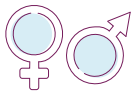


# EQUALITY MONITORING – WHAT IS IT ALL ABOUT AND WHY DO WE COLLECT IT!



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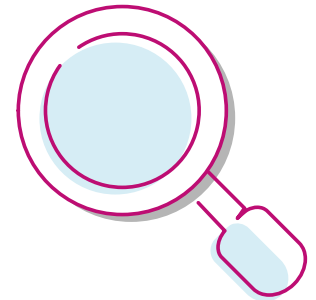
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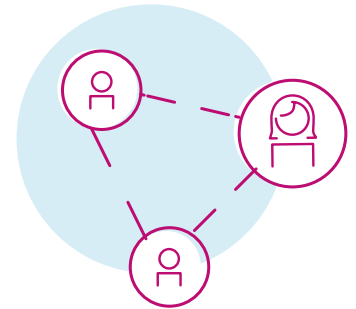
# WHAT IS EQUALITY MONITORING?

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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?

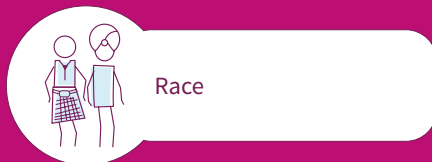
VS has legal obligations under the Equality Act 2010 to publish equality monitoring data every two years.

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

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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

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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

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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.



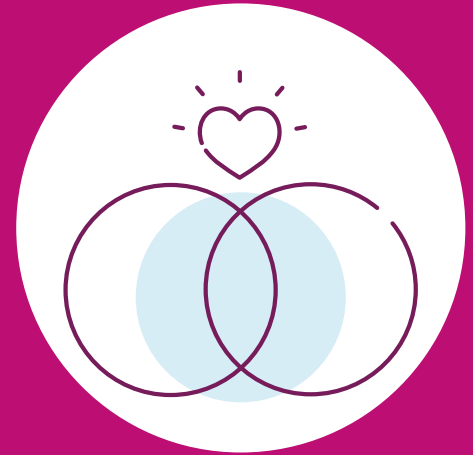


# MARRIAGE & CIVIL PARTNERSHIP

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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%.

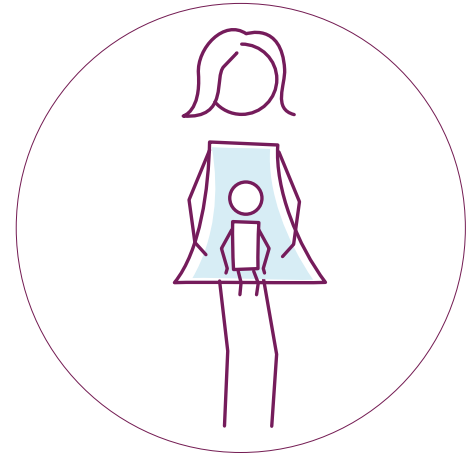


# PREGNANCY & MATERNITY

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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

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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.

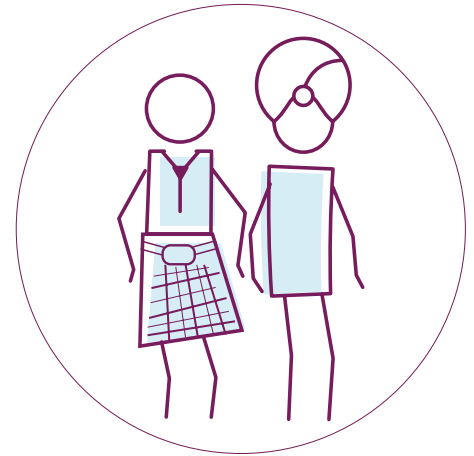
Currently on Oracle 91% of colleagues have completed ethnicity information.

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.

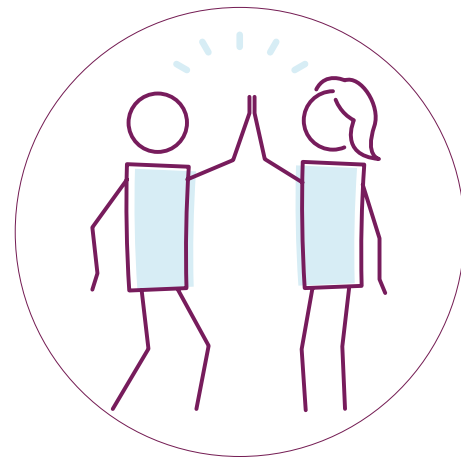
Gathering this data helps us to monitor our policies, commitments and progress in relation to equal pay for all colleagues and to be able to identify and address any trends of inequality.



# LANGUAGE SPEAKERS

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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

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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.

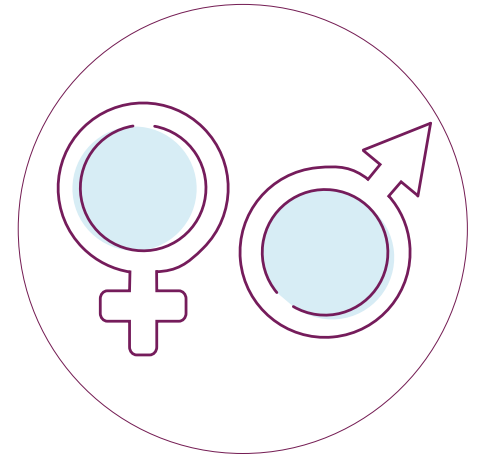


# SEX (GENDER)

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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

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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.

