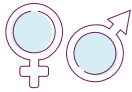


EQUALITY MONITORING – WHAT IS IT ALL ABOUT AND WHY DO WE COLLECT IT!



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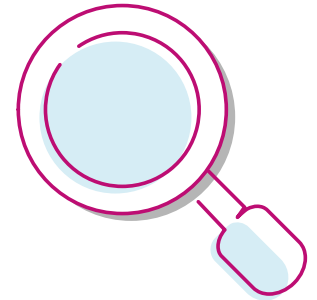
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- Disability
- Gender reassignment
- Marriage & civil partnership
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- Race
- Religion or belief
- Sex (gender)
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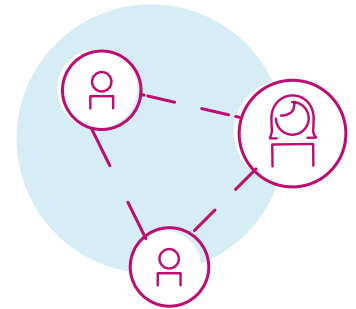


WHAT IS EQUALITY MONITORING?

Equality Monitoring is the collection of data to measure performance and improvement in relation to equality & diversity.

Great benefits can be achieved for both the organisation and individual colleagues through increased disclosure of employee equality monitoring data.

Our aim is to be an inclusive organisation, committed to providing equal opportunities throughout employment. Monitoring is necessary to make our equality policy a reality and to ensure that all colleagues have the same access to training, promotion and other opportunities.



COLLECTING EQUALITY MONITORING DATA FROM COLLEAGUES

Why does VisitScotland gather this data and how can we use this?

Equality monitoring is carried out in employment to:

- better understand the organisation's workforce profile and enable us to take targeted action to support and respond to employee needs
- promote awareness of the diversity of our workforce
- explore any trends and whether patterns of potential disadvantage or discrimination exist
- inform policy, decision making and make improvements
- provide targeted information to support positive action initiatives
- comply with the law – all employers are responsible under the Equality Act 2010 for protecting their employees from discrimination and harassment at work
- measure and report progress in meeting VisitScotland's equality outcomes and to inform equality impact assessments

How is data captured?

Colleagues can update their equality data on Oracle at any time. You can select 'prefer not to say' or leave blank for any characteristic.

Who has access to equality monitoring data?

Only a very limited number of HR employees who are involved in the analysis of information have access to equality monitoring data. VS will always ensure that your information is held securely and confidentially in accordance with data protection requirements

How is this data reported?

VS has legal obligations under the Equality Act 2010 to publish equality monitoring data every two years.

This includes analysis of pay gap and occupational segregation information for gender, race, and disability. Equality monitoring data is anonymised and individual employees and will never be identified from the reports we are required to publish as part of VS's update next year to our 2019/21 Equality Mainstreaming Report, called "Our People".

UNDERSTANDING PROTECTED CHARACTERISTICS

The Equality Act (2010) introduced the term 'protected characteristics' to refer to groups that are protected under the Act.

The 9 protected characteristics:



AGE

The Equality Act protects employees from discrimination, harassment and victimisation due to their age, where they may be 'younger' or 'older' than any comparative employees.

Monitoring the age distribution of our workforce can inform plans to promote and support the age-diversity of employees, inform succession planning and identify any trends of inequality.

Currently, stats in age groups are as follows: <25 is 5.3%; 25- 34 is 22.8%; 35-44 is 28.3%; 45-59 is 32.2%; >60 is 11.4%

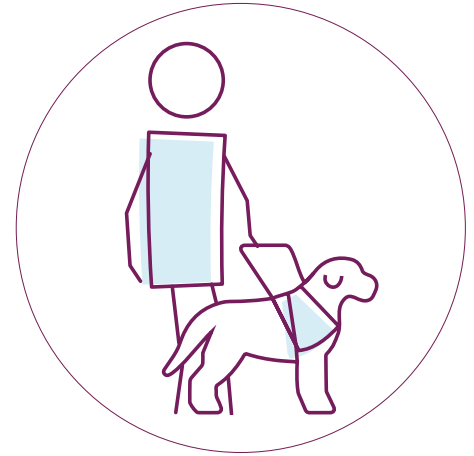


DISABILITY

A person is disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out typical day-to-day activities. A number of illnesses, such as cancer, HIV and multiple sclerosis are automatically considered disabilities under the Equality Act, and other progressive conditions are considered a disability as soon as the symptoms of that condition have an effect, known as “invisible disabilities”.

3.8% of colleagues identify as having a disability.

Gathering this data helps us to monitor our progress and commitments relating to the Disability Confident scheme, we have achieved levels 1 & 2 now in 20/21 we are working to achieve Level 3. This year we formed the new staff network group called “The Inclusive Network Alliance”, which is for everyone with a disability, hidden or visible, long-term health conditions, or any neuro-diverse condition. Plus any colleagues who may be caring for family or relatives.



GENDER REASSIGNMENT

Gender reassignment is where a person has proposed, started or completed a process to change their gender. A transgender (trans) person has the protected characteristic of gender reassignment.

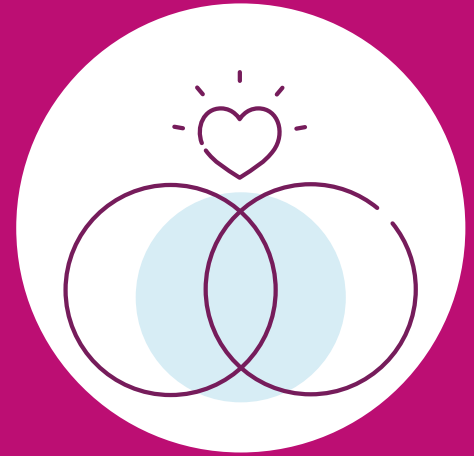
Currently, VS does not retain stats on gender reassignment, but VS is currently preparing a Transitioning Policy which will help HR, staff, and line managers understand how to help and support those in this group. Once we have done this, we will be looking to add this to Oracle in the future.



MARRIAGE & CIVIL PARTNERSHIP

The Equality Act makes it unlawful to discriminate against or treat someone unfairly because they are married or in a civil partnership. People who are not married or civil partners (single/engaged/divorced/widowed) do not have this protected characteristic.

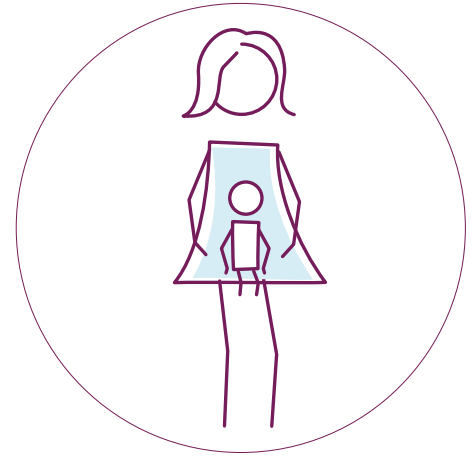
Currently, 96.9% of colleagues have completed relationship status information on Oracle. 3.1% not disclosed. As an overview out of those 46.6% are married 42.6% are single. Civil partnership 0.3%.



PREGNANCY & MATERNITY

A woman remains protected in her employment during her pregnancy and any statutory maternity leave to which she is entitled.

VS monitors pregnancy, maternity, paternity, adoption and shared parental leave data to enable us to ensure we track our progress towards being a fair and inclusive employer and to support the employee's return to work. In 2019-20, 8 female colleagues returned to work following a period of maternity leave.



RACE

This protected characteristic refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.

Racial discrimination is prohibited in Scotland on the grounds of **colour, nationality, ethnic or national origin**. This definition has been incorporated into Scots law from the International Convention on the Elimination of All Forms of Racial Discrimination. In addition, the Equality Act 2010 extends the recognition of these provisions into the development of public policy and delivery of public services.

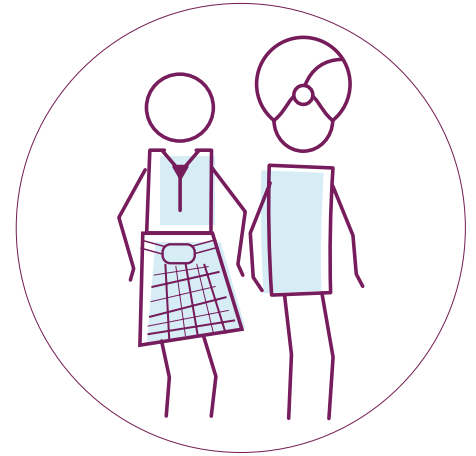
Currently on Oracle 91% of colleagues have completed ethnicity information.

9% chose not to declare their race, colour or ethnic origin.

2.9% of colleagues have identified as being of ethnic minority descent.

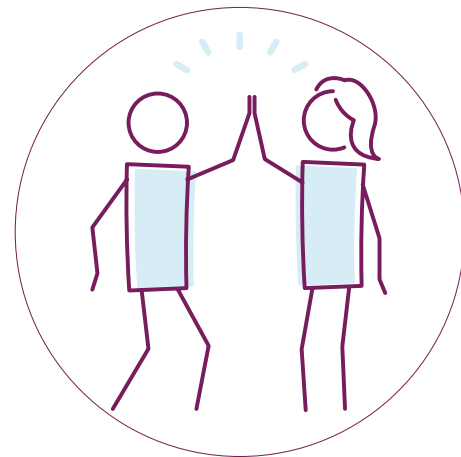
To help us meet our legal requirements and to have a complete picture and breakdown of our staff please also complete your Citizenship on Oracle as well as your ethnicity. Citizenship is your legal nationality. For anyone with dual nationality both may be entered in Oracle.

Gathering this data helps us to monitor our policies, commitments and progress in relation to equal pay for all colleagues and to be able to identify and address any trends of inequality.



LANGUAGE SPEAKERS

Although collecting language skills is not a legal requirement, we really value our International staff who work for us and who come from all over the world to work in Scotland. However we also want to gather the capabilities of all staff, in particular Gaelic and also those who have BSL, as this is recognised as a language. Many of our staff, regardless of their background have a great diversity of language skills and we would like to capture them in order to ensure that we can have effective communications both internally and externally with our industry and also with our stakeholders. If you speak or can communicate in any other languages please see pages 22- 24. Your newly added language does not require approval and it will self-approve within a few minutes. Please add as many language skills as you wish to enrich your profile. You can select the pencil symbol to make amendments at any time.



RELIGION OR BELIEF

Religion has the meaning usually given to it but belief includes religious and philosophical beliefs including lack of belief (such as Atheism).

Currently, 80.4% of colleagues have completed information relating to their religion or belief on Oracle. 19.6% chose not to declare.

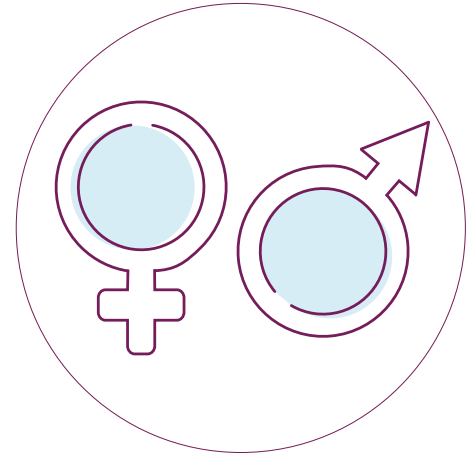
This information helps to inform policy and decision making. This also ensures that no one is discriminated against because of their religion and allowing for example Muslim staff time to pray during the day.



SEX (GENDER)

It is unlawful to discriminate against someone on the grounds that they are female or male or those who identify as non-binary (individuals who do not feel male or female or identify as both).

Monitoring the gender distribution of VS's workforce can identify trends of progression, any trends of inequality and support our commitments and progress in relation to equal pay for all colleagues. Later in 2020 we are setting up a Women's Staff Network group, formed to support these commitments. Currently, female employees account for 66.7 % of our workforce with male employees accounting for 33.3%. We need this information as accurate as possible to ensure our 2021 Equal Pay report reflects a true picture in VS.



SEXUAL ORIENTATION

Sexual orientation is a person's emotional, romantic and/or sexual attraction to another person. The Equality Act applies equally whether someone is a lesbian, gay, heterosexual or bisexual.

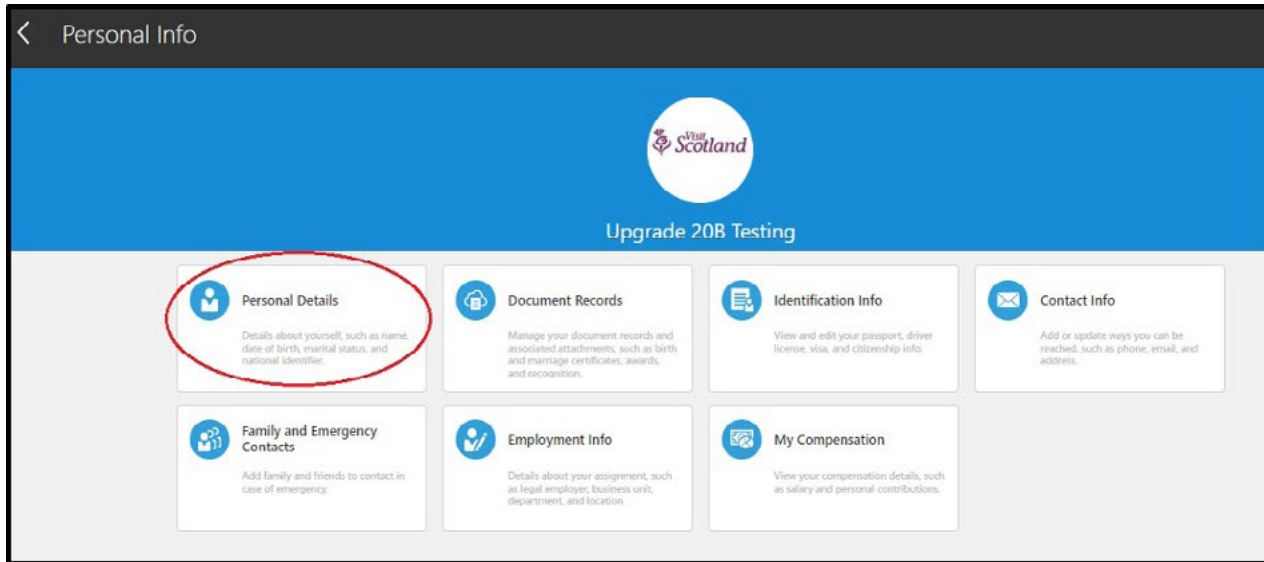
Currently, 11% of colleagues have completed their information on Oracle. 0.7% of colleagues have identified as LGB. Gathering this data helps us to monitor our commitments to the LGBTI+ community in VS. The LGBTI+ Staff Network Group is also a means of support for our staff, plus we also welcome any allies to the group to help support the members.



HOW DO I UPDATE MY PERSONAL EQUALITY AND DIVERSITY INFORMATION?

Add / Amend Demographic Info

Under Me, select Personal Information, then Personal Details.



Under the Demographic Info heading Select the pencil symbol at the right-hand side to move to editing mode

The screenshot shows a user interface for 'Personal Details' with a 'TU' profile icon and 'Test Upgrade20D' text. Below the header is a 'Name' field. The 'Demographic Info' section is expanded, showing a table of personal details. A red arrow points to a pencil icon in the top right corner of this section, indicating the edit function.

Demographic Info	
Country United Kingdom	Marital Status Single
Religion Christian catholic	Start Date 03-Mar-2021
Ethnicity White - English/Welsh/Scottish/Northern Irish/British	Sexual Orientation Heterosexual

Make necessary changes and add comments i.e. updated Marital Status.

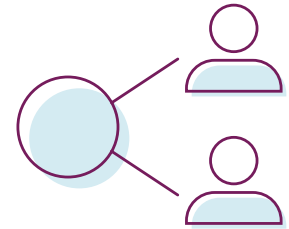
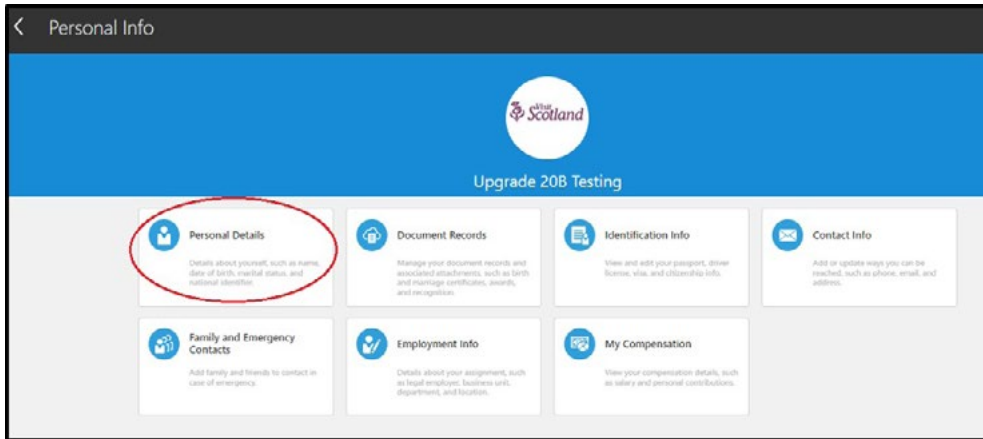
Click **Submit**.

The screenshot shows a mobile application interface for 'Personal Details' under the heading 'Test Upgrade20D'. The page title is 'Demographic Info'. The form contains several dropdown menus: 'Country' (United Kingdom), 'Religion' (Christian catholic), 'Ethnicity' (White - English/Welsh/Scottish/Northern Irish/British), 'Marital Status' (Single), and 'Sexual Orientation' (Heterosexual). A 'Comments' section at the bottom contains the text 'Updating Sexual Orientation'. In the top right corner, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red.

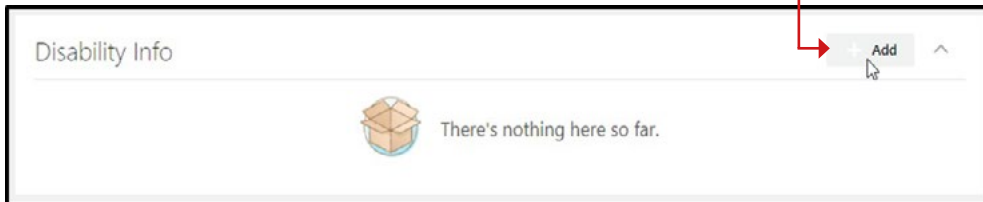
You will see a message pop up saying your changes are submitted and pending approval. Changes to your demographical info does not require any approval so the transaction will self-approve within a few minutes and your Personal Details screen will be updated. You will also receive an FYI notification confirming the changes are approved. To return to your home screen, select the back arrow in the top left-hand side.

Add Disability Info

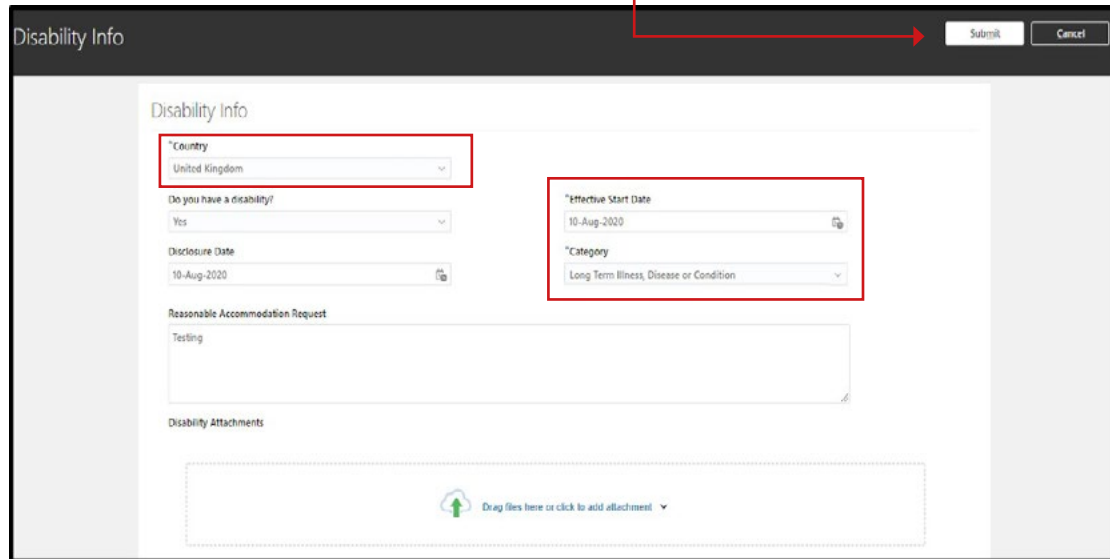
Under Me, select Personal Information, then Personal Details.



Along from the Disability Info heading select the downward pointing grey arrow then click **Add**.



Country – Select **United Kingdom**. Add the information you wish to disclose, any comments and attachments and click **Submit**. Any fields marked with an * is mandatory.



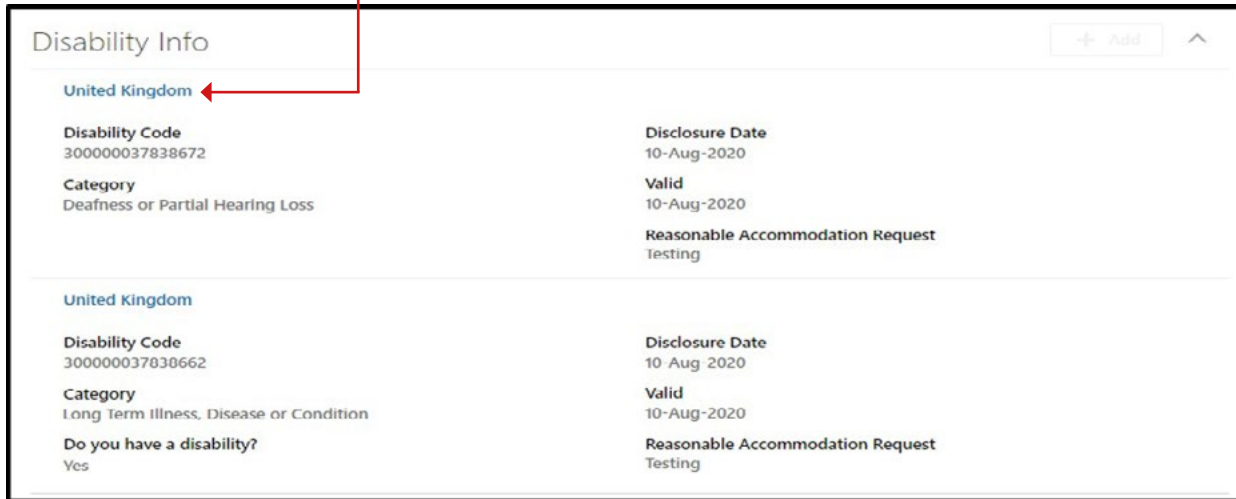
The screenshot shows a web form titled "Disability Info". At the top right, there are "Submit" and "Cancel" buttons. A red arrow points from the text above to the "Submit" button. The form contains several fields: "Country" (a dropdown menu with "United Kingdom" selected), "Do you have a disability?" (a dropdown menu with "Yes" selected), "Disclosure Date" (a date picker with "10-Aug-2020" selected), "Effective Start Date" (a date picker with "10-Aug-2020" selected), and "Category" (a dropdown menu with "Long Term Illness, Disease or Condition" selected). There is also a text area for "Reasonable Accommodation Request" containing the word "Testing" and a dashed box for "Disability Attachments" with a green arrow icon and the text "Drag files here or click to add attachment".



You will see a message saying your changes are submitted for approval. Adding your disability information does not require any approval so the transaction will self-approve within a few minutes and your Personal Details screen will be updated. You will also receive an FYI notification confirming the changes are approved. To return to your home screen, select the back arrow in the top left-hand side.

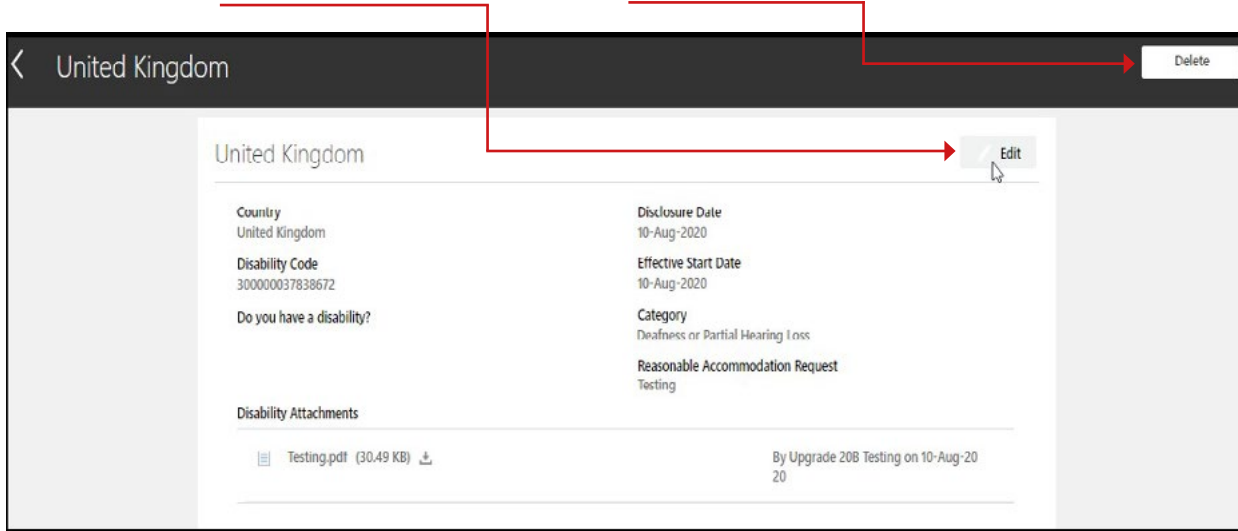
Amend or Delete Disability Info

Return to your Personal Details section by following the navigation above. Underneath the Disability Info heading, select the blue text, **United Kingdom**.



Disability Info		+ Add	^
United Kingdom			
Disability Code 300000037838672	Disclosure Date 10-Aug-2020		
Category Deafness or Partial Hearing Loss	Valid 10-Aug-2020		
	Reasonable Accommodation Request Testing		
<hr/>			
United Kingdom			
Disability Code 300000037838662	Disclosure Date 10-Aug-2020		
Category Long Term Illness, Disease or Condition	Valid 10-Aug-2020		
Do you have a disability? Yes	Reasonable Accommodation Request Testing		

You can select the **Edit** button to make amendments or **Delete** to completely remove this data from your record.

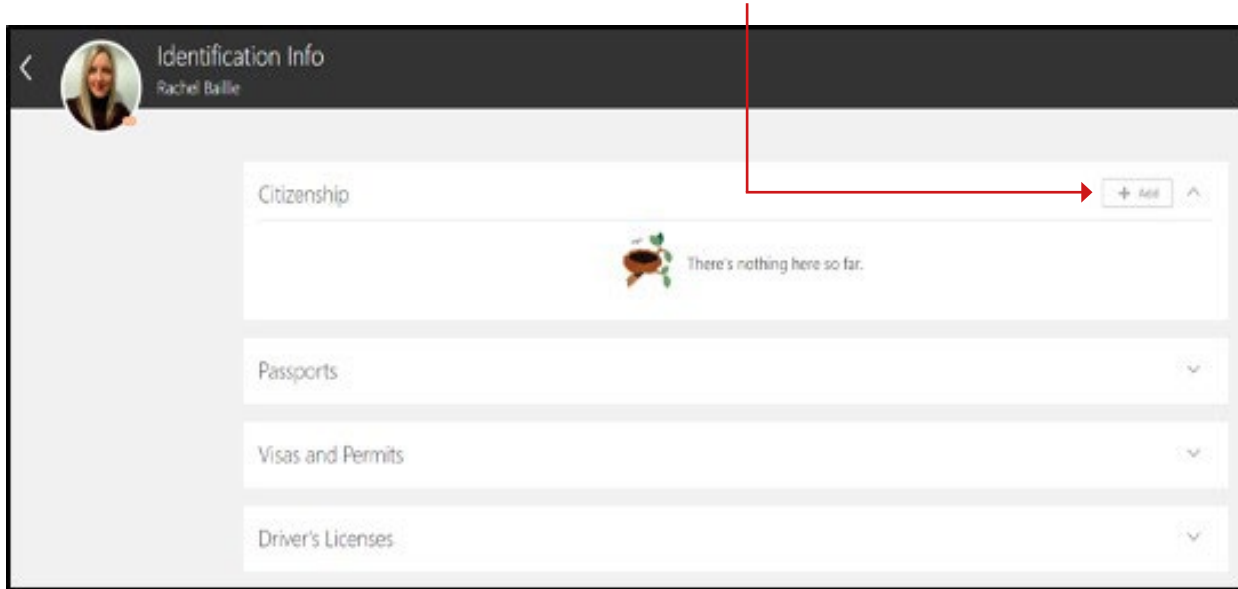


If Editing, make your amendments then click **Save**. Using the editing function or delete button will self-approve within a few minutes and your Personal Details screen will be updated. You will also receive an FYI notification confirming the changes are approved. To return to your home screen, select the back arrow in the top left-hand side.

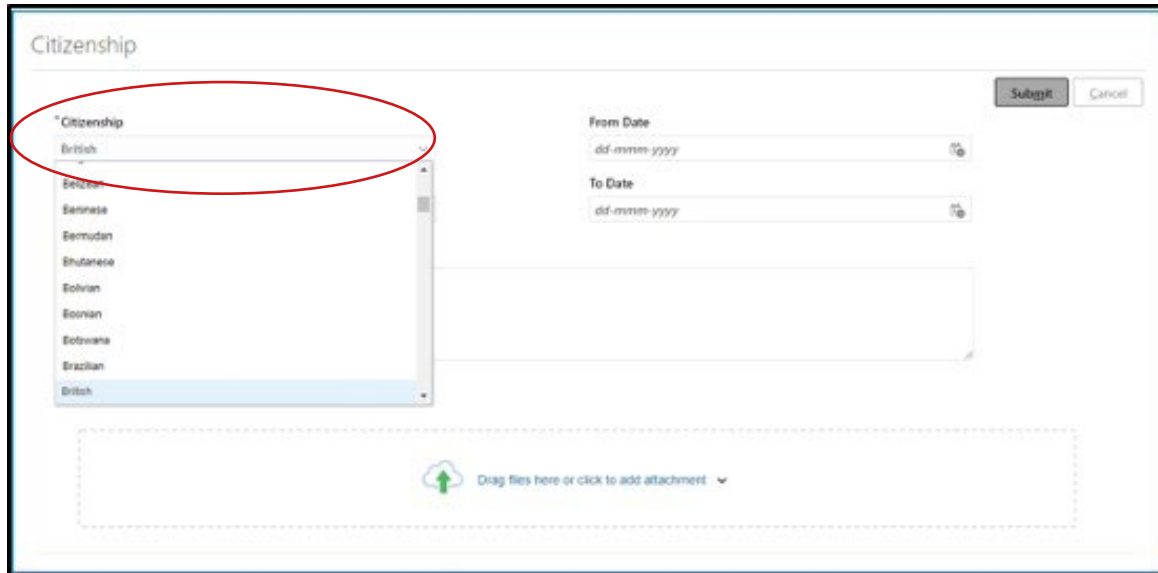
Citizenship

To enter citizenship information, navigate to **Me**, select **Personal Information**, then **Identification Info**.

Select the downward grey arrow along from Citizenship then click **Add**.

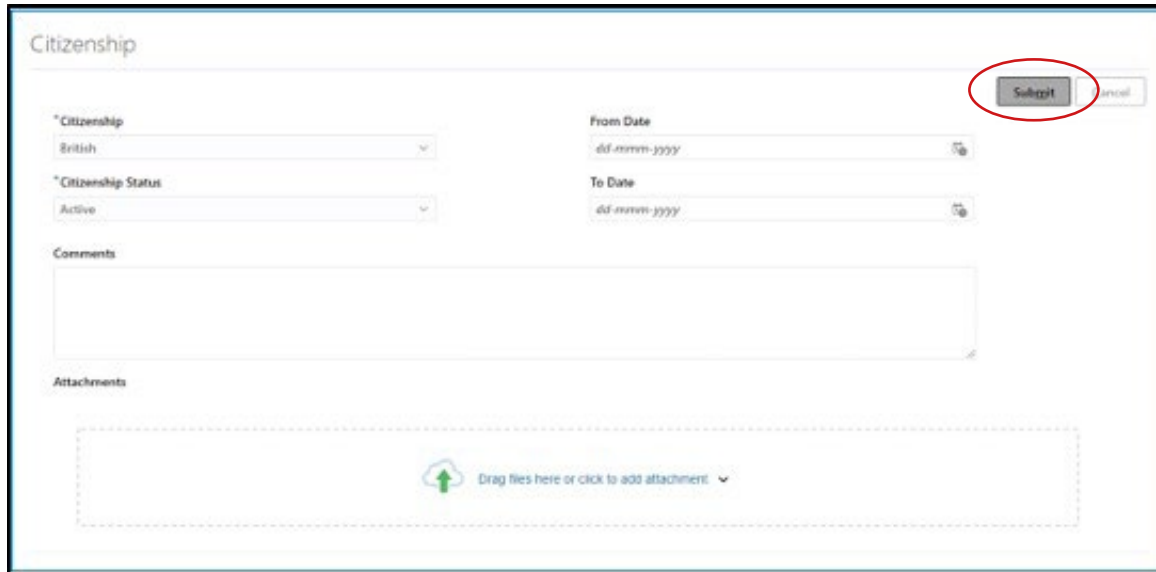


Select the Citizenship drop down and select relevant country. Please note, British is the term used for United Kingdom.



The image shows a web form titled "Citizenship". On the left, a dropdown menu is open, listing various countries: British, Belgian, Beninese, Bermudan, Bhutanese, Bolivian, Bosnian, Botswanan, Brazilian, and British. The "British" option at the bottom of the list is highlighted in blue. A red oval is drawn around the entire dropdown menu. To the right of the dropdown are two date input fields: "From Date" and "To Date", both with the placeholder text "dd-mm-yyyy" and a calendar icon. At the top right of the form are "Submit" and "Cancel" buttons. Below the date fields is a large empty text area. At the bottom of the form is a dashed box containing a green upload icon and the text "Drag files here or click to add attachment".

Under Citizenship Status, select Active then **Submit**.



The screenshot shows a web form titled "Citizenship". At the top right, there are two buttons: "Submit" and "Cancel". The "Submit" button is circled in red. Below the title, there are four input fields: "Citizenship" (dropdown menu with "British" selected), "From Date" (text input with "dd-mm-yyyy" placeholder), "Citizenship Status" (dropdown menu with "Active" selected), and "To Date" (text input with "dd-mm-yyyy" placeholder). Below these fields is a "Comments" text area and an "Attachments" section with a dashed border and a green upload icon. The text "Drag files here or click to add attachment" is visible in the attachment area.

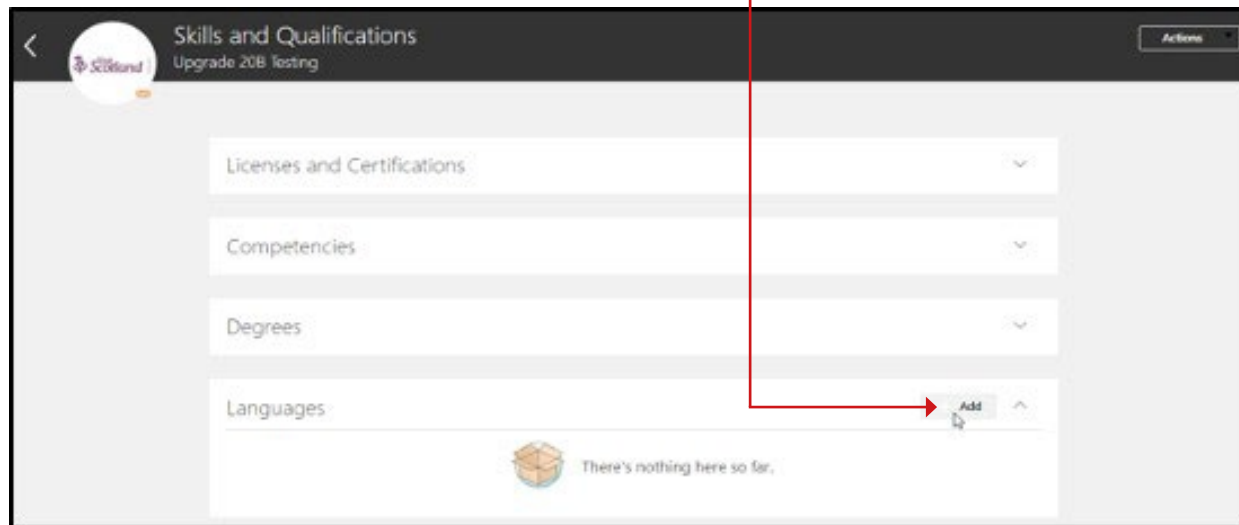
If you have dual citizenship, follow the same steps above to add a 2nd record.

Your added citizenship information does not require approval and it will self-approve within a few minutes.

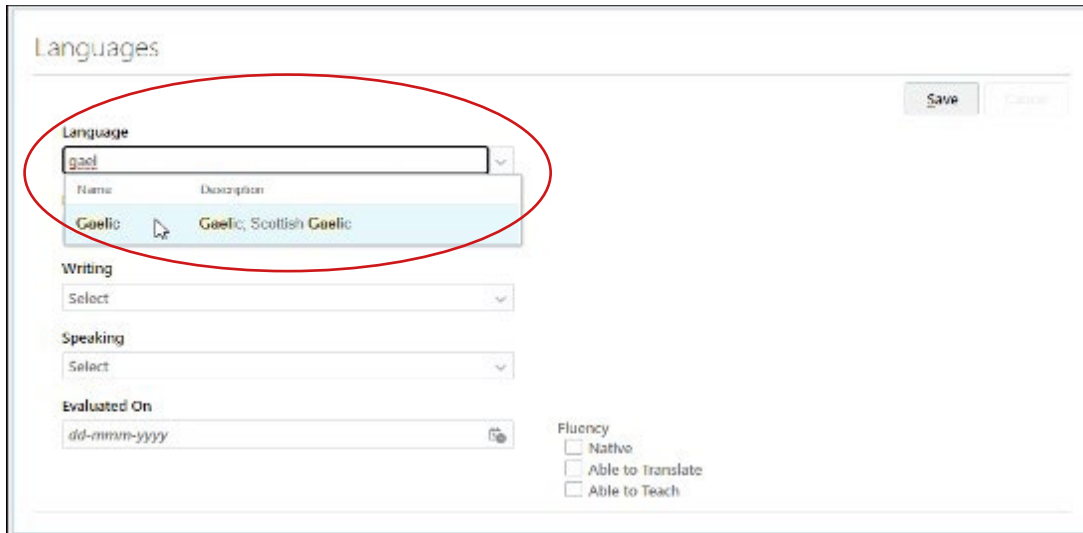
Languages

To enter language skills, navigate to **Me**, select **Career and Performance**, then **Skills & Qualifications**.

Select the downward grey arrow along from Languages then click **Add**.



Select the language box so your cursor is in the field and start typing i.e. French, German, Gaelic and select the correct language.



The screenshot shows a web form titled "Languages". At the top right are "Save" and "Cancel" buttons. The "Language" section has a dropdown menu with "gael" selected and a red circle around it. A dropdown menu is open below it, showing a table with two columns: "Name" and "Description". The first row is highlighted in light blue and contains "Gaelic" and "Gaelic; Scottish Gaelic". Below this are sections for "Writing" and "Speaking", each with a "Select" dropdown. The "Evaluated On" field contains "dd-mm-yyyy" and a calendar icon. The "Fluency" section has three checkboxes: "Native", "Able to Translate", and "Able to Teach", all of which are currently unchecked.

Name	Description
Gaelic	Gaelic; Scottish Gaelic

Under each heading (**Reading**, **Writing** and **Speaking**), select Beginner, Intermediate or Advanced based on your skill level. Remember, you can edit this at any point.

You can leave **Evaluated On** empty. Under **Fluency**, tick the relevant boxes. Click **Save**.

Languages

Language
Gaelic

Reading
Intermediate

Writing
Beginner

Speaking
Intermediate

Evaluated On
dd-mm-yyyy

Fluency

- Native
- Able to Translate
- Able to Teach

Your newly added language does not require approval and it will appear in your Skills and Qualifications page as shown below. Please add as many language skills as you wish to enrich your profile. You can select the **pencil symbol** to make amendments at any time.