership.</p>
<p>B. Explicit ban on discrimination based on gender identity and gender expression</p>	<p>SG Trans equality and Inclusion Policy</p>	<p>1. Our Commitment The Scottish Government’s vision is to be a world leading, diverse employer where people can be themselves at work. We are committed to giving all our people the opportunity to shine and to nurturing talent at all levels with a diverse workforce reflective of the communities we serve. We will foster an inclusive workforce culture which values the contribution of employees from all backgrounds because we know a more inclusive workplace is more productive and innovative. Underpinning this approach is a belief that everyone, including our trans colleagues, has a right to equality of opportunity, to receive no less favourable treatment, and to be treated with dignity and respect in a workplace free from bullying, harassment, discrimination or victimisation. ... Scottish Government and its agencies and Non Ministerial Departments are committed to creating a working environment that is inclusive and safe for all staff, regardless of age, marital status (including equal or same sex marriage) or civil partnership, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, or gender identity or gender</p>

		<p>expression.</p> <p>7. Discrimination, Harassment And Victimization</p> <p>The Scottish Government is committed to providing a workplace free from unlawful discrimination, harassment and victimisation, and to fostering an inclusive workplace which values employees of diverse backgrounds and identities. There will be no tolerance of any discrimination, harassment or victimisation directed towards trans members of staff, or on the grounds of gender identity or gender reassignment.</p> <p>Complaints of discrimination, harassment, victimisation or any other form of unacceptable behaviour on the grounds of an employee's gender identity will be taken seriously and investigated and may result in disciplinary action being taken which could lead to dismissal. Discrimination by association or perception is also unlawful under the Equality Act 2010 and will be treated in the same manner.</p>
<p>C. Explicit ban on bullying & harassment based on sexual</p>	<p>Fairness at Work Standards of Behaviour</p>	<p>Fairness at Work Annex A Excerpt</p> <p>1.1 The Scottish Government (SG) is an equal opportunities employer, committed to treating every employee with dignity and respect. It is our policy to ensure, as far as reasonably practicable, that all staff have equality of opportunity in their terms and conditions of employment and are able to work, and undertake work related activities, in an environment free from harassment, victimisation, discrimination and/or bullying.</p> <p>1.2 We believe that all of our employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity or expression, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour that we expect from them and behaves accordingly</p>

<p>orientation</p>		<p>Section 3 Our standards of behaviour</p> <p>1. Unacceptable behaviour</p> <p>1.1 There is no single definition of what constitutes unacceptable behaviour. The Advisory, Conciliation and Arbitration Service (ACAS) refers to “unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident. The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient”. Other irrelevant characteristics covered by the Scottish Government equal opportunities policy statement include sexual orientation, marital/civil partnership status, gender identity, caring responsibilities, working pattern or trades union membership.</p>
<p>D. Explicit ban on bullying & harassment based</p>		<p>1. Our Commitment</p> <p>The Scottish Government’s vision is to be a world leading, diverse employer where people can be themselves at work. We are committed to giving all our people the opportunity to shine and to nurturing talent at all levels with a diverse workforce reflective of the communities we serve. We will foster an inclusive workforce culture which values the contribution of employees from all backgrounds because we know a more inclusive workplace is more productive and innovative.</p> <p>Underpinning this approach is a belief that everyone, including our trans colleagues, has a right to equality of opportunity, to receive no less favourable treatment, and to be treated with dignity and respect in a workplace free from bullying, harassment, discrimination or victimisation.</p> <p>...</p> <p>Scottish Government and its agencies and Non Ministerial Departments are committed to creating a working environment that is inclusive and safe for all staff, regardless of age, marital status (including equal or same sex</p>

gender identity and gender expression	SG Trans equality and Inclusion Policy	<p>marriage) or civil partnership, disability, sex, sexual orientation, pregnancy or maternity, race or ethnicity, religion or belief, or gender identity or gender expression.</p> <p>7. Discrimination, Harassment And Victimisation</p> <p>The Scottish Government is committed to providing a workplace free from unlawful discrimination, harassment and victimisation, and to fostering an inclusive workplace which values employees of diverse backgrounds and identities. There will be no tolerance of any discrimination, harassment or victimisation directed towards trans members of staff, or on the grounds of gender identity or gender reassignment.</p> <p>Complaints of discrimination, harassment, victimisation or any other form of unacceptable behaviour on the grounds of an employee's gender identity will be taken seriously and investigated and may result in disciplinary action being taken which could lead to dismissal. Discrimination by association or perception is also unlawful under the Equality Act 2010 and will be treated in the same manner.</p>
---------------------------------------	--	--

1.3 Where the organisation has the following policies, do they explicitly state they are applicable to same-sex couples and use gender neutral language? Tick all that apply

GUIDANCE: Where applicable, the policies should explicitly state that they apply to same-sex couples (or same-gender or non-heterosexual couples). Alternatively they should explicitly state that they apply regardless of the gender of an employee's partner. The policies should also avoid unnecessarily gendered language and pronouns, for example, by using the term partner instead of husband or wife (as long as you have previously stated what constitutes a partner).

A. Adoption policy

B. Special or Compassionate Leave Policy

C. Maternity policy

D. Paternity policy

E. Shared Parental leave policy

Provide a brief description of the policy/policies you have uploaded:

Most of our policies were updated to increase inclusion of gender identities and same sex couples because we believe firmly that it matters that our policies are explicit about everyone's entitlement to use them. Changes:

- Shared Parental Leave policy added in "This policy applies to all employees, and a reference to 'partner' or 'spouse' includes same sex partners and spouses."
- The adoption policy explicitly states "This policy applies regardless of gender" (not a change; this was existing policy).
- Special Leave policy added "This policy applies to all employees and references to 'partner' or 'spouse' includes same sex partners and spouses."
- Maternity policy changed "you must be the expectant mother's spouse or partner" to "you must be the spouse or partner (including same sex partner) or the pregnant woman".
- Paternity leave policy added "This policy applies to all employees and a reference to 'partner' or 'spouse' includes same sex partners and spouses."; removed reference to "male and female" colleagues when discussing eligibility, stating instead that "Paternity leave is available to where you are the father, partner or spouse of the child's mother (or, in the case of adoption, you are the adopter's spouse or partner); changed 'adoptive father' to 'adoptive parent'

A. Upload the adoption policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/OkBK41Lrgo/>

B. Upload the special or compassionate leave policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/tkitMIXhdn/>

C. Upload the maternity policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/0sGU2ihCky/>

D. Upload the paternity policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/T3ERPqTNsQ/>

E. Upload the shared parental leave policy

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/J0xLA4boR4/>

Policies and Benefits: Part 2

Next Steps

1.4 Does the organisation have a ^{Yes} policy (or policies) which support employees who are transitioning?

Does the policy (or policies) in place to support employees who are transitioning cover the following?

Tick all that apply

GUIDANCE: Evidence submitted should demonstrate how information around organisational support for people transitioning is tailored to different employee groups. For guidance on creating a transitioning at work policy, see Stonewall's resource [here](#).

A. Work related guidance for an employee who is transitioning

B. Work related guidance on the process for an employee to change their name and gender marker on workplace systems

C. Work related guidance for HR staff on how to support an employee who is transitioning

D. Work related guidance for managers on how to support an employee who is transitioning

Provide a brief description of the policy/policies you have uploaded:

These documents were developed through a best practice approach by ensuring people with a range of lived experience, both employees and external partners, were embedded in the work.

A project group was established, chaired by the SG Board Level LGBTI Ally and included representation from the other senior LGBTI and Allies champions; members of the LGBTI network; a member from the Allies network with lived experience of having a trans child; trade unions; and colleagues from HR and analytical services. The core group which was responsible for drafting the documents was led by a colleague who chose to support this work as her ‘corporate contribution’.

To bring external expertise and challenge to the work, a Transgender Advisory Board was established with representatives from Stonewall, Mermaids and the Scottish Trans Alliance.

Respect and support for trans (including non binary) colleagues sit at the heart of our policy and guidance, which clearly express zero tolerance for any form of discrimination, harassment or victimization on the grounds of gender identity. Importantly, the guidance document commits to discounting transitioning related absence from trigger points to reflect the fact that the absence is related to procedures critical to the employees’ affirmation of their identity.

A. Upload guidance for members of staff

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/gA5onlolfg/>

B. Upload guidance for making changes on systems

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/4Gui2ytD5P/>

C. Upload guidance for HR staff

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/7UOn01Nb1x/>

D. Upload guidance for managers

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/ov2czmqo8C/>

1.5 Does the organisation have a Yes policy (or policies) in place to support all trans employees, including people with non-binary identities?

Does the policy (or policies) in place to support all trans employees, including people with non-binary identities cover the following?

Tick all that apply

GUIDANCE: Policies submitted should include clear information around how the organisation supports all trans employees, including non binary people. Guidance on dress code should be offered regardless of whether an organisation has a uniform or dress code policy.

- A. A clear commitment to supporting all trans people, including those with non binary identities

- B. Information on language, terminology and different trans identities

- C. Guidance on facilities and dress code for non binary people

Provide a brief description of the policy/policies you have uploaded:

Respect and support for trans (including non binary) colleagues sit at the heart of our policy and guidance, which express zero tolerance for any form of discrimination, harassment or victimization on the grounds of gender identity. The policy states: "If you are reading this as a new colleague and you identify as trans then please know that we are delighted to have you join our organisation and we are eager to support you however we can. If you are an existing colleague and you are considering transitioning then please be assured that we will support you through this exciting and empowering step to affirm your identity."

The guidance covers roles and responsibilities; terminology; confidentiality; unacceptable behavior; absence and performance management approaches which are consistent with how we treat disabled colleagues and ensure trans colleagues are not unfairly disadvantaged; and changes within the workplace covering duties, pensions, uniforms, and use of facilities.

Upload the policy and highlight content relevant to option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/GFKDD3TTgb/>

Upload the policy and highlight content relevant to option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/amtnaiEWc1/>

Upload the policy and highlight content relevant to option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738763/zrQToS4t2r/>

1.6 In the past two years, has the organisation communicated that its policies are LGBT inclusive to all employees?

GUIDANCE: The communication uploaded should demonstrate the organisation has informed employees that policies are LGBT inclusive. This may be on a post on an intranet system, but any file or screenshot must demonstrate the reach of the communication and the date it was created.

No

The following question is for information gathering purposes only and is not scored.

1.7 Does the organisation provide private healthcare insurance to its employees?

No

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

- A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

- B. Include a statement around valuing diversity, explicitly inclusive of sexual orientation and gender identity in job packs and pages

- D. Other

Describe the evidence uploaded:

Screenshot of our statement that is used on websites and adverts setting out commitment to wider equality including LGBTI Equality.

For the recent recruitment campaign one of our priorities was to attract a more diverse group of applicants. The Partner guidance booklet was therefore created and shared with a wide range of minority groups including Stonewall Scotland and LGBT Youth and LGBT networks within Universities.

We participate in the MA scheme and to ensure diversity within our MA intake, we have linked with umbrella organisations, including those within the LGBTI community (LGBT Youth Scotland), to assist with awareness of our apprenticeships and how to apply for them.

The MA corporate induction programme includes an element on awareness and respect for all members of staff within the Scottish Government, including those colleagues within the LGBTI community.

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/zijTrTL6iu/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/GEtvDDqsds/>

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/HkyejsfUBi/>

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e learning screenshots or PowerPoint presentations.

A. 76 100 per cent

Describe the department or team who deal with recruitment and how you estimate training completion rates:

We now have a new model to support our recruitment and promotion processes and this is managed by our Resourcing team. The foundation of this new model, is having the right infrastructure in place to deliver a robust, fair and consistent process which is diversity aware and in which staff and managers can have confidence and trust. As part of this resourcing colleagues recruit lead panel members. All panels have a LPM and they have a delegated responsibility to deliver the principles of this policy, uphold its standards and provide support and challenge to Recruiting Managers and other panel members.

LPM's undertake a compulsory 2 day training course which is arranged and managed by the resourcing team and they cannot undertake any LPM roles until this is completed and this ensures that they are empowered to influence and make significant decisions, assess and affect change in the process, develop their skills and expertise and commit their time and enthusiasm to a set of tasks outwith their regular business objectives. In return the business will provide on going training and development opportunities, support in all aspects of the process, value the role and give time to undertake it thoroughly and professionally.

The lead panel member's key tasks are to:

- Chair sift panel and interview panels
- Provide oversight of additional assessment tools/exercises used in the selection process
- Maintain consistent standards in the use of ratings in the sift and interview
- Ensure that equality and diversity principles are reflected throughout the process
- Coaching and supporting other panel members and involvement in the development of new lead panel members in the future.

In addition all other panel members must go through compulsory unconscious bias training and on line diversity training course provided by Civil Service Learning

Describe the format of the training and the content you have uploaded:

The training is classroom based and is run by an external contractor in conjunction with SG resourcing and diversity colleagues.

Lead Panel Members (LPMs) play a key role in maintaining a fair and open system of promotion within the Scottish Government, which embraces equality and diversity. LPMs are responsible for upholding consistent standards within the system and providing support and challenge to the Recruiting Manager and other panel members.

Training for LPMs consists of a two day training course designed to provide LPMs with information on the new promotion model, giving hands on practical experience and a better understanding of their role and responsibilities.

Prior to attending the training, delegates are required to complete an unconscious bias e learning package, which is critical to ensure equality and diversity is an integral part of the process and to guarantee fair, open and transparent principles underpin our recruitment practices. The training two day learning session provides training on:

- Chairing the sift panel
- Chairing the interview panel
- Oversight of additional assessment tools/exercises being used in the selection process
- The importance of maintaining consistent standards in the use of ratings
- The importance of ensuring equality and diversity principles are reflected throughout the process”

During the training policy experts deliver short sessions on their particular policy area and potential barriers to particular groups. The Head of D&E delivers a session on reasonable adjustments and the need to be aware of how your biases impact on different under represented groups may present at interview and the perceived barriers they will have.

Upload training content

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/h1tvMiQ5M4/>

Upload training content

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/wuN2g8ufXd/>

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

- A. Explicit message from senior leader on their commitment to LGBT inclusion
- B. Information on the LGBT employee network/allies programme or initiative
- C. Information on LGBT inclusive policies

Briefly describe the induction process and at what point the new starter receives the above information:

We have an Induction Process that has to deal with sporadic one off external recruitments through to group recruitments. The content of these are the same but the delivery methods are different. For the sporadic recruitment we provide on line best practice guidance and materials for managers to undertake the Induction process locally with the offer of help from their Local Learning and Development Support Officers. For group recruitment, the local Development Adviser will support the local manager to develop an Induction morning/day/week. This will cover the same context as in the on line guidance and materials but may include some of the topics covered being delivered by the topic experts/leads on the day. We also have on line guidance and materials for the recruits themselves that set out what they should expect from the organisation and their managers along with helpful hints and tips for their on going development.

Depending on the recruitment the new starts will get their induction either within the first month of joining if they have been part of a one off recruitment so we can get a group of staff together or in their first week if they have been part of a group recruitment.

Our most recent induction has been for 22 graduates and their induction pack/timetable is uploaded. Sarah Davidson DG Communities who speaks at the induction is one of our most senior people and is also our overall Diversity Champion/ During her session she talks about the importance of being able to be your self at work and the importance of "what you permit you promote" stance that she expects us all to understand and adopt. The induction also has staff from the various staff diversity networks coming (including LGBTI and Allies in this case Helen Fogarty)along to explain what they have been involved in and the benefits they had gained from being in a staff network. Kim Hunter Head of D&E also attends to take staff through the various D&E polices that the organisation has in place to support staff.

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/BZkIElr3JF/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/DzvvlFnvsE/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/qEiCCwqzWl/>

The Employee Lifecycle: Part 2

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

No

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people in the context of each option selected. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

A. Organisational policy and legislation	76 100%
B. Language, stereotypes and assumptions	76 100%
C. Challenging inappropriate behaviour	76 100%
D. Routes to reporting bullying and harassment	51 75%

Describe how you estimate completion rates:	All training that is compulsory is set out on our intranet pages. Line managers are instructed to confirm that compulsory training has been undertaken during mid and end year development reviews. Reminders are send out centrally to remind staff to undertake the training or to retake the training.
Describe the format of the training and the content you have uploaded:	<p>The compulsory training is delivered via Civil Service learning which is an interactive portal or by the development advisers or Head of D&E. uploaded are screen shots of the compulsory courses to be completed and content from the LGBTI training and the fairness at work training.</p> <p>In addition the Head of D&E provided bespoke training throughout the SG on Diversity and inclusion and on fairness at work policy, reporting.</p> <p>The Head of D&E also approaches all areas whose people survey results show higher than SG average B&H stats to discuss through options for identifying the causes of the higher than average B&S and to work with the business to implement a "yellow card" anonymous B&H reporting intervention. This consists of a 3 hour session using the Pace theatre group homophobic vase study to give staff a safe space to understand what B&H looks like, how to address it and allows staff the opportunity to report anonymously either via written "yellow cards" or during one to ones with the Head of D&E their concerns. The head of D&I then presents this to the commissioning director along with options and support to challenge and address any unacceptable behaviours.</p>

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/IH0WVbd3pM/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/VuM0obzgeR/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/PBF6LI67zq/>

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/oMk00TpL30/>

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications uploaded should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHoBiT refers to the International Day Against Homophobia, Biphobia and Transphobia.

A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHoBiT

C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

D. Information about the LGBT Employee Network Group and allies activity

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/HCRtTDwTW4/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/GXT4lhmpr5/>

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271704/8EdDnq45bu/>

The Employee Lifecycle: Part 3

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

- A. General leadership and development programmes
- B. LGBT specific leadership/professional development programmes
- C. LGBT specific seminars and conferences

<p>A. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>The SG runs various leadership and training programmes one of these is the Extended Development Programme which is open to all staff who show potential to progress through the organisation. A specific session was held for the LGBTI network to explain the benefits of the scheme and application process.</p>
<p>B. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>The Stonewall Leadership programme was promoted directly to our LGBTI Network via their mailbox, mailing list and their yammer page. The scheme was also promoted via an all staff article to ensure any LGBT staff not on the LGBTI network or on the mailing list were made aware.</p>
<p>C. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>The Stonewall Scottish Conference and the A:Gender conference in England were promoted to our LGBTI network via their mailing list and yammer page and we supported staff to attend both.</p>

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Yes

Describe how contributions are recognised:

All staff who participate in the network use the work they are involved in as their Diversity Objective (which is compulsory for all staff). Performance is assessed by the Diversity Manager in conjunction with their line manager at their in year review and end year review. Progress is also discussed at monthly conversations which are again compulsory. It is made clear in our D&E Framework that participation in the network helps meet our Equality Outcomes and our People Strategy priorities.

Network meetings are classed as 'official business' i.e. counted as normal working time. This is set out clearly on our intranet diversity pages. We also set out on our diversity objective page the reasons for setting diversity objectives and give examples for staff and LMs. One of these objectives for all staff is "To support the Scottish Government staff networks during the reporting year". One for managers is " To encourage and support my staff to participate in various diversity initiatives including the diversity networks and mentoring schemes"

There has been role modelling from the top of the organisation on the importance of engagement with the networks and seeing this as part of our core business objectives.

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

Describe the exit interview/survey process and how LGBT issues would be identified or raised:	Currently it is only our Senior Civil Servants who undergo compulsory exit interviews it is voluntary for other staff. However the process is the same for both. Staff exiting the organisation are offered an exit interview to be carried out by either their line manager or countersigning officer, this gives them the option if they are not comfortable with one or was experiencing unacceptable behaviour to opt to have it carried out by whoever they feel safest with. .
Describe how any issues raised would be acted upon by the organisation:	Results are retained by the Director General for the business area unless something is reported that needs escalating to HR at that point the DG would raise with head or SCS team or Head of HR and they would agree what actions were required to be taken to address any bullying, discrimination or harassment.

The Employee Lifecycle: Part 1

Section 2: The Employee Lifecycle

This section comprises of 9 questions and examines the employee lifecycle within the organisation; from attraction and recruitment through to development. The questions scrutinise how you engage and support employees throughout their journey in your workplace. This section is worth 13.5% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

2.1 When advertising for external appointments, how does the organisation attract LGBT talent?

Tick all that apply

GUIDANCE: This question examines the ways in which you attract external LGBT candidates to apply for roles within your organisation.

- A. Advertise or recruit from LGBT/diversity websites/diversity recruitment fairs and events

- B. Include a statement around valuing diversity, explicitly inclusive of LGBT people in job packs and pages

- C. Supply potential applicants with information about your LGBT employee network group or LGBT inclusion activities

- D. Other

Describe the evidence uploaded:

Our Work for Scotland site and the microsite developed for the Band B 2018 campaign contain statements about valuing diversity and explicitly being SO/GI inclusive and explicit references to LGBTI equality and Stonewall logos. Engagement with the LGBTI and allies networks shaped the language for the job adverts and microsite and connected the project team to groups such Scottish Trans Alliance and Stonewall to raise awareness of the opportunities.

2 outreach events were held, attended by colleagues from the LGBTI and Allies networks who spoke about the purpose and role of SG staff networks and to promote SG as an LGBTI inclusive employer. A slide show was shown throughout the event and included a photo of the Permanent Secretary at Pride. Impact: 8.89% of applicants identified as LGBO, and this rose 4 percentage points to 12.66% of the cohort who were successful.

Similar engagement undertaken when developing the Future Leaders Diversity Conference. This was a positive action initiative targeting disabled, minority ethnic or socially/economically disadvantaged candidates, but project leads recognized the impact of intersectionality and engaged with the LGBTI network to ensure that the approach would be inclusive of LGBTI people who identify as disabled, minority ethnic and socially/economically disadvantaged.

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/zijTrTL6iu/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/GEtvDDqsds/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

(No response)

Upload evidence for option D

please be aware only **one** file is allowed per answer

(No response)

2.2 What percentage of employees with recruitment responsibilities have been trained on reducing bias and discrimination towards LGBT people in the recruitment cycle?

Select the completion rate for the training

GUIDANCE: The training should reach as many employees who recruit as possible. Training content should explicitly mention examples of discrimination and bias towards LGBT people. Content should also include the steps recruiters can take in eliminating this discrimination and bias. Examples of content you could upload are case studies, e learning screenshots or PowerPoint presentations.

A. 76 100 per cent

<p>Describe the department or team who deal with recruitment and how you estimate training completion rates:</p>	<p>Our Resourcing team operates a recruitment model which requires all recruitment panels to have a Lead Panel Member. The LPM has a delegated responsibility to deliver the principles of this policy, uphold its standards and provide support and challenge to Recruiting Managers and other panel members.</p> <p>LPM's undertake a compulsory 2 day training course which is arranged and managed by the resourcing team and they cannot undertake any LPM roles until this is completed and this ensures that they are empowered to influence and make significant decisions, assess and affect change in the process, develop their skills and expertise and commit their time and enthusiasm to a set of tasks outwith their regular business objectives. In return the business will provide ongoing training and development opportunities, support in all aspects of the process, value the role and give time to undertake it thoroughly and professionally.</p> <p>The lead panel member's key tasks are to:</p> <ul style="list-style-type: none"> • Chair sift panel and interview panels • Provide oversight of additional assessment tools/exercises used in the selection process • Maintain consistent standards in the use of ratings in the sift and interview • Ensure that equality and diversity principles are reflected throughout the process • Coaching and supporting other panel members and involvement in the development of new lead panel members in the future. <p>In addition all other panel members are explicitly required to undertake unconscious bias training.</p>
<p>Describe the format of the training and the content you have uploaded:</p>	<p>Training for LPMs consists of a two day training course designed to provide LPMs with information on the new promotion model, giving hands on practical experience and a better understanding of their role and responsibilities. Prior to attending the training, delegates are required to complete an unconscious bias e learning package, which is critical to ensure equality and diversity is an integral part of the</p>

process and to guarantee fair, open and transparent principles underpin our recruitment practices. The training two day learning session provides training on:

- Chairing the sift panel
- Chairing the interview panel
- Oversight of additional assessment tools/exercises being used in the selection process
- The importance of maintaining consistent standards in the use of ratings
- The importance of ensuring diversity and inclusion principles are reflected throughout the process”

During the training policy experts deliver short sessions on their particular policy area and potential barriers to particular groups. The D&I team has delivered sessions on reasonable adjustments and the need to be aware of how your biases impact on different under represented groups may present at interview and the perceived barriers they will have.

Unconscious bias training is e learning. This training uses an example of negative media messages about ‘gay cures’ to demonstrate how unconscious bias is formed.

For the 2018 Band B campaign, bespoke ½ day classroom training was commissioned from the Employers’ Network of Equality and Inclusion on Unconscious Bias for all panel members (not just the leads) and the notes used by the facilitator to explore of the issues included explicit reference to LGBT.

In 2018 we introduced a New Line Manager Training Programme for staff who are new to management. (All managers potentially have recruitment responsibilities). This programme includes:

- A welcome message from the Head of Diversity and Inclusion which, in talking about the importance of inclusion, explicitly notes that we know that lesbian, gay, bisexual and people who describes their sexual orientation in another way are more likely to report experiencing bullying, harassment and discrimination. She also reminds Managers that D&I isn’t something that they do sometimes it’s something they do all the time: it is present in every management process they engage in and every decision you make. She emphasises that managers are responsible for creating an environment of openness and by way of example explains that this respectful environment may mean that a trans member of staff can speak to their manager in confidence about the support they need from them, and can feel confident that the manager will do everything they can to ensure an atmosphere or support, dignity and respect on their team.
- Managing Inclusive teams module the training covers the impact of unconscious bias during recruitment and the risk of ignoring the skills and experience of a person who is of a different sexual orientation or gender identity from the recruiting manager. It makes further explicit reference to

Upload training content

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/h1tvMiQ5M4/>

Upload training content

please be aware only **one** file is allowed per answer

(No response)

2.3 What information does the organisation supply to all new employees (external appointments) when being inducted in to the organisation?

Tick all that apply

GUIDANCE: The senior leader message should explicitly call out LGBT inclusion. The content of all options given can be either in person, online, through a video or post, or on paper.

- A. Explicit message from senior leader on their commitment to LGBT inclusion

- B. Information on the LGBT employee network/allies programme or initiative

- C. Information on LGBT inclusive policies

Briefly describe the induction process and at what point the new starter receives the above information:

In 2017 it was recognized that in view of SG’s changing responsibilities and the resultant need for more external recruitment and increased internal moves; the HR policy reviews; new learning model and the People Directorate Digital Projects that are underway, there was an urgent need to review SG’s Induction Process. The new process, which is being rolled out from summer 2018, aims that:

1. All new SG recruits and internal transferees will have access to relevant Induction materials (Corporate and Local), learning opportunities and support for their first year in post. This will include their responsibilities in the process and the behaviours expected within SG.
2. All recruiting managers will have access to support and opportunities to develop the skills required to fulfil their Induction responsibilities.
3. The process and resources to support quality Induction must be able to be flexible to meet the differing demands, new policies or skills requirements and to take account of digital improvements as arise from the Digital Projects currently underway.
4. Diversity and Inclusion best practice will inform all aspects of the Project.
5. An Agile approach will be taken so we continue to test, learn and improve.
6. Our evaluation process will ensure we understand the impact on individual, team and organisational performance.

A key aspects of the new Induction process is the Foundation day which every new employee will have within their first 4 weeks of employment. The first Foundation Day took place on August 28th 2018 and included:

- Explicit senior commitment to LGBTI inclusion
- Reference to our policies being SO/GI inclusive, and the Stonewall No Bystanders video being shown to empahsise our zero tolerance approach to unacceptable behaviour
- The importance of diversity networks (explicit reference to LGBTI and Allies networks) in supporting inclusion in the workplace, with a representative from our LGBTI network speaking the Foundation day about his personal experience of the importance of LGBTI networks in the workplace

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/BZklElr3lF/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/DzvvlFnvsE/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/qEiCCwgzWl/>

The Employee Lifecycle: Part 2

2.4 Does the organisation enable non-binary employees to have their identities recognised on workplace systems?

GUIDANCE: Examples include being able to use the title Mx, the option to choose a gender marker other than male or female and the ability to have a passcard with two forms of gender expression present.

Yes

Describe how non-binary identities are recognised on workplace systems:

E HR is our electronic HR system which holds staff records. Mx is a title option for employees to choose. Equally, title is not a mandatory field and employees can choose to omit this if they prefer. Our IT system, SCOTS, does not require a title to be completed when individual's records are being created.

2.5 Does the organisation provide all-employee equality and diversity training which includes the following topics, explicitly covering LGBT people?

Tick the completion rate for the training

GUIDANCE: The training should reach as many employees as possible across your organisation. Training content should explicitly mention LGBT people and cover lesbian, gay, bi and trans in the context of each option selected. Examples of content you could upload are case studies, e-learning screenshots or PowerPoint presentations.

A. Organisational policy and legislation	76 100%
B. Language, stereotypes and assumptions	76 100%
C. Challenging inappropriate behaviour	76 100%
D. Routes to reporting bullying and harassment	51 75%

Describe how you estimate completion rates:	All training that is compulsory is set out on our intranet pages. This includes completion of Diversity and Equality
---	--

Essentials. Line managers are instructed to confirm that compulsory training has been undertaken during mid and end year development reviews. Reminders are sent out centrally to remind staff to undertake the training or to retake the training.

Describe the format of the training and the content you have uploaded:

Uploaded are screen shots of the compulsory courses to be completed and content from the LGBTI training and the fairness at work training.

Diversity and Equality Essentials is mandatory e learning which covers the meaning and importance of equality and diversity the main features of equality legislation; the benefits of equality and diversity and what they mean for the Civil Service; individuals' own role and responsibilities in creating an inclusive working environment and in meeting the needs of diverse customers; the different types of inappropriate behaviour, language and bias, and how to deal with them.

In addition the D&I team provided bespoke training throughout the SG on Diversity and inclusion and on fairness at work policy, reporting. The D&I team also approaches all areas whose people survey results show higher than SG average B&H stats to discuss through options for identifying the causes of the higher than average B&H and to work with the business to implement a "yellow card" anonymous B&H reporting intervention. This consists of a 3 hour session using the Pace theatre group homophobic vase study to give staff a safe space to understand what B&H looks like, how to address it and allows staff the opportunity to report anonymously either via written "yellow cards" or during one to ones with the D&I team their concerns. The D&I team then presents this to the commissioning director along with options and support to challenge and address any unacceptable behaviours.

Apart from mandatory training, we also offer easily accessible training which employees are encouraged to complete. This includes:

- LGBTI awareness (e learning) to increase understanding of the issues faced by lesbian, gay, bisexual, transgender and intersex staff in the Civil Service

- Acas online training on equality and discrimination.

LGBTI awareness (e learning). This e learning increases understanding of the issues faced by lesbian, gay, bisexual and transgender (LGB&T) staff with explicit reference to each group. It equips managers and colleagues with the knowledge and confidence to challenge stereotyping and prejudice, handle complaints of transphobia and homophobia, remove barriers to progression and provide appropriate support to LGB&T staff and service users. The course covers LGB&T terminology; legislation that exists to protect LGB&T people; privacy and confidentiality issues (including permission and disclosure) and how to support

LGB&T staff facing 'coming out' issues. The e learning uses case studies that are based on the experiences of civil servants and reflect authentic situations and language. Acas training. This video is hosted on Acas website and explains the main types of discrimination (direct, indirect, harassment, victimisation) and introduces the nine protected characteristics. It is accompanied by 3 guides:
Equality and discrimination: understand the basics outlines the fundamentals of what employers, and employees and their representatives need to know to comply with equality law.
Prevent discrimination: support equality explains where discrimination is most likely to arise and how to stop it happening.
Discrimination: what to do if it happens is a step by step guide covering how an employee should raise a complaint of discrimination and how an employer should handle it.

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/IH0WVbd3pM/>

Upload evidence for option B

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/VuM0obzgeR/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/PBF6LI67zg/>

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/oMk00TpL30/>

2.6 In the past year, which of the following messages have appeared in internal communications to all employees?

Tick all that apply

GUIDANCE: Communications uploaded should have been sent, or made available to all employees (or as many as geographically possible through the specific communication method). Evidence could include emails and screenshots of intranet posts. IDAHOBiT refers to the International Day Against Homophobia, Biphobia and Transphobia. In your uploaded evidence, make clear who/how many employees the communication reached. Evidence provided for option A. must clearly include all identities within LGBT.

A. Information about LGBT History Month, Pride, Spirit Day and/or IDAHOBiT

C. Information about Transgender Day of Visibility, Transgender Day of Remembrance and/or Trans Pride

D. Information about the LGBT Employee Network Group and allies activity

Upload evidence for option A

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/HCRtTDwTW4/>

Upload evidence for option C

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/GXT4lhmpr5/>

Upload evidence for option D

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738765/8EdDnq45bu/>

The Employee Lifecycle: Part 3

2.7 In the past year, which of the following career development opportunities has the organisation specifically communicated to LGBT employees?

Tick all that apply

GUIDANCE: Communications here can either be specific communications to LGBT people through the employee network group OR an all employee communication making it clear you welcome LGBT employees on the programmes/opportunities.

- A. General leadership and development programmes
- B. LGBT specific leadership/professional development programmes
- C. LGBT specific seminars and conferences

<p>A. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Development Programmes such as Graduate Development Programme, Future Leaders Scheme and Senior Leaders Scheme, which aim to increase diversity in the talent pipeline, have been promoted to the Talent team to all groups, including LGBTI employees, via the internal staff networks (email and Yammer). A Diversity in Leadership training course, run by FDA through funding secured from Scottish Government, with the aim of delivering a “firm fit for Fair Work & Equality supporting leadership development” and particularly targeting diverse groups, was promoted by an LGBTI network member to the wider network.</p>
<p>B. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Stonewall Leadership Programme. Funded places on this programme were promoted to leaders via the SCS Learning and Development Newsletter and as well as in News in Brief on the intranet home page. The LGBTI network actively promoted the programme on their Yammer page.</p>
<p>C. Describe the programmes and how these programmes are promoted to LGBT employees:</p>	<p>Stonewall Scotland Workplace Conference 2017 was promoted to the LGBTI and Allies network by email and Yammer, and also to senior management via the SCS Learning Newsletter. A number of LGBTI colleagues and allies attended.</p>

2.8 Does the organisation proactively recognise contributions to the LGBT employee network group during employee performance appraisals?

GUIDANCE: The onus should be on the employer/manager to make explicit that network group activity links in with organisational values and count towards diversity goals. Please note, the recognition doesn't have to be financial, but should be systematic and applied to all performance appraisals, not just those of the network leads.

Yes

Describe how contributions are recognised:

All staff have mandatory diversity objectives and those who participate in the network use this work as evidence of meeting their objective. Performance is assessed their line manager at their in year review and end year review. Progress is also discussed at monthly conversations.

We also set out on our performance appraisal intranet page guidance on diversity objectives for individuals including “support, participate and be an effective member of one of our staff diversity networks or committees”. The guidance for managers states that they should “ensure that staff who participate in our staff networks are recognized through the performance management process, ensuring that this activity supports the outcome that the Scottish Government is to become a more diverse and inclusive place to work”.

Examples of employee recognition in appraisals:

“A is very aware of and committed to raising the profile of diversity issues. He is active on the committee of the LGBTI Allies network and has also:

- completed the Stonewall Allies Follow up Training on 26th January 2017.
- participated in the Diversity Networks Workshop on 22nd February 2017.
- attended an Intersectionality seminar on 24th February 2017
- presented at a team meeting on diversity issues and circulated guidance material afterwards.
- attended an unconscious bias training event.”

J says: “My mandatory diversity objective is:

- To participate in the SG LGBTI and Allies Networks
- To exercise awareness of the public sector equality duties and SGLD’s role in relation to their integration into policy development and implementation. I recorded my work towards this objective on my appraisal form and my line manager (who is involved in REN) was very supportive and commended me on my work.”

2.9 Does the organisation identify and act on any LGBT issues raised at exit interviews or on exit surveys?

GUIDANCE: Examples include giving employees an opportunity to raise any issues relating to discrimination they may have experienced in the organisation.

Yes

<p>Describe the exit interview/survey process and how LGBT issues would be identified or raised:</p>	<p>Exit interviews are compulsory for Senior Civil Servants and voluntary for other staff. Staff exiting the organisation are offered an exit interview to be carried out by either their line manager or countersigning officer, this gives them the option if they are not comfortable with one or was experiencing unacceptable behaviour to opt to have it carried out by whoever they feel safest with.</p>
<p>Describe how any issues raised would be acted upon by the organisation:</p>	<p>For SCS, the Head of Strategy and Business Management reviews all the templates for the directorate when they are returned; and where there are contentious issue, discusses this with the interviewer and considers with them whether there should be further follow up with the individual. An aggregated, anonymized summary quarterly or six monthly is provided to the Senior Leadership Team. Where there are individual problematic issues this is raised with the director 1:1 or where appropriate with the relevant DD to discuss potential action. Usually this is about monitoring for any further instances of a behaviour that has been highlighted as problematic as by the time of the exit interview, the individual has left the post. There have been examples where issues picked up in exit interviews are raised directly with the person being complained about and action taken.</p>

Allies and Role Models: Part 1

Section 4: Allies and Role Models

This section comprises of 9 questions and examines the process of engaging allies and promoting role models. The questions scrutinise how the organisation empowers allies and role models, then the individual actions they take. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Allies

4.1 Does the organisation have a formal programme or initiative to engage all non-LGBT employees to become allies? B. Yes, a separate allies network group

GUIDANCE: The programme should be a formal mechanism to engage non LGBT people with LGBT equality.

Describe the allies programme or initiative:

This is a forum for colleagues of any sexual orientation and gender identity working in the Scottish Government. The LGBTI Allies Network supports the LGBTI Network, a network and confidential space solely for LGBTI colleagues.

The LGBTI Allies Network enables colleagues to:

- understand how to support the Scottish Government LGBTI community
- learn how to challenge poor behaviour

It provides a group to which LGBTI colleagues can turn to for support, if needed.

There's significant cross membership between the LGBTI Network and the Allies as a quote from an LGBTI network member e.g. as a cisgender man I feel like I am an Ally for trans and non binary colleagues. But as a gay man I still want that private safe space in the LGBTI Network. That means we the two networks are never misaligned and are complementary.

Allies training was provided to the network by Stonewall Scotland

Upload a communication advertising the allies programme or initiative:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/kkN9QSKHNa/>

4.2 In the past year, has the organisation held internal awareness raising sessions, campaigns or initiatives specifically for allies which cover the following?

Tick all that apply

GUIDANCE: Content/activity should be tailored for non LGBT people and run through mechanisms that engage allies.

A. The importance of allies

B. Discrimination towards LGBT people

C. Personal stories from LGBT people

Provide a brief description of the content you have uploaded:

Sessions were organised in the directorate for Children and Families, and the Office of Advocate General were the importance of allies, discrimination towards LGBT people, the personal stories from LGBT people and actions they could take as allies were all covered. The attached documents cover A D.

Upload content covering option A:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/idH7rHFTkw/>

Upload content covering option B:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/CuRhaaxGjs/>

Upload content covering option C:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/2pyVM7tHD7/>

4.3 Does the organisation enable allies to visibly signal their commitment to LGBT equality?

GUIDANCE: Examples include visual signals such as email signatures, badges, lanyards and mugs.

Yes

Describe how allies can visibly signal their commitment to LGBT equality:

The LGBTI Allies network designed and wear SG Allies Lanyards they also have a specific "I am an Ally" signature that they use on their email signatures.

Allies and Role Models: Part 2

Allies

4.4 In the past year, which of the following activities have allies engaged in?

Tick all that apply

GUIDANCE: 'Helped organise' here, refers to allies taking an active involvement in the planning and execution of events. It does not mean allies simply turning up to events.

- A. Participated in LGBT network group activities

- B. Helped organise a sexual orientation equality awareness raising event

- C. Helped organise a trans equality awareness raising event

- D. Recruited other allies

Describe the activities selected:

<p>A. Participated in LGBT network group activities</p>	<p>The Allies participated in the LGBT network's organisation of attendance at Pride Edinburgh and Glasgow.</p> <p>There was a record number of Allies at attendance at the Edinburgh event, including the Cabinet Secretary for Communities, Social Security and Equalities, Permanent Secretary, and the Executive Team Level Ally, Barbara Allison</p> <p>The Allies also organised for flags to be signed by colleagues across the SG and to be carried at Pride Glasgow.</p> <p>Allies and the LGBT network in Disclosure Scotland raised funds as part of Purple Friday and worked with Comms and Role Models colleagues to publicise this event. The funds were donated to LGBTI Youth</p>
<p>B. Helped organise a sexual orientation equality awareness raising event</p>	<p>LGBTI equality sessions were organised in the Directorate for Children and Families and in the Office of the Advocate General where LGB speakers shared their experiences</p>
<p>C. Helped organise a trans equality awareness raising event</p>	<p>LGBTI equality sessions were organised in the Directorate for Children and Families and in the Office of the Advocate General where trans speakers shared their experiences</p> <p>With Allies, Transgender colleagues ran a session on pronouns in Disclosure Scotland</p>
<p>D. Recruited other allies</p>	<p>LGBTI network created Allies lanyards and use these as a hook to interest other members of staff to become Allies. Through Yammer and Saltire articles to all staff, awareness raising events and flag signing events, promotion of the Allies lanyards, we have recruited many Allies in 2017.</p> <p>The Saltire article about Pride Glasgow resulted in around 50 Allies lanyards being sent out to new Allies and people joining the SG Allies Yammer page.</p> <p>We now have 250 members of the SG Allies Yammer page which is a significant increase since last year's submission. Between Feb and Sept 2017 alone, 100 more people have joined the Allies yammer page.</p>

4.5 Does the organisation support all non-trans employees (including lesbian, gay and bi employees) to become trans allies through training, programmes and/or resources?

GUIDANCE: Examples can include information booklets, programmes or training, but must focus specifically on being an ally to trans people.

Yes

Describe the training, programmes and/or resources:

SG LGBTI allies yammer page is a resource well used by colleagues across the SG family to raise awareness and organise their work as Allies

Allies and Role Models: Part 3

LGBT Role Models

4.6 Does the organisation support LGBT employees at all levels to become visible role models through training, programmes and/or resources?

GUIDANCE: Examples can include role model and information booklets, programmes or training, but must focus specifically on steps LGBT people can take to become active role models.

Yes

Describe the training, programmes and/or resources:

The SG actively promotes and supports the Stonewall Role Models programme. We do this directly through our staff networks and via all staff messages to ensure we get a wide reach.

We run this programme (delivered by Stonewall) in house and extend participation to other Government Departments as well as other SG agencies.

4.7 In the past year, have any visible LGBT role models at board level from the organisation been profiled?

GUIDANCE: For information about what is meant by board level, see [here](#). Within the profiling opportunity, the person's sexual orientation and gender identity must be clear. It should not be left up to the reader or viewer to make assumptions.

Yes

Submit evidence where you have profiled the person/s in the last year:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/SBwQSUOPG5/>

4.8 In the past year, have any visible LGBT role models at senior management level from the organisation been profiled?

Tick all that apply

GUIDANCE: For information about what is meant by senior management level, see [here](#). Within the profiling opportunity, the person's sexual orientation and gender identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. Lesbian

A. Submit evidence where you have profiled the person/s in the last year:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/QX4vvvCSgH/>

Allies and Role Models: Part 4

LGBT Role Models

4.9 In the past 18 months, has the organisation profiled visible role models from the following communities? Tick all that apply.

Tick all that apply

GUIDANCE: Within the profiling opportunity, the person's identity must be clear. It should not be left up to the reader or viewer to make assumptions.

A. Gay people or lesbians

C. Binary trans people (e.g. trans men and trans women)

F. Young LGBT people

H. BAME LGBT people

A. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/rEHtUkSac0/>

C. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/lqOhcgCqlq/>

F. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/1hUbtWMGen/>

H. Submit evidence where you have profiled the person/s in the last 18 months:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11300907/QR260JklwD/>

Senior Leadership: Part 1

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels – board level and senior management. For more information about how we use these two terms, please see [here](#).

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- A. Reverse mentoring opportunities for board level employees

- B. Promote LGBT specific conferences or seminars to the board level employees

Describe each option selected:

A. Reverse mentoring opportunities for board level employees	In 2016 Perm Sec Lesley Evans requested that all of her Executive Team colleagues not only take on a role as Championing a particular under represented group but that they all mentor at least two people from that under represented group. The ET have taken this challenge on and all now have at least two members of staff that they are "mutually mentoring"
B. Promote LGBT specific conferences or seminars to the board level employees	Sarah Davidson D&I Champion was keen that her ET colleagues really understood what it was like to be "different" . She worked with colleagues in D&I team to create a series of seminars called "different perspectives" these safe and confidential seminars cover all protected characteristics including LGBTI and enabled senior colleagues to connect with those in under represented groups and support each other by discussing the particular challenges faced in the workplace because of being LGBTI. This is now being repeated for the second cohort. Stonewall Conference and A;Gender conference was also promoted to the board via the Diversity Champions and 2 board memebtrs attended.

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- A. Communicated a strong message on sexual orientation equality
- B. Communicated a strong message on trans equality
- C. Met periodically with the LGBT employee network group
- D. Reviewed top line LGBT monitoring reports and actions
- E. Spoken at an internal LGBT event
- F. Spoken at an external LGBT event
- G. Engaged with senior management to discuss LGBT equality
- H. Reviewed and/or approved an LGBT inclusion strategy
- I. Attended an external LGBT event, for example Pride

Describe each option selected:

--	--

A. Communicated a strong message on sexual orientation equality	Perm Sec Lesley Evans attended Pride Glasgow celebrating diversity in the Civil Service as part of the Civil Service Rainbow Alliance. Along Our first dedicated Scottish Government banner incorporates both rainbow and transgender colours, celebrating diversity in our workplace. She then produced an all staff article on her attendance and blogged internally and externally
B. Communicated a strong message on trans equality	Angela Constance MSP demonstrated her support for trans people during IDAHOT in her blog stating her delight at seeing the rainbow flags flying on all SG buildings and setting out SG commitment to consult on a reform of the gender recognition act to ensure SG improves the lives of trans people in Scotland and also how SG will look at provision for intersex people and for these communities to be better represented and included in all aspects of Scottish life
C. Met periodically with the LGBT staff network group	Barbara Allison is the Executive Team LGBTI Champion and meets regularly with the LGBTI committee and the wider network. In early 2017 invited all members of the network to meet with her on a one to one basis to let her know of their experience of being LGBTI or non binary. To date over 40 members of the network have taken up this invite to speak with her
D. Reviewed top line LGBT monitoring reports and actions	In addition in 2016 our analysts were asked to create specific diversity information packs for each PC including LGB these include diversity information for that PC and also people survey information for that PC. This information is updated annually and shared with the ET and our People Board
E. Spoken at an internal LGBT event	Perm Sec spoke at the re launch of LGBTI network in November 2016 when she highlighted the Scottish Governments ambition to create a workplace where all staff are able to bring their whole self to work and know that every employees diversity will be respected
F. Spoken at an external LGBT event	Lesley Evans spoke at the Stonewall Scotland WEI Awards for 2017 where she stated her delight at the progress that Scottish Government had made in the WEI but told attendees to caution against complacency
G. Engaged with senior management to discuss LGBT equality	Lorna Gibbs as LGBTI Champion meets quarterly with Sarah Davidson overall D&I champion to discuss LGBTI issues coming from the network, the people survey or our published stats.
H. Reviewed and/or approved an LGBT inclusion action plan	On the back of the WEI 2017 feedback from Stonewall the head of D&E analysed the feedback and set out an LGBTI improvement plan for 2016/17. This was presented to Barbara Allison and Lorna Gibbs to review and approve thereafter they asked Perm Sec for agreement and input.

I. Attended an external LGBT event, for example Pride

Scottish Government First Minister Ms Sturgeon became the first ever First Minister to speak at a Pride March when she spoke at Glasgow Pride this year. She used her key note speech to re affirm the Scottish Governments commitment to LGBTI equality in Scotland

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Lesley Evans	Permanent Secretary...
Person 2	Angela Constance	MSP
Person 3	Barbara Allisonype here...	Director Communications, Ministerial and Facilities
Person 4	Lorna Gibbs	CEO of Disclosure Scotland
Person 5	Nicola Sturgeon	First Minister

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

A. Reverse mentoring opportunities for senior management level employees

B. Promote LGBT specific conferences or seminars to senior management level employees

Describe each option selected:

A. Reverse mentoring opportunities for senior management level employees	Perm Sec in 2016 asked that a formal "mutual mentoring" scheme was introduced initially for the Executive Team and this is now being rolled out across all directors and deputy directors. Sarah Davidson (overall Diversity Champion) then tasked all senior leaders to not only mutually mentor a junior member of staff but that that member of staff be from an under represented group. All ET members now being mutually mentored by at least 2 members of staff
B. Promote LGBT specific conferences or seminars to senior management level employees	Sarah Davidson (overall Diversity Champion) and chair of People Board and Barbara Allison (ET LGBTI Champion) both ensures that they meet regularly with the Head of D&E to be kept up to date on any diversity initiatives either being run internally or externally that relate to any protected characteristic and they them routinely promote these to the wider SCS through a corporate mailing list or at the monthly Directors meetings. Recent promotions have been around the Stonewall Leadership Programme and the 2017 Stonewall Conference.

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.**Tick all that apply**

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

A. Communicated a strong message on sexual orientation equality

B. Communicated a strong message on trans equality

C. Met periodically with the LGBT employee network group

D. Reviewed top line LGBT monitoring reports and actions

E. Spoken at an internal LGBT event

F. Spoken at an external LGBT event

G. Engaged with the board to discuss LGBT equality

H. Reviewed and/or approved an LGBT inclusion strategy

I. Attended an external LGBT event, for example Pride

J. Mentored or coached other senior leaders

Describe each option selected:

A. Communicated a strong message on	Sarah Davidson (Diversity Champion) wrote an all staff
-------------------------------------	--

sexual orientation equality	<p>article telling staff about her delight of the progress that SG had made in the Stonewall WEI. In that article she states "Our ranking in the WEI is evidence of the impact so far of our renewed focus on making our organisation a place where everybody can confidently be themselves at work. We have appointed LGBTI Allies and Champions at Executive Team and SCS level, and are working hard to make the significant change required to truly become the organisation we want to see. Our active LGBTI and Allies networks are a valuable resource in helping us understand the issues our under represented groups face in joining and progressing through the organisation. I want to thank people for their commitment and contribution to date and to encourage them to go on promoting working cultures, policies and practices that realise equality of treatment for LGBTI staff</p>
B. Communicated a strong message on trans equality	<p>Angela Constance MSP blogged in support of IDAHOT day stating that she was "proud to see flags flying on top of all SG buildings and stating her commitment that everyone should be treated equality and there's no place for outdated attitudes towards gender identity and sexual orientation" In the blog she then set out the Scottish Government's proposals and ambition to consult the people of Scotland on reforms to gender recognition legislation in order to improve the lives of trans people in Scotland. Lesley Evans Perm Sec also tweeted throughout the trans day of visibility "Stand up to prejudice and be proud Happy Transgender Day of Visibility.</p>
C. Met periodically with the LGBT staff network group	<p>Barbara Allison regularly attends the quarterly LGBTI network either as an attendee or as a speaker. In addition during 2016/17 she gave an open invite to every member of the network to come and meet her personally and speak to her confidentially about their experiences as an LGBTI or non binary member of staff in order that she could better understand what it was like to be different in our organisation. The uptake on this was overwhelming and over 40 members of the network have now taken up this opportunity.</p>
D. Reviewed top line LGBT monitoring reports and actions	<p>All Executive team and People Board get top line LGB monitoring reports to routinely review and action on a quarterly basis. Barbara Allison, Sarah Davidson and Lorna Gibbs were keen to get beneath the stats and requested our statisticians and analysts to create a more detailed annual LGB staffing report taking into account all SG LGB staffing information and data including monitoring, people survey, absence stats etc. this was presented to them in late 2016 and will continue to be done on an annual basis</p>
E. Spoken at an internal LGBT event	<p>Permanent Secretary Lesley Evans spoke at the "relaunch" of the LGBTI network on 3 Nov 2016 at this she congratulated the network for the progress they had made on LGBTI equality and reaffirmed her own commitment to</p>

	LGBTI equality.
F. Spoken at an external LGBT event	Permanent Secretary Lesley Evans spoke at the Stonewall WEI awards earlier this year stating her delight at the progress that SG had made but reminding us all of the importance of not becoming complacent.
G. Engaged with the board to discuss LGBT equality	In Early 2016 Perm Sec was shaping her own Diversity Objectives and discussed with her Executive Team various areas where she felt we needed to prioritise resources one of these areas was LGBTI equality and the priorities around that for her and her ET. This has lead to a specific diversity objective for Perm Sec around increasing engagement levels
H. Reviewed and/or approved an LGBT inclusion action plan	After the feedback from the 2017 WEI head of D&I analysed the feedback and priorities for improvement and presented this to Lorna Gibbs for review and approval. This was reviewed and agreed by Lorna and was then shared with Perm Sec, Sarah Davidson and Barbara Allison for their input and approval before being implemented by D&I tea, and LGBTI and Allies network.
I. Attended an external LGBT event, for example Pride	First Minister Ms Sturgeon was the first UK First minister to speak at a Pride March and in addition to speaking about her commitment to LGBTI equality at that march she also tweeted her message to all her followers
J. Mentored or coached other senior leaders	Lorna Gibbs has been a powerful coach to Barbara Allison (and other leaders) as she has developed into her role as ET LGBTI champion. Barbara is heterosexual and was keen to ensure that she was effective as she could be in her role. Lornas mentoring has provided a safe space for Barbara to become a very successful LGBTI champion.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Ms Nicola Sturgeon	First Minister
Person 2	Lesley Evans	Permanent Secretary
Person 3	Ms Constance	MSP
Person 4	Lorna Gibbs	CEO Disclosure Scotland
Person 5	Barbara Allison	Director Commincations, Ministerial and Facilities

Senior Leadership: Part 1

Section 5: Senior Leadership

This section comprises of 4 questions and examines how the organisation engages senior leaders. The questions scrutinise how the organisation empowers senior leaders at different levels, then the individual actions they take. This section is worth 8.5% of your total score.

Within this section, senior leaders are split between two levels – board level and senior management. For more information about how we use these two terms, please see [here](#).

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

Board level staff

5.1 How does the organisation support board level employees to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

- A. Reverse mentoring opportunities for board level employees

- B. Promote LGBT specific conferences or seminars to the board level employees

- C. Other

Describe each option selected:

<p>A. Reverse mentoring opportunities for board level employees</p>	<p>The Permanent Secretary has previously requested that all of her Executive Team colleagues not only take on a role as Championing a particular under represented group but that they all mentor at least two people from that underrepresented group. The ET have took challenge on and all now have had at least two members of staff that they are "mutually mentoring".</p>
<p>B. Promote LGBT specific conferences or seminars to the board level employees</p>	<p>The Stonewall Scotland Workplace Conference 2017 was promoted to Champions and Allies and was attended by the Director for Communications, Ministerial Support and Facilities. Funded places on the Stonewall Leadership Programme were promoted to leaders via the SCS Learning and Development Newsletter. Board level employees are part of the SCS mailing group. Sarah Davidson D&I Champion was keen that her ET colleagues really understood what it was like to be "different" . She worked with colleagues in D&I team to create a series of seminars called "different perspectives" these safe and confidential seminars cover all protected characteristics including LGBTI and enabled senior colleagues to connect with those in under represented groups and support each other by discussing the particular challenges faced in the workplace because of being LGBTI. This is now being repeated for the second cohort.</p>
<p>C. Other</p>	<p>The Director for Communications, Ministerial Support and Facilities, in her capacity as senior LGBTI Ally, regularly updates the Permanent Secretary on matters relating to LGBTI inclusion.</p>

5.2 In the past year, which of the following activities have members of the board engaged in?

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

- A. Communicated a strong message on sexual orientation equality
- B. Communicated a strong message on trans equality
- D. Reviewed top line LGBT monitoring reports and actions
- F. Spoken at an external LGBT event
- G. Engaged with senior management to discuss LGBT equality
- H. Reviewed and/or approved an LGBT inclusion strategy
- I. Attended an external LGBT event, for example Pride
- J. Other

Describe each option selected:

<p>A. Communicated a strong message on sexual orientation equality</p>	<p>Permanent Secretary’s blog is published on the front page of Saltire (our intranet). In February 2018 she stated: “Equality for LGBTI colleagues in our workplace is something I am passionate about. The latest Stonewall WEI ranked SG at 101 out of 439 participating employers a drop from last year when we ranked firmly within the top 100 at position 50. We can do better than this and we must. I welcome Stonewall's challenge for continual improvement and a strong focus on transgender policies and practice...We will continue to engage with Stonewall and our LGBTI networks to ensure a supportive and positive workplace for our trans, non binary and intersex colleagues. This issue is firmly on my radar. I want to see the SG demonstrate our unwavering commitment to equality for all.”</p> <p>Her June 2018 blog spoke about realizing an equal society. She said “...there is so much more to do for SG to be an inclusive and diverse organisation. That’s why I joined SG colleagues on Saturday for Pride Edinburgh Scotland’s national LGBTI festival.” A photo of her at Pride accompanied the blog.</p>
<p>B. Communicated a strong message on trans equality</p>	<p>The Director Communications and Ministerial Support chairs the Trans/Non Binary Action group which is reviewing and SH policies and procedures on trans and non binary issues, and the Stonewall working group aiming to improve our ranking in the 2019 Index, showing her personal commitment to improving our performance in these crucial areas.</p>

D. Reviewed top line LGBT monitoring reports and actions	A Diversity and Inclusion report was submitted to People Board in June 2018 which comprises 3 DGs and 2 Non Executive Directors (all Board level) is a central plank of SG corporate governance. People Board is chaired by the DG for Organisational Development and Operations, and attended by the Director for Communications, Ministerial Support and Facilities (both of whom are Board level). The Report included data and narrative about the diversity declaration rates, overall workforce diversity and examined the diversity of joiners and leaver. For each area, sexual orientation data was featured.
F. Spoken at an external LGBT event	The Director Communications and Ministerial Support was a speaker at the Stonewall Scotland Workplace Conference 2017 about her role as a senior Ally for LGBTI issues.
G. Engaged with senior management to discuss LGBT equality	<ul style="list-style-type: none"> • Director Communications and Ministerial Support attended the Stonewall Index feedback meeting in January 2018 along with other senior LGBTI and Allies Champions (Senior Civil Servants) and senior leaders in People Directorate. • The DG Organisational Development and Operations holds quarterly meetings with all senior diversity Champions including those LGBTI and Allies champions to discuss issues coming from the network and about our workplace culture and inclusion.
H. Reviewed and/or approved an LGBT inclusion action plan	<p>The Permanent Secretary has set returning to the Stonewall Top 100 as part of her D&I objective for 2018 2019, and is personally accountable for achieving this to the Head of the UK Civil Service. She is has required sight of plans and progress being made towards achieving this. A briefing was submitted to her in July 2018 at her request.</p> <p>The Director Communications and Ministerial Support (Board level) chaired the senior working group comprising other senior LGBTI Champions and Allies, Deputy Director for People and the Head of Diversity and Inclusion. The working group analyzed the feedback from Stonewall on our 2018 Index, and the Head of D&I developed an action plan which the working group reviewed and approved.</p>
I. Attended an external LGBT event, for example Pride	The First Minister, the Permanent Secretary, the Director Communications and Ministerial Support and the DG Organisational Development and Operations attended Pride Edinburgh 2018.
J. Other	<p>Through his direct engagement with the teams within his DG family the DG for Education, Communities and Justice, has helped drive forward work on the following:</p> <ul style="list-style-type: none"> • The Scottish Government is working with LGBT partner organisations, “to promote an inclusive approach to sex and relationships education”, through the LGBTI Inclusive Education Working Group. Who is on this group? • The (LGBTI Inclusive Education) Working Group, chaired by the Association of Directors of Education in Scotland

(ADES), includes representation from COSLA, the National Parent Forum, the Equality and Human Rights Commission, Education Scotland, the Scottish Transgender Alliance, LGBT Youth Scotland, Stonewall Scotland and the Time for Inclusive Education (TIE) Campaign.

- The Working Group will report shortly with a number of recommendations for Ministers to consider. The recommendations will focus on teacher training, professional learning, current resources and practice, as well as some wider implementation recommendations for SG and local authorities to consider.

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Lesley Evans	Permanent Secretary
Person 2	Sarah Davidson	DG Organisational Development and Operations
Person 3	Barbara Allison	Director Communications, Ministerial and Facilities, senior LGBTI DG Ally
Person 4	Paul Johnston	DG Education, Communities and Justice
Person 5	Nicola Sturgeon	First Minister

Senior Leadership: Part 2

Senior Management level staff

5.3 How does the organisation support senior management to understand the issues that affect LGBT people?

Tick all that apply

GUIDANCE: The support given should be systematic in its implementation.

A. Reverse mentoring opportunities for senior management level employees

B. Promote LGBT specific conferences or seminars to senior management level employees

Describe each option selected:

A. Reverse mentoring opportunities for senior management level employees	<p>The Permanent Secretary has previously requested that all of her Executive Team colleagues not only take on a role as Championing a particular under represented group but that they all mentor at least two people from that underrepresented group. The ET have taken the challenge on and all have had at least two members of staff that they are "mutually mentoring".</p> <p>In 2018 in Scottish Government we developed a "mutual mentoring" approach is a combination of traditional mentoring (developmental or sponsorship, to support career development) and diversity mentoring where junior colleagues from diverse backgrounds help those in senior roles understand different perspectives and experiences in the workplace. Both parties bring different experience and there is a an equal exchange of learning. Mutual mentoring was offered to our Race Equality Network members and, because we all have multiple layers to our identity, reached members who identify as both minority ethnic and LGBTI. Around 12 mutual mentoring relationships have been set up Directors, DGs and the Permanent Secretary.</p>
B. Promote LGBT specific conferences or seminars to senior management level employees	<p>The Stonewall Scotland Workplace Conference 2017 and funded places on the Stonewall Leadership Programme 2018 were promoted to senior management via the Senior Civil Servant Learning and Development Newsletters.</p>

5.4 In the past year, which of the following activities have senior management engaged in? Tick all that apply.

Tick all that apply

GUIDANCE: Messages communicated should explicitly reference sexual orientation and trans equality. Meetings with the LGBT employee network group should be systematic and not ad hoc.

A. Communicated a strong message on sexual orientation equality

B. Communicated a strong message on trans equality

C. Met periodically with the LGBT employee network group

D. Reviewed top line LGBT monitoring reports and actions

F. Spoken at an external LGBT event

G. Engaged with the board to discuss LGBT equality

H. Reviewed and/or approved an LGBT inclusion strategy

I. Attended an external LGBT event, for example Pride

Describe each option selected:

<p>A. Communicated a strong message on sexual orientation equality</p>	<p>Our senior mental health champion co wrote an article which appeared on our intranet to promote the Stonewall survey. In it he said: The tricky issues we face in life almost never come neatly defined. Since I became the Deputy Director Champion for mental health I've been struck by how work that takes place under one banner could just as easily fall under another. Colleagues who speak out about their mental health are supporting all of us to build a better place to work. This is equally true about colleagues who are supporting conversations and activities about disability, LGBTI, race or any other aspect of diversity. We all have a stake in building a culture of respect where people can bring their whole selves to work. That is why I will be completing the Stonewall Workplace Equality Index survey.”</p> <p>On IDAHOBIT Day 2018 one of the Senior LGBTI Champions re tweeted a tweet from our Permanent Secretary showing the rainbow flag flying above St Andree’s House. The Champion’s comment read: “For thousands another flag on the Edinburgh skyline today but for me and hundreds of LGBT colleagues @scotgov flying this flag is a bold, confident and inspiring statement #ScotlandIsNow @StonewallScot #IDAHOBIT18 #equality</p>
<p>B. Communicated a strong message on trans equality</p>	<p>Our senior LGBTI Champion co wrote an article which appeared on our intranet to promote the Stonewall survey. She noted that one in five LGBT people have experienced a hate crime because of their sexual orientation or gender identity in the last year; and more than four in five trans young people have self harmed. She said: “Last year’s Stonewall Survey showed that only just over half of respondents would feel comfortable disclosing their sexual orientation to their colleagues. That’s not good enough. Hiding who you are at work is bad for your mental health, your self worth and your effectiveness. We must do better.” She also provided clear and visible support for trans equality in responding to a minority of adverse comments on a public article on our intranet. She wrote “I know people who have had to fight long and hard for their true identity and it's just not acceptable to mislabel them, think you know their identity better than they do or accuse them of criminal activity. People fought for decades for my right to be safe and protected and I'll carry on that fight for others in my community who are already at risk of harm and rejection”</p>
<p>C. Met periodically with the LGBT staff network group</p>	<p>One of the senior LGBTI Champions the Chief Executive of Disclosure Scotland chairs the LGBTI network which holds regular committee meetings. She attends most of the events organised by the network.</p>
<p>D. Reviewed top line LGBT monitoring reports and actions</p>	<p>A Diversity and Inclusion report was submitted to People Board in June 2018 which is attended by the Director for People (senior management). The Report included data and</p>

	<p>narrative about the diversity declaration rates, overall workforce diversity and examined the diversity of joiners and leaver. For each area, sexual orientation data was featured.</p>
<p>F. Spoken at an external LGBT event</p>	<p>Lorna Gibbs, spoke at Civil Service Live 2018 session Bring your whole self to work LGBTIQ+ Awareness. She spoke about joining SG in 2001 from the 3rd sector and the opportunity to carve a new identity as gay woman. She spoke about the journey SG has gone on since she joined, noting that in 2003 when the LGB network formed, there was no senior support, no out senior staff, network receiving regular negative comments, struggling to be heard and the meetings were never in SG offices or on work time.</p> <p>She reflected on the very different place SG is in now with ongoing, genuine support from top of office; Perm Sec Pride, tweets, flags, ET Ally; Clear roles and expectations for the network; more visible LGBTI colleagues; regular comms and engagement on LGBTI issues; Ministers' support; Rainbow/trans lanyards probably best thing have done. Visible sign that safe and accepted; Supportive Allies network; and an increasing membership. She finished by noting that there is still work to do in particular to increase the number of out LGBTI colleagues in the Senior Civil Service.</p>
<p>G. Engaged with the board to discuss LGBT equality</p>	<p>SG's performance in the Stonewall Index 2018 and our intended actions to improve this for 2019 formed part of a discussion between the Director for People (senior management), the Deputy Director for People Development (senior management), and the Permanent Secretary (Board level) in February 2018.</p>
<p>H. Reviewed and/or approved an LGBT inclusion action plan</p>	<p>The Director Communications and Ministerial Support chaired the senior working group comprising other senior LGBTI Champions and Allies and Deputy Director for People (all Senior managers) and the Head of Diversity and Inclusion. The working group analyzed the feedback from Stonewall on our 2018 Index, and the Head of D&I developed an action plan which the working group reviewed and approved.</p>
<p>I. Attended an external LGBT event, for example Pride</p>	<p>Edinburgh Pride attended by Lorna Gibbs (senior LGBTI Champion), Stephen Gallagher (senior LGBTI Champion), Neil Rennick (senior LGBTI Allies Champion). Glasgow Pride attended by Lorna Gibbs</p>

Please list the names and job titles of the individuals named above. Please ensure you have strict permission from them for their name to appear in this submission.

	Name	Job title
Person 1	Daniel Klenberg	Head of Health Improvement and Seniro Mental Health Champion
Person 2	Nicola Richards	Director for People
Person 3	Neil Rennick	Director for Justice and Senior LGBTI Allies Champion
Person 4	Lorna Gibbs	CEO Disclosure Scotland and senior LGBTI Champions
Person 5	Stephen Gallagher	Interim Director for Local Government and Communities and Senior LGBTI Champion

Monitoring: Part 1

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Heterosexual/Straight

Bi sexual

Gay Man

Gay Woman/Lesbian

Prefer not to say

Other

6.2 Does the organisation gather data on employee gender identity, including trans and non-binary identities, on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

No

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants?

Yes

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271725/qhPdF58TnG/>

Describe who the analysis is seen by and action taken:

We analyse staff recruitment data annually and this is shared with our Executive team and People board. However due to the small numbers of staff recruited this year (our main recruitment being the recruitment of 22 graduates) we are unable to share the analysis fully as it exposes staff groups of less than 5 (religion and belief and ethnic minority). However analysis of previous recruitment lead us to prioritise 3 groups LGB, minority ethnic and disabled candidates. So the ambition set for 2017 Graduate Development Programme (one of the few recruitment avenues we have) was to recruit a cohort which was representative of the Scottish Population. With the programme designed to accelerate career paths and feed a talent pipeline to senior leadership roles, it is hoped that recruitment of a diverse group will lead to greater diversity in leadership roles.

The marketing campaign was influenced and supported by a range of networks and partners e.g. marketing content tailored by the internal LGBTI staff network and details of the campaign shared with Stonewall. Applicants consistently commented on their impression of the campaign as seeking to attract and support a diverse candidate group.

Results were dramatic. 9.9% of the 2,791 applicants identified as LGBO five times the declaration rate for the Scottish population.”

Assessment methods were chosen to minimise risk of discrimination and, of the 22 recruited, each of the protected characteristics are represented and numbers are broadly reflective of the Scottish population with the LGB success rate being higher than that of the expected Scottish Population.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and levels? Yes

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

Upload the most recent data showing analysis of pay levels and grades:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271725/E6LLTx1rRs/>

Describe who the analysis is seen by and action taken:

The analysis of staffing data is shared and signed off initially by our People Board. They use this data to help us better match people to resources, identify gaps in skills, diversity, professions and then set action plans to address these gaps, The reports are then shared with the various Champions for them to be aware of any impact in the diversity of our staffing. They are also broken down to Directorate level to allow Directors to have make a similar analysis across grades, diversity etc of their own staffing groups to enable local action planning to take place. These plans are signed of by each Director General. The staffing data is also proactively published externally as our Senior Managers and Minsters want to be open and transparent with the people of Scotland on our progress towards being an organisation that is reflective of the people of Scotland <https://beta.gov.scot/publications/workforce information/>

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees? Yes

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Upload the most recent staff satisfaction data:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271725/rwRkmECJWL/>

Describe who the analysis is seen by and action taken:

The survey is processed by an external organisation, ORC International. Answers are sent directly to their secure server and individual names and email addresses removed to protect confidentiality.

ORC sends our Corporate Analytical Services Team (CAST) the collated results these are not linked to anyone's name or email address. Only government social researchers and statisticians in CAST, who are bound by their professional code of practice to treat sensitive data appropriately, can access the data.

These are open to everyone within the organisation and show results down to DG, directorate, division and branch level, where there have been 10 or more surveys completed.

The People Board will focus on closing any gaps between the current reality of staff experience and the aspirations set out in the People Strategy. In particular, the People Board will take responsibility for:

- using People Survey, relevant management information and taking views from the business to illuminate and understand people's experience of work
- realising ET's vision for diversity and equality across all the protected characteristics
- articulating and championing the new ways of working and capabilities required to achieve our SG2020 ambitions
- identifying and prioritising corporate projects in support of the vision

Monitoring: Part 3

6.6 What proportion of employees have disclosed their sexual orientation (straight, lesbian, gay, bi and those who wish to use their own term) through a HR system?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

60 69%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/11271725/Uaa2UBukXA/>

Provide a brief description of the report you have uploaded:

Excel spread sheet showing question asked, response levels and by pay grade

6.7 What proportion of employees have disclosed their gender identity (non-trans and trans) through a HR system? Tick one.

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

Monitoring: Part 1

Section 6: Monitoring

This section comprises of 7 questions and examines how the organisation monitors its employees. The questions scrutinise data collection methods, analysis and outcomes. This section is worth 11% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

6.1 Does the organisation gather data on employee sexual orientation on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

Heterosexual/Straight

Bi sexual

Gay Man

Gay Woman/Lesbian

Prefer not to say

Other

6.2 Does the organisation gather data on whether employees are trans and/or non-binary on diversity monitoring forms and/or systems?

GUIDANCE: If you collect data on multiple systems, you should paste the question/s and options you ask on the majority of the systems. In the text box, explain what proportion of systems the question is used on.

Yes

Copy and paste the question/s you ask and options staff can select:

These questions were asked in the anonymous People Survey 2017.

What is your gender identity? Male / female / I identify in another way

What gender were you assigned at birth? Male / female/ PNTS

Monitoring: Part 2

6.3 Does the organisation monitor and analyse from application to appointment the success rate of LGBT applicants? Yes

GUIDANCE: This refers to external appointments to the organisation and comparing applicant diversity forms to new starter diversity forms.

Upload the most recent data showing analysis of application to appointment by sexual orientation and trans identity:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738773/ghPdF58TnG/>

Describe who the analysis is seen by and action taken:

The Permanent Secretary made clear that she wanted to see diverse panels and diverse pools of applicants and successful candidates. At each stage of the selection process through the 2018 Band B campaign to recruit 150 employees including application, verbal reasoning, numerical reasoning, situational judgement testing and offers made there has been meticulous analysis of diversity including sexual orientation. The purpose of this was to understand the success the campaign was having in achieving its stated aim of increasing the diversity of SG workforce, and to consider any necessary actions if diversity were being adversely impacted. The project group reported weekly to the Deputy Director for People Development and the Director of People, including this data analysis. At each stage the Director of People had to provide her approval to progress to the next stage of the selection process, this included being satisfied with the results in terms of diversity.

Reports about the Band B campaign, including a focus on diversity, were discussed at People Board which is chaired by the DG Organisational Development and Operations and attended by senior management and Non Executive Directors. The diversity of the final cohort of successful candidates has also been subject to scrutiny by the Permanent Secretary.

6.4 Does the organisation monitor and analyse through a HR system, the spread of LGBT people at different pay grades and levels? Yes

GUIDANCE: The system of data collection cannot be through an anonymous staff satisfaction survey.

Upload the most recent data showing analysis of pay levels and grades:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738773/E6LLTx1rRs/>

Describe who the analysis is seen by and action taken:

The analysis is made widely available to all Senior Civil Servants as it is included in the data pack for Directors. This includes a specific tab for sexual orientation diversity which is presented by: overall composition; grade (same as pay level); Director General area; and shows the trends changes since June 2016.

It is also reported to our People Board. They use this data to help us better match people to resources, identify gaps in skills, diversity, professions and then set action plans to address these gaps, The reports are then shared with the various Champions for them to be aware of any impact in the diversity of our staffing. They are also broken down to Directorate level to allow Directors to have make a similar analysis across grades, diversity etc of their own staffing groups to enable local action planning to take place. These plans are signed off by each Director General. The staffing data is also proactively published externally as our Senior Managers and Minsters want to be open and transparent with the people of Scotland on our progress towards being an organisation that is reflective of the people of Scotland [https://beta.gov.scot/publications/workforce information/](https://beta.gov.scot/publications/workforce-information/)

6.5 When running staff satisfaction surveys, does the organisation break down and analyse the satisfaction of LGBT employees? Yes

GUIDANCE: This can be through collecting diversity data on a staff satisfaction survey.

Upload the most recent staff satisfaction data:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738773/rwRkmECjWL/>

Describe who the analysis is seen by and action taken:

The survey is processed by an external organisation, ORC International. Answers are sent directly to their secure server and individual names and email addresses removed to protect confidentiality.

ORC sends our Corporate Analytical Services Team (CAST) the collated results these are not linked to anyone's name or email address. Only government social researchers and statisticians in CAST, who are bound by their professional code of practice to treat sensitive data appropriately, can access the data.

These are open to everyone within the organisation and show results down to DG, directorate, division and branch level, where there have been 10 or more surveys completed. The People Board focus on closing any gaps between the current reality of staff experience and the aspirations set out in the People Strategy. In particular, the People Board take responsibility for:

- using People Survey, relevant management information and taking views from the business to illuminate and understand people's experience of work
- realising ET's vision for diversity and equality across all the protected characteristics
- articulating and championing the new ways of working and capabilities required to achieve our SG2020 ambitions
- identifying and prioritising corporate projects in support of the vision

The results of the survey disaggregated by protected characteristic (including LGBO and gender identity) is submitted to the Executive Team and is also fed into DG Assurance processes as part of SG performance management.

Monitoring: Part 3

6.6 What proportion of employees have answered the monitoring question asked in 6.1?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

70 79%

Upload reports or data demonstrating the declaration rate:

please be aware only **one** file is allowed per answer

<https://stonewallsubmit.fluidreview.com/resp/18738773/Uaa2UBukXA/>

Provide a brief description of the report you have uploaded:

This is taken from the Directors' Pack which is updated quarterly and provides senior management with data from a range of metrics including diversity monitoring.

6.7. What proportion of employees have answered the monitoring question asked in 6.2?

Tick one

GUIDANCE: The proportion should **not** include those who prefer not to say and should be from an HR system, not an anonymous staff survey.

We do not monitor

Procurement: Part 1

Section 7: Procurement

This section comprises of 4 questions and examines how the organisation affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held to account. This section is worth 9% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

7.1 Does the organisation train or give guidance to the person/team responsible for procurement around diversity and inclusion outcomes, inclusive of LGBT equality?

GUIDANCE: Examples can include information booklets, programmes or training, but must explicitly mention LGBT equality in relation to procuring services.

Yes

<p>Describe the role or team responsible for procurement:</p>	<p>The Scottish Procurement and Commercial Directorate (SPCD) provides a range of commercial, property and programme and project management services to our colleagues in the Scottish Government and wider public sector in Scotland. Our role is to lead and deliver public procurement at national, central government and government levels.</p>
<p>Describe the diversity and inclusion training or guidance they receive:</p>	<p>Procurement Staff are expected to familiarise themselves with the equality and diversity guidance which is available to all members of the Scottish Government through the intranet which is inclusive of LGBTI equality and includes the Equality Act 2010, our equal opportunities and diversity policy and our gender reassignment policy. Procurement staff can also access a suite of experienced speakers on subjects such as LGBTI inclusion.</p> <p>Scottish Government also provides access to inclusion and diversity training through Civil Service Learning which is inclusive of LGBTI, i.e. Equality and diversity essentials, LGBT awareness, and Unconscious bias eLearning.</p> <p>SPCD Senior Management publicised this training in August 2017 and encouraged all staff in SPCD to undertake it, it has also been publicised through SPCD News in the Directorate /</p>

procurement team area of the Intranet. SPCD procurement staff record all training they undertake in their Personal Learning Plans (PLPs) which are held on the electronic Human Resources system (eHR).

Scottish Government intranet also includes a link to the ACAS (Advisory, Conciliation and Arbitration Service) website pages on Equality and discrimination:

<http://www.acas.org.uk/index.aspx?articleid=1363>

Diversity was the main theme at Heads of Procurement, a key stakeholder event for procurement leaders across Scotland (May 2018). Diversity also featured at an SPCD Divisional day (June 2018) with a revised ethical supply chain tool introduced that encompasses equality.

The Stonewall WEI survey was publicised on the Intranet with all employees encouraged to complete it (12/07/2018). It was also highlighted to procurement staff in the SPCD News area of the Intranet (19 July 2018).

To assist procurement staff identify and address how they can optimise economic, social and environmental outcomes of procurement activity, a series of tools have been produced. The Sustainability Test includes an indicator for equality and supporting guidance which is inclusive of LGBTI equality. It is mandated that SPCD procurement staff use these tools and their use is monitored on a regular basis by Senior Management and the Deputy Director to ensure adherence.

Sustainability Test:

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate>

[responsibility/Sustainability/ScottishProcess/SustainableProcurementTools/SustainabilityTest](http://www.gov.scot/Topics/Government/Procurement/policy/corporate/responsibility/Sustainability/ScottishProcess/SustainableProcurementTools/SustainabilityTest) (updated version re published July 2017)

Equality guidance:

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate>

[responsibility/Sustainability/SustainableProcurementGuidance/SustainableprocurementGuidanceDocuments](http://www.gov.scot/Topics/Government/Procurement/policy/corporate/responsibility/Sustainability/SustainableProcurementGuidance/SustainableprocurementGuidanceDocuments) (revised version published July 2017)

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate/responsibility/Sustainability/Equality>

7.2 Before awarding a contract, does the organisation scrutinise the following in the tender process?

Tick all that apply

GUIDANCE: Although it would be best practice, these criteria do not need to be deciding factors when awarding contracts. They should however still be scrutinised and appropriate action taken if the contract is awarded.

- A. Whether the potential supplier has a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity
- B. Whether the potential supplier has equality training which is explicitly inclusive of sexual orientation and gender identity

Describe the options selected below:

A. Describe how the organisation scrutinises the potential suppliers' policies:

All major Scottish Government (SG) led procurements are routinely assessed for potential equality implications via an Equality Impact Assessment (EQIA), in most cases e.g. a re let of an existing framework, these do not require completion of a full EQIA.

<http://www.gov.scot/Topics/People/Equality/Equalities/EqualFramework/EvidencePSED/EQIA>

Scottish Government expect contractors who deliver public contracts to adopt policies which demonstrate how they comply with relevant employment, equality and health and safety law, human rights standards and adhere to relevant collective agreements. We have introduced statutory guidance across the public sector in Scotland to promote fair work practices through procurement which includes equality and is inclusive of LGBTI. It provides an example of wording for Invitation to Tenders (ITT) that procurement staff can adapt for use in their contracts as appropriate at Annex A <http://www.gov.scot/Resource/0048/00486741.pdf>

The European Single Procurement Document (ESPD) is where compliance with the law, including Equality legislation would be addressed. A violation of applicable obligations in the fields of environmental, social and labour law is a discretionary exclusion provision and applies to procurements of £50,000 and over. The decision to include Equality related selection criteria and to what extent it is relevant and proportionate is made on a case by case basis, and takes into account the subject matter of the contract, along with value and risk. Equality related selection criteria would be assessed by the selection panel along with other relevant technical and professional ability criteria.

An example of selection criteria that may be used where relevant is 'Please provide a copy of your equality policy and highlight how it relates to the elimination of discrimination in your services.'

Compliance with the Equality Act 2010 is an implicit requirement in public contracts, the Scottish Government includes a specific term relating to this in its terms and conditions of contract to highlight this obligation, this is inclusive of sexual orientation and gender identity “The Supplier must not unlawfully discriminate against any person within the meaning of the Equality Act 2010 in its activities relating to the Contract or any other contract with the Purchaser.” Our terms and conditions also include a clause to enable termination of a contract in the event of failure by the contractor to comply with its legal obligations in the fields of environmental, social or employment law “The Purchaser may terminate the Contract in the event of a failure by the Supplier to comply in the performance of the Contract with legal obligations in the fields of environmental, social and employment law.” These terms and conditions form part of every contract or framework awarded by the Scottish Government.

B. Describe how the organisation scrutinises potential suppliers' equality training:

In addition to The Equality Act (Public sector equality duty), The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012) contain a specific duty relating to procurement. When awarding contracts on the basis of the most economically advantageous tender, the contracting authority must have due regard to:

- whether the award criteria should include considerations to enable it to better perform the equality duty; and
- when a contracting authority proposes to stipulate performance conditions in a contract or framework agreement, whether those conditions should include considerations to enable it to better perform the equality duty.

The specific duty applies whenever the Scottish Government award a contract or framework agreement which is covered by The Public Contracts (Scotland) Regulations 2015 (PC(S) 2015), i.e. procurements with a value above the EU thresholds.

The nature of the contract dictates the level to which Equality related selection and award criteria is appropriate in the procurement process. For example, in a service related contract the focus on equality is likely to be greater and scrutinising the potential suppliers equality training program may be relevant. An example of award criteria that may be used where this is relevant is ‘Please provide an outline of your equality training programme and highlight how it relates to the elimination of discrimination in the provision of the services which are the subject of this tender.’

Any Equality related award criteria that it is relevant and proportionate to incorporate in the procurement process would be inclusive of gender identity & sexual orientation,

and would be evaluated along with other technical and quality criteria. Within the Scottish Government the evaluation panel would be established of at least two people with technical ability to evaluate tenders using the pre defined criteria and scoring system. Scottish Government procurement staff are expected to use the following scoring methodology from our Procurement Journey (provides one source of guidance and documentation for the Scottish public sector which is updated on a continual basis with any changes in legislation, policy and facilitates best practice and consistency.)

0 Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled..

2 Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

<https://www.procurementjourney.scot/route 3/route 3 open evaluate tender evaluation tools>

Procurement: Part 2

7.3 Once a contract is awarded, how does the organisation hold the supplier to account?

Tick all that apply

GUIDANCE: The slot in supplier monitoring meetings does not have to be specifically for LGBT related issues, but should be inclusive of them.

A. Include a broad diversity and inclusion slot in contract monitoring meetings inclusive of LGBT issues

Describe the options selected below:

A. Describe how D&I outcomes are included within contract monitoring meetings:

Scottish Government contract monitoring meetings for major contracts take place quarterly, monthly or bi annually as appropriate, this depends on the nature of the contract, and the level of value and risk. Scottish Government procurement staff are expected to structure contract management meetings around the key performance indicators (KPIs) of the contract that are agreed with the supplier and use the balanced scorecard approach outlined in the Procurement Journey. The balanced scorecard would encompass equality and diversity as appropriate under the Sustainability heading (corporate social responsibility) as a standing item.

<https://www.procurementjourney.scot/route 3/route 3 contract supplier management planning governance>

There are currently six major Scottish Government frameworks where equality inclusive of LGBTI is discussed at the contract management meetings, and where copies of the suppliers' equality policies have been requested. These are Postal Services, General Stationery, PPDAS (Publishing, Print and Design), Gas, Electricity and Water:

<http://www.gov.scot/Topics/Government/Procurement/director y/CorporateServices/PostalServicesRelet>

7.4 In the past year, how has the organisation engaged or collaborated with its suppliers? Tick all that apply.

Tick all that apply

GUIDANCE: Joint LGBT diversity and inclusion training can also include sharing training with your suppliers.

B. Invite suppliers' employees to take part in LGBT employee network group events

C. Joint community outreach projects targeting LGBT people

D. Share best practice and policy around LGBT inclusion

Describe the options selected below:

<p>B. Describe the invitation to suppliers' employees to take part in network group activity:</p>	<p>The Scottish Government has identified its key suppliers who deliver its biggest “people” contracts: MITIE (provide our facilities and cleaning services, etc.) and Sodexo (provide our catering). These suppliers have an open invitation to all staff diversity meetings including the LGBTI meetings and events.</p>
<p>C. Describe the joint outreach project:</p>	<p>Anglian Water, the supplier for our National Water and Waste Water services contract, is working with The Scottish Government on a joint outreach project. SPCD procurement staff are working with Anglian Water to scope and agree the details for the next 12 months of the project. This will include exploring options with education sectors, including higher and further education, regarding the enhancement of LGBTI equality opportunities</p> <p>Three of our suppliers are Business in the Community (BITC) “Champions of gender equality”: Royal Mail the supplier for our National Postal Services contract; Royal Bank of Scotland the supplier for our central government sector Banking Services contract; and Enterprise Rent A Car UK the supplier for our central government sector Vehicle Hire contract.</p> <p>https://gender.bitc.org.uk/partnership/genderchampionmembers</p> <p>For example Royal Mail has a rolling programme of events that go towards their marking in BITC Diversity and Wellbeing Benchmarking Group, and achieved gold standard at the last round of markings.</p> <p>https://www.royalmailgroup.com/responsibility/cr-reports</p>
<p>D. Describe how you share best practice with suppliers:</p>	<p>The Scottish Government shares best practice with key suppliers via their open invitation to all staff diversity meetings including the LGBTI meetings and events. Publication of our procurement documentation on our webpages also highlights the importance of equality and diversity inclusive of LGBTI to Scottish Government suppliers and other interested parties:</p> <ul style="list-style-type: none">• the Sustainability Tools and the supporting guidance (updated version published July 2017)• the ESPD (exclusion and selection process) a violation of applicable obligations in the fields of environmental, social and labour law established by EU law, national law or collective agreements is a discretionary exclusion provision. These provisions apply to both regulated procurements (£50,000 up to EU thresholds) and EU procurements (above the EU thresholds) (for procurements which began on or after 18 April 2016 (latest version published December 2016))• our Terms and conditions of contract (updated in March 2017 to enable termination in the event of failure by the contractor to comply with its legal obligations in the fields of environmental, social or employment law)

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re posted by an account with bigger reach.

Yes

Describe the activity:

The Scottish Government used its Twitter account to promote Pride Edinburgh in June (@ScotGovEquality and @ScotGovFairer), and Pride Glasgow in August (@ScotGovFM). It used these tweets to publicise that the Cabinet Secretary for Equalities was speaking at the Edinburgh event, and the First Minister at the Glasgow one. This was the first time a serving First Minister addressed a Pride event.

Upload a screenshot of social media activity:

(No response)

Upload a screenshot of social media activity:

(No response)

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

A. Sponsored or supported LGB community group/s

B. Sponsored or supported trans community group/s

C. Sponsored or supported LGB community event/s

D. Sponsored or supported trans community events

E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

Describe each option selected:

A. Sponsored or supported LGB community group/s	The Scottish Government provides financial support to Equality Network, LEAP Sports, LGBT Health, LGBT Youth Scotland, and Stonewall Scotland. This funding provides support for activity and interventions to improve the outcomes for LGBTI people and communities across Scotland through addressing inequality and discrimination. It does through by supporting the infrastructure and capacity of LGBTI equality communities and enables us to give focus and support on issues such as hate crime, the human rights of LGBTI people, LGBTI inclusive service provision, and supporting LGBTI young people.
B. Sponsored or supported trans community group/s	The Scottish Government provides financial support to the Scottish Trans Alliance to improve gender identity and gender reassignment equality, rights and inclusion in Scotland by building capacity for transgender people's engagement in equality policy, improving social attitudes, and visible inclusion in public life.
C. Sponsored or supported LGB community event/s	The Scottish Government provides financial support for LGBT History Month. Ms Freeman gave the closing speech at a Members' Business Debate on LGBT History Month in 2017 where she reiterated the importance of celebrating LGBT History Month, acknowledging the challenges LGBT people continue to face, and the progress made in addressing discrimination and prejudice for LGBT people
D. Sponsored or supported trans community events	Scottish Government funding to the STA has supported activist engagement events, a transgender film making course, and an intersectional trans film screening and an intersectional discussion event.
E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying	The Scottish Government established a LGBTI Inclusive Education Working Group in response to calls for sex and relationship education to be more inclusive. The Scottish Government is also committed to working with Time for Inclusive Education (TIE) to take forward the TIE pledges. The Scottish Government has provided funding through the Equality Budget to a number of organisations working to address hate crime in Scotland. This includes development of an interactive online platform to share best practice and resources in order to tackle prejudice and discrimination and challenge hate crime.

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one off or on going project.

Yes

Complete the following:

Name the organisation/s you collaborated with:	LGBT Youth
Describe the collaboration or initiative:	The First Minister showed her support for LGBT History Month as an LGBTI Ally and Role Model by filming a short video in support of Purple Friday.
Describe the impact of the collaboration or initiative:	To celebrate and raise awareness of LGBT History Month Scotland 2017, and to increase the visibility of lesbian, gay, bisexual and transgender people and their lives, history and experiences. The film launched during LGBT History month and feedback has been excellent and evident from that that film and the First Ministers commitment was hugely valued not only by the LGBT community but their

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community?

Yes

GUIDANCE: Activity here should be additional to anything already mentioned in the submission.

Describe the activity and impact:

The Scottish Government announced that it would consult on reforming gender recognition legislation in line with international best practice for transgender people. The Scottish Government will consult separately on how best to tackle the issues faced by people with intersex conditions.

The Scottish Government is bringing forward legislation to pardon people convicted of same sex sexual activity which is now lawful.

The Scottish Government is also working with the relevant bodies around the review of blood donor selection criteria.

Community Engagement: Part 1

Section 8: Community Engagement

This section comprises of 4 questions and examines the outreach activity of the organisation. The questions scrutinise how the organisation demonstrates its commitment to the wider community and the positive impact it has. This section is worth 10% of your total score.

Below each question you can see guidance on content and evidence. At any point, you may save and exit the form using the buttons at the bottom of the page.

8.1 In the past year, has the organisation utilised its social media accounts and online presence to demonstrate its commitment to LGBT equality?

GUIDANCE: The social media accounts here should be the ones with the widest reach. This question examines how you demonstrate to the largest possible audience that your organisation is committed to LGBT equality. The two social media posts uploaded (for example tweets), should be across a year and not concentrated on one event. The evidence can be an LGBT employee network group being re posted by an account with bigger reach.

Yes

Describe the activity:

Our Permanent Secretary is committed to LGBTI issues and actively tweets about LGBTI issues. These include:

- IDAHOBIT Day 2018
- LGBTI History Month 2018
- A photo of the new LGBTI Network and Allies network lanyards that she proudly wears
- In support of the Historical Sexual Offences (Pardons and Disregards) (Scotland) Bill
- With a trans flag to mark International Transgender Day of Visibility
- Signing Saltires for the Pride Edinburgh march
- At Pride Edinburgh
- Wearing purple to show support for LGBTI equality

The Scottish Government used its Twitter account to promote Pride Edinburgh in June (@ScotGovEquality and @ScotGovFairer), and Pride Glasgow in July (@ScotGovFM). It used these tweets to show the Government continued support of the LGBTI community, and to publicise that the First Minister would not only be speaking at Glasgow Pride but also led the march. This was the first time a serving First Minister had done so.

Upload a screenshot of social media activity:

<https://stonewallsubmit.fluidreview.com/resp/18738777/XBqLZPpPC4/>

Upload a screenshot of social media activity:

(No response)

8.2 Which of the following outreach activities has the organisation taken part in the last year? Tick all that apply.

Tick all that apply

GUIDANCE: Sponsored or supported can include in kind gifts and donations, for example providing a meeting room for a group, and doesn't have to be directly financial (i.e. giving money). The support of a campaign to tackle homophobia, biphobia and transphobia needs to be externally facing and not an internal awareness raising event.

A. Sponsored or supported LGB community group/s

B. Sponsored or supported trans community group/s

C. Sponsored or supported LGB community event/s

D. Sponsored or supported trans community events

E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying

Describe each option selected:

A. Sponsored or supported LGB community group/s	The Scottish Government provides financial support to Equality Network, LEAP Sports, LGBT Health, LGBT Youth Scotland, and Stonewall Scotland. This funding provides support for activity and interventions to improve the outcomes for LGBTI people and communities across Scotland through addressing inequality and discrimination. It does through by supporting the infrastructure and capacity of LGBTI equality communities and enables us to give focus and support on issues such as hate crime, the human rights of LGBTI people, LGBTI inclusive service provision, and supporting LGBTI young people.
B. Sponsored or supported trans community group/s	The Scottish Government provides financial support to the Scottish Trans Alliance to improve gender identity and gender reassignment equality, rights and inclusion in Scotland by building capacity for transgender people's engagement in equality policy, improving social attitudes, and visible inclusion in public life.
C. Sponsored or supported LGB community event/s	The Scottish Government provides financial support for LGBT History Month. Ms Constance attended the Equal Futures Conference, hosted by LGBT Youth Scotland. Where she reiterated the importance of celebrating LGBT History Month, acknowledging the challenges LGBT people continue to face, and the progress made in addressing discrimination and prejudice for LGBT people.
D. Sponsored or supported trans community events	Scottish Government funding to the STA has supported activist engagement events, workshops on non binary healthcare issues and on learning from the history of trans activism, and a Parliamentary Reception in Edinburgh at which trans people were able to speak directly to politicians, civil servants, various representatives of public bodies and other LGBTI people.
E. Supported campaign/s to tackle hate crime or homophobic, biphobic and transphobic bullying	The Scottish Government established a LGBTI Inclusive Education Working Group in response to calls for sex and relationship education to be more inclusive. The Scottish Government is also committed to working with Time for Inclusive Education (TIE) to take forward the TIE pledges. The Scottish Government has provided funding through the Equality Budget to a number of organisations working to address hate crime in Scotland. This includes development of an interactive online platform to share best practice and resources in order to tackle prejudice and discrimination and challenge hate crime.

Community Engagement: Part 2

8.3 In the past year, have you collaborated with other organisations in your region or sector on an initiative to promote LGBT equality in the wider community?

GUIDANCE: The initiative can be a one off or on going project.

Yes

Complete the following:

Name the organisation/s you collaborated with:	LGBTI Youth Scotland
Describe the collaboration or initiative:	The First Minister showed her support for LGBT History Month as an LGBTI Ally and Role Model by filming a short video in support of Purple Friday.
Describe the impact of the collaboration or initiative:	To celebrate and raise awareness of LGBT History Month Scotland 2018, and to increase the visibility of lesbian, gay, bisexual and transgender people and their lives, history and experiences. The film launched on Purple Friday and feedback has been excellent.

8.4 Has your organisation done any further work in the past year to promote LGBT equality in the wider community? Yes

GUIDANCE: Activity here should be additional to anything already mentioned in the submission.

Describe the activity and impact:

The Scottish Government has consulted on potential reforms to the Gender Recognition Act 2004 to introduce a self declaratory system. We received over 15,000 responses. We are considering the way ahead following the consultation. This will be published later in 2018.

The Scottish Government has also committed to seeking views about how we should address the issues experienced by intersex people and will publish a separate consultation for this purpose shortly.

Following the publishing of Lord Bracadale’s report and recommendation to consolidate all Scottish hate crime legislation into one new hate crime statute, The Scottish Government are using this as a basis for consulting on the detail of what should be included in a new hate crime bill.

Routing question Section 9

Section 9: Clients, Customers and Service Users

This section comprises of between 3 5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation: B. Public or third sector non service provision

Clients, Customers and Service Users: PS NSP

Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector? Yes

GUIDANCE: This can include at network of network forums and other D&I initiatives and events.

Describe how the organisation has promoted LGBT equality in its sector:

Work with NRS around the development of questions for possible inclusion in the 2021 Census around sexual orientation and gender identity.

Engagement with GEO around to raise awareness of concerns around some of the questions asked in their national UK wide government survey for LGBT people. This included a question asking “what gender were you assigned at birth?” and the inconsistent inclusion of intersex people in the survey questions.

Engagement with Cabinet Office regarding the acceptability of gender identity and trans questions asked in the People Survey.

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments? Yes

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives:

The Scottish Government runs and manages the Scottish National Equality Improvement Project which was previously the Public Sector Diversity Network. This group bring together diversity and equality professionals to improved the Scottish Ministers Equality Duty and Mainstreaming. Part of the work of the group in addition to developing better policies and procedures is sharing best practice. One of the agenda items in late 2016 was around building capacity in leadership and how to encourage staff to "walk the talk" and be advocates for equality in its widest sense. The Head of D&E for the Scottish Government had recently implemented a "no bystanders" programme of work and gave a presentation to the group on the programme of work that Stonewall had created for them around Role Models and Allies including the benefits that had been measured from that piece of work and encouraged them to talk to Stonewall about a similar approach in their organisations. This lead to a group of smaller organisations including Scotland Office discussing the benefits of them delivering a similar package across various smaller organisations

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events? Yes

GUIDANCE: The events or initiatives should be organised and held by the organisation.

Describe how the organisation has invited partners to take part in in-house initiatives:

One of Scottish Government's partners is STA. The SG were building capacity and knowledge and understanding of Trans and non binary for policy makers and invited STA to be part of that work to help increase the STA understanding of gender identity issues of Scottish Government officials.

Routing question Section 9

Section 9: Clients, Customers and Service Users

This section comprises of between 3 5 questions and examines how the organisation engages with clients, customers, services users or partners. This section is worth 8.5% of your total score.

In order to begin this section, choose which sector best describes the organisation below.

Please choose the option that best describes your organisation: B. Public or third sector non service provision

Clients, Customers and Service Users: PS NSP

Public or third sector with non-service provision

9B.1 In the past year, has the organisation promoted LGBT equality and diversity in its sector? Yes

GUIDANCE: This can include at network of network forums and other D&I initiatives and events.

Describe how the organisation has promoted LGBT equality in its sector:

- o LGBT Youth Scotland and respectme received around £10k of funding earlier this year to work collaboratively to address the issues of homophobic, biphobic and transphobic (HBT) bullying and promote an inclusive approach to RSHP education.
- o They produced a resource and delivered practice seminars aiming to improve knowledge, confidence and skills of teachers and those working in learning environments to tackle HBT bullying.
- o We have also published Dealing with Homophobia and Homophobic Bullying in Scottish Schools.
- o This supports teachers in recognising, challenging, and reducing homophobia and homophobic bullying in their schools. This will be updated in due course.

Extensive other evidence captured in Section 8.

9B.2 In the past year, has the organisation encouraged partners to take part in diversity programmes or assessments? Yes

GUIDANCE: 'Partners' here refer to other organisations which are not suppliers which the organisation might collaborate with.

Describe how the organisation has encouraged partners to take part in diversity programmes and initiatives:

The Scottish Government has three strands in its work with partners to promote diversity, and these are: grant funding, co production of policy, and providing the public sector with the data and analysis that can underpin policy making.

There is a budget specifically for tackling inequality and promoting equality, and in 2018 19 the Scottish Government increased its investment in this area to over £22 million. That budget provides resource for frontline services to tackle violence against women and girls, helps with work to address social isolation and loneliness and to strengthen community cohesion, and supports activity to address discrimination and inequality across the protected characteristics. It also builds on work in areas where Scotland is already considered to have a progressive approach, for example, around growing women's representation, and increasing inclusion of LGBTI communities. Additional funding is also provided to maximise the impact of the third sector, including empowering and supporting communities as well as tackling inequality.

There are also many examples of the Scottish Government working with partners in specific policy areas, including:

- working with the college and university sectors to address gender equality at all levels from course choices to senior staff and boards
- taking forward the actions recommended by the Women in Agriculture Taskforce aimed at increasing gender equality in the sector
- supporting the Scottish Disability Equality Forum to develop and host an accessible travel hub and engage with disabled people in line with the Scottish Government's Accessible Travel Framework.

One of the key requirements of the public sector equality duty is the requirement to assess the impact of policies on people who share one or more of the protected characteristics. To help authorities across the public sector to produce well evidenced assessments the Scottish Government maintains a wide ranging and robust on line equality evidence resource, known as the Evidence Finder, that enables national and local policy makers to develop sound, inclusive policy and to measure the impact on all of Scotland's equality groups. A revised strategy was produced in 2017 to enhance the resource by describing the equality evidence gaps that have been identified in concert with partner organisations and academia, and detailing a strategic approach to strengthening Scotland's equality evidence base.

Work across these three strands represents a comprehensive approach to encouraging partners to promote equality and to embed the principles in policy making and delivery, and serves to underline Scottish Ministers' commitment to making Scotland an open, welcoming and inclusive country.

9B.3 In the past year, has the organisation invited partners to take part in in-house LGBT initiatives or events? Yes

GUIDANCE: The events or initiatives should be organised and held by the organisation.

Describe how the organisation has invited partners to take part in in-house initiatives:

To support the project group in the development of our trans policy and guidance in 2018, a Trans Advisory Board was established, comprising representatives from Mermaids, Scottish Trans Alliance and Stonewall. The TAB serves to bring constructive challenge and expertise and insight to bear on the development of our policy and guidance, to ensure the development of supportive and progressive policies and procedures which respect and value our trans colleagues.

Clients, Customers and Service Users 4

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done Yes
any further work in the past year
to improve the working
environment for LGBT staff?

GUIDANCE: The activity detailed here should not have been mentioned anywhere else in the submission.

Describe the activity and impact:

Scottish ministers have indicated that they will consult on changes to the Gender Recognition Act. As part of our commitment to support the LGBTI community within the Scottish Government we are revising our transgender and non binary policy. In practice there is much good work being undertaken in this area and managers have been directly liaising with members of the equality unit to support and encourage staff members as they express their identity. However, our written policy must now evolve to reflect this progress, to fully, and unequivocally, state our expectations of attitudes towards and support of colleagues who identify as trans or non binary. This policy will form the basis of challenge against unacceptable behaviours. One of the key outcomes will also be in securing and adopting the best practice on a trans and intersex monitoring question. It will also serve as a blueprint for other public sector organisations across Scotland.

This project will look at the whole experience of trans and non binary colleagues the below flow chart gives an initial idea of the areas we will be addressing throughout this process:

Recruitment (advertising, application, applicant data required)

↓

Interview

↓

Job offer

↓

Working conditions in team and beyond (wider SG attitudinal challenge)

↓

Support networks (including for SG parents of children who identify as trans/nb)

↓

Social opportunities

↓

Promotion prospects

A small team has been brought together to develop this policy and the subsequent engagement activities that will take place across government.

Project aims

The project aims to review all intertwining aspects of trans and non binary activity in the Scottish Government. There will be six core products from this work

1. A data set on staff experiences comprised from questionnaires (Stonewall questionnaire, People Survey, separate survey)
2. A revised HR policy on trans/non binary for the Scottish Government. It is intended that this policy is co produced with key stakeholders (including but not limited to Stonewall Scotland and STA).
3. Guidance for line managers which underpins the HR policy
4. Guidance for members of staff who have a child who is transitioning or who identifies as non binary. The intention is for this to be co produced by Mermaid, who specialise in advice to parents and families on trans/non binary enquiries.
5. A communications and engagement plan to ensure knowledge of the policy and accompanying parental guidance is widespread throughout the organisation. The core aspect of this work will be developing a training offer for SG staff.
6. Frequently Asked Questions documents. This will be comprised of three brief and accessible documents: 1) for those who are transitioning within SG; 2) for colleagues; 3) for line managers on how best to support a trans/non binary member of staff

Clients, Customers and Service Users 4

Section 10: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year. This section is worth 1% of your total score.

10.1 Has the organisation done any further work in the past year to improve the working environment for LGBT staff? Yes

GUIDANCE: The activity detailed here should not have been mentioned anywhere else in the submission.

Describe the activity and impact:

In the Stonewall 2018 Index, only 116 SG employees completed the staff feedback questionnaire. This year we developed a communications approach to increase participation the Stonewall survey to at least 10% of employees and to enable the delivery of other aspects of the Stonewall Index, such as intersectionality and visible leadership. The survey was promoted via:

- Permanent Secretary's July blog
- a joint Saltire article in July by LGBTI and mental health senior Champions
- promotion by LGBTI and Allies networks via Yammer
- targeting the People Panel, a group of c. 600 staff, representative of the origination, who have volunteered to participate in surveys to inform the development of strategy and action.
- Directors to promote via their newsletters or other staff communications
- networks such as HRBPs and local learning and development support officers to maximise reach across the organisation.
- Comms messages which were circulated across Directorates. Director Generals were also asked to send them out.
- Creating an email footer which staff can use, which contains the Stonewall logo and says "I completed the #stonewallsurvey because [staff fill in their own reason]". It also links to the joint article published by

the LGBTI and Mental health champions in July 2018 so staff can read about why it matters, before completing the survey.

- Designing posters encouraging employees to complete it

By 30th August 2018 1527 people had completed it.

Our senior LGBTI Champion was named as one of the Civil Service Rainbow Alliance’s 30 most influential LGBTI civil servants.

Disclosure Scotland led a project to conduct user research into ‘when’ and ‘what’ to ask about sex/gender. It was realised early on, that this was a question many public sector organisations were working on to get right, but no one had the right answer, as yet.

With the support of the Scottish Government user research team a working group was established made up of government departments and third sector groups with knowledge of this topic to look at the issue. The purpose was to review all existing evidence to devise a new more inclusive way of asking about sex/gender, when it’s needed.

Participants included:

- Scottish Government (SG)
- Scottish Trans (Equality Network)
- Engender
- Stonewall
- Northern Ireland Executive
- Government Equality Office (GEO)
- Disclosure Scotland
- Office for National Statistics (ONS)
- National Records of Scotland (NRS)
- NHS
- Government Digital Service (GDS)

The group concluded that there’s insufficient evidence to recommend a new pattern or guidance for a new, more inclusive way of asking about sex/gender. However, the group will be making some recommendations on how to move forward.

The Head of Diversity and Inclusion recorded a welcome video for the New Line Managers Programme which rolled out in June 2018. The script mentioned SO/GI discrimination and inclusion explicitly.

Many of our senior managers demonstrate visible support for LGBTI equality and inclusion by wearing lanyards bearing the rainbow and trans flags. The Director for People wore hers for her message in the welcome video for the New Line Managers Programme.

Optional Awards

Individual awards

The following awards will be given to outstanding individuals and a network group who have contributed significantly to LGBT equality, both within their workplace and the wider community.

The nominations are longlisted by the Membership Programmes team and then shortlisted and awarded by an internal Stonewall panel.

Award winners are profiled in Stonewall's Top 100 Employers publication.

Please ensure you have the person's permission to share their details before completing and submitting the nominations.

Role Models of the Year

If you would like to nominate an individual(s) for one or more of the role model awards, please select from the below options and tell us about the great work they've done over the past year.

Guidance: You should tell us how the individuals have contributed significantly to LGBT equality in both your workplace and the wider community.

Please note that we use the below terms as umbrella terms for many different identities (See the [Stonewall glossary](#)).

You should ensure the nominated individual is comfortable being identified with the specific term selected. For example, if someone is pansexual, making sure they're comfortable receiving the award and being profiled as Bi Role Model of the Year.

We will work with them to explore their identity fully within their profile in the Top 100 Employers publication.

No Responses Selected

Ally of the Year

If you would like to nominate an individual for the ally award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note this category can also include allies within the LGBT community. For example, a lesbian women who has shown fantastic allyship to the trans community.

(No response)

Senior Champion of the Year

If you would like to nominate an individual for the senior champion award, please tell us about the great work they've done over the past year.

Guidance: You should tell us how the individual has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note the senior champion does not need to identify as LGBT.

(No response)

Employee Network Group of the Year

If you would like to nominate your organisation's network group, please tell us about the great work it's carried out over the past year.

Guidance: You should tell us how the network group has contributed significantly to LGBT equality in both your workplace and the wider community.

Please note you may reference work which has already been documented in the LGBT Employee Network Group section.

The Scottish Government LGBTI network is a confidential space for gay, lesbian, bisexual, transgender and intersex colleagues. It enables colleagues to share experience and to provide mutual peer support; to promote working practices and policies that achieve equality of treatment for LGBTI colleagues; to build open, confidential and supportive relationships with members and colleagues across the Scottish Government; and to raise awareness and understanding of issues affecting LGBTI colleagues.

Lorna Gibbs, Chief Executive Disclosure Scotland, and Stephen Gallagher, Interim Director for Local Government and Communities, are visible gay senior leader and champion the network. Barbara Allison, Director for Communications, Ministerial Support & Facilities is a senior Ally for the network and champions LGBTI issues with the Executive Team ensuring visibility at the highest level of the organisation. The LGBTI network is run by a committee of LGBTI colleagues and holds 3 or 4 member meetings per year for members. It also holds occasional open meetings and events to which all staff are invited to allow a wider group of staff to come together to talk about LGBTI subjects in a safe group. The LGBTI network has a confidential mailbox that all staff can send queries or concerns to and the network raises these concerns confidentially with the D&I team. The LGBTI network uses a closed Yammer group for LGBTI staff which is particularly enabling for those in dispersed areas to remain engaged in the network. This is hosted externally and has allowed members to have open and frank discussions, and enables the LGBTI committee to consult members and develop recommendations e.g. options for addressing any bullying or harassment. The network has a named trans/nob binary contact on its Saltier

(intranet) page. The LGBTI network works closely with its sister LGBTI Allies network .

The network has supported Scottish Government LGBTI colleagues and impacted on wider Scottish society for over ten years by:

- working collaboratively with the Resourcing during recruitment campaigns resulting in increased outreach to LGBTI organisations, role models profiled and panels trained to understand lived experience. Consequently around 9 % of candidates in two separate campaigns identified as LGBO, significantly above SG workforce composition (3%) and wider Scottish population demographics (2%).

- Holding a joint session with the SWAN network where our Champion and MSP Derek MacKay spoke about their personal experiences of being "out" and to help better understand the SG commitment to making Scotland better for LGBTI people.

- Leading on the production of a comprehensive LGBTI Terminology guide which is being used for policy and legislative development work including in drafting the Historical Sexual Offences (Pardons and Disregards) (Scotland) Bill to ensure that it uses inclusive language throughout.

- In 2018, LGBTI staff network worked with the LGBTI Allies network to design a lanyard that promote both networks and which everyone who wanted to could wear. The lanyards contain both the rainbow flag and the trans flag and carry both networks' logos including the Stonewall "Speak Up, Speak Out" slogan. Anecdotal feedback tell us that people have felt safer and more able to be themselves by seeing colleagues wearing the lanyards. To drive up diversity declaration rates, the lanyards are offered to anyone who confirms they have completed their diversity monitoring on e HR or who commits to doing so. This approach contributed to a 6 percentage point increase in sexual orientation declaration since March 2017. Senior staff have worn the lanyards when representing Scottish Government externally and it has inspired the Scottish Parliament network to adopt a similar approach.

- Network members volunteer their time to serve in a project group to refresh the Scottish Government's policies on gender identity in the workplace, ensuring that lived experience is at the heart of policy development.

- Empowering disabled and trans network members to write personal blogs reaching over 6000 staff, raising awareness of the multiple aspects diverse members of staff bring to the workplace and increasing understanding of their personal experience and the importance of role models.

The LGBTI Network has been involved in and led a number of initiatives described throughout this submission and are playing an invaluable role in SG in shifting perceptions, connecting to experience and improving our policies and processes so they are more representative and inclusive.

Bi Inclusive Workplace of the Year

If you would like to nominate your workplace for the Bi Inclusive Workplace of the Year award, please tell us about the great work you've done over the past year.

Guidance: this is an opportunity to demonstrate that your organisation is leading the way as a bi inclusive workplace.

Please note you may reference work which has already been documented.

(No response)

Before starting a submission to the Workplace Equality Index or Global Workplace Equality Index, or for your Stonewall School Champions Award, please read the following very carefully.

It sets out how Stonewall will use the information you submit.

This privacy policy sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this policy on occasion by updating this page. You should check here from time to time to ensure that you are happy with any changes. This policy is effective from 04/06/2018.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles**
- Contact information including email address**
- Demographic information such as postcodes**
- Information and files as supporting evidence for submissions such as:**
 - Policies**
 - Communications**
 - Screenshots of intranet posts**
 - Descriptions of processes and ways of working**
 - *Schools only:* photographs (see additional information below)**
 - *Schools only:* screenshots of school procedures/systems, e.g. SIMS**
 - *Schools only:* minutes/agendas from Governing Body meetings**

Please note that whilst completing your submission you may be asked to provide pieces of evidence which include personal details, such as profiles of individuals. It is your responsibility to ensure you have the permission of the individual to share this information with Stonewall. Schools should not submit details that can identify individual children.

Schools - Photograph Permissions

It is the responsibility of the school to ensure that they have parental permission before submitting a photograph of children as part of their supporting evidence. Any photographs submitted will not be used by Stonewall for any purpose other than scoring the School Champion Award application, without express written permission from the school.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants.**
- The information supplied is confidential between Stonewall and the applicant/organisation.**
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation.**
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.**
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought.**
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question.**
- Demographic data about your organisation, for example number of employees, will**

be used for internal record keeping and to improve our offers and services.

Stonewall may use the information you submit for the following purposes related to the School Champion Awards and to further LGBT equality and inclusion in schools:

- Stonewall will use the information you submit to review your school against the criteria for the Schools Award for which you are applying.**
- The information supplied is confidential between Stonewall and the school.**
- Any scoring or comments made on the submission are confidential between Stonewall and the school, except for purposes outlined below:**
- If your school is successful in obtaining a Stonewall School Award, the name of your school and the level of award achieved will be published on our website.**
- Individual practice, where deemed good practice by Stonewall, may be shared with other schools either directly by the Stonewall Education Team, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the school in question.**
- Demographic data about your school, for example whether you are a primary or secondary school, will be used for internal record keeping and to improve our offers and services.**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Stonewall, Data Officer, 192 St John Street, London, EC1V 4JY.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or:

- memberships@stonewall.org.uk for queries related to the Workplace Equality Index or Global Workplace Equality Index
- education@stonewall.org.uk for queries related to School Champion Award

We will promptly correct any information found to be incorrect.

FluidReview data protection and privacy

This site has been built and is managed using FluidReview, an online application system.

You can find the FluidReview privacy statement [here](#).

You can find the FluidReview security information [here](#).

Please tick here to show us you've read and understood the Stonewall data protection and privacy policy.

I've read and understood the data protection and privacy policy

Before starting a submission to the Workplace Equality Index or Global Workplace Equality Index, please read the following very carefully.

It sets out how Stonewall will use the information you submit.

This privacy policy sets out how Stonewall uses and protects any information that you give Stonewall when you use this website.

Stonewall is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Stonewall may change this policy from time to time by updating [this page](#). You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 12/06/2017.

What we ask you to submit

Whilst registering and completing a submission, we may ask you to submit the following information:

- Names and job titles**
- Contact information including email address**
- Demographic information such as postcodes**
- Information and files as supporting evidence for submissions such as:**
- Policies**
- Communications**
- Screenshots of intranet posts**
- Descriptions of processes and ways of working**

Please note that whilst completing your submission you may be asked to provide

pieces of evidence which include personal details, such as profiles of individuals. It is your responsibility to ensure you have the permission of the individual to share this information with Stonewall.

What we do with the information you submit

Stonewall may use the information you submit for the following purposes related to the Workplace Equality Index and to further LGBT equality and inclusion in the workplace:

- Stonewall will use the information you submit to review, score and rank your organisation in comparison to other entrants**
- The information supplied is confidential between Stonewall and the applicant/organisation.**
- Any ranks outside of the Top 100 will remain confidential between Stonewall and the applicant/organisation**
- Any scoring or comments made on the submission is confidential between Stonewall and the applicant/organisation, except for purposes outlined below.**
- Aggregated scores, information and data may be used to identify national, regional and sector trends and patterns of work. This information may be published in Stonewall resources. Where individual organisations or individuals are named, permission to do so will be sought**
- Individual practice, where deemed good practice by Stonewall, may be shared with other organisations either directly through Stonewall Account Managers, or within resources produced by Stonewall. Before any practice is shared, permission will be sought from the organisation in question**
- Demographic data about your organisation, for example number of employees, will be used for internal record keeping and to improve our offers and services**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

Links to other websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Controlling your personal and organisational information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Stonewall, Data Officer, 192 St John Street, London, EC1V 4JY.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address or memberships@stonewall.org.uk. We will promptly correct any information found to be incorrect.

FluidReview data protection and privacy

This site has been built and is managed using FluidReview, an online application system.

You can find the FluidReview privacy statement [here](#).

You can find the FluidReview security information [here](#).

**Please tick here to show us
you've read and understood the
Stonewall data protection and
privacy policy.**

I've read and understood the data protection and privacy
policy