

Diversity & Inclusion

Digital Curriculum



Scottish Government
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Diversity & Inclusion

Digital Curriculum

Welcome to the Scottish Government (SG) Diversity & Inclusion (D&I) Digital Curriculum.

We are committed to being a world-leading, diverse and inclusive employer where people are valued for the unique perspectives, skills and talents they bring. We are also committed to providing staff with opportunities for learning to help you understand what valuing diversity means in practice, and how to take action to build an inclusive workplace culture.

In the following pages you will find links to learning resources including podcasts, videos and e-learning for all staff and some resources aimed specifically at people managers. On the Contents page you will find all the themes covered in this document. You can click on each theme to explore the learning currently available.

This is a 'live' document and will be continually updated when new learning is available. If you want to **suggest or recommend any new content** or if you have any enquiries about this document please email the [Learning & Development Team](#).

For Diversity & Inclusion enquiries please email the [Diversity & Inclusion Team](#).

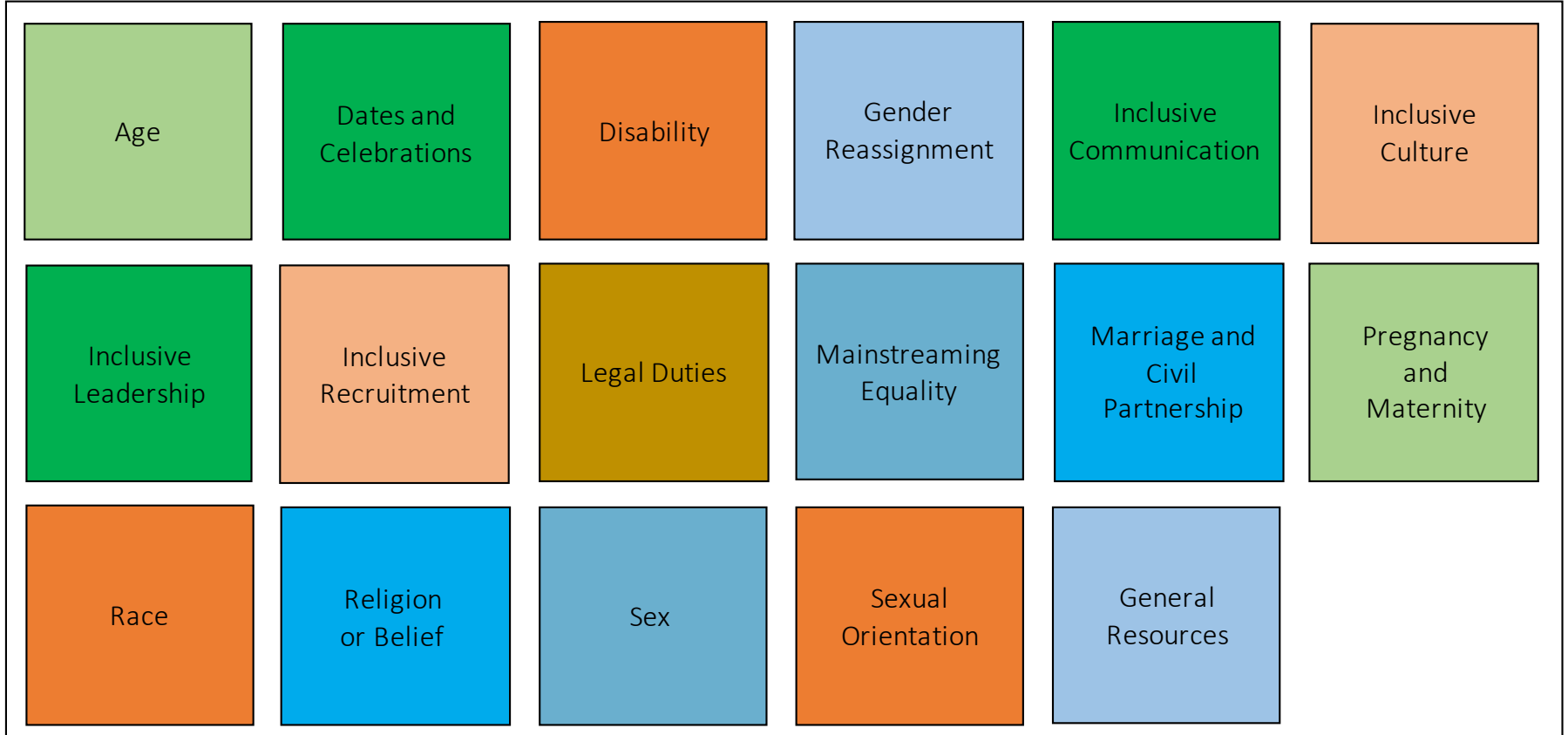
Finally, we would really welcome your feedback on this document and would be grateful if you could complete our short [online survey](#).



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Diversity & Inclusion

Digital Curriculum Themes



Click on a theme to access learning



Age

Age

Online resources

All staff

30 mins

Age and Employment

Online resources

All staff

30 mins

Click on a theme to access learning



Age

Format: Online resources

Audience: All Staff

Duration: 30 mins

The Equality Act 2010 says that you must not be discriminated against because:

- you are (or are not) a certain age or in a certain age group
- someone thinks you are (or are not) a specific age or age group, this is known as discrimination by perception
- you are connected to someone of a specific age or age group, this is known as discrimination by association

Ageism is negative stereotypes, prejudice and discrimination based on someone's age or age group.

Further information is available on the following websites:

Human Rights Commission - [Age equality reading list](#)

ACAS - [Age discrimination](#)



Age and Employment

Format: Online resources

Audience: All Staff

Duration: 30 mins

The CIPD have [published this factsheet](#) on age and employment covering topics including:



The legal
position

Good
employment
practice

Retirement

The impact of
coronavirus on
different
generations



Dates and Celebrations

Black History Month

Podcast x4

All staff

Various durations

Religious Dates calendar

Online resources

All staff

Various durations

Pride

Online resources

All staff

Various durations

Click on a theme to access learning



Black History Month

Format: Video
Audience: All Staff
Duration: Various

Black History Month has received official recognition from governments in the United States and Canada, and more recently has been observed in Ireland, the Netherlands, and the United Kingdom. It began as a way of remembering important people and events in the history of the African diaspora.

In October 2020 the Scottish Government hosted a number of events which were recorded and now available for you to view.



[Ask the Unaskable](#)

A panel who identify themselves as either Black or mixed race discuss the questions others have always wanted to ask or the questions they have been asked a little too often.

Running time
1:21:00

[Discussion on Race with Sir Geoff Palmer OBE](#)

A discussion on why we have a race problem today

Podcast
[transcription.](#)

Running time 37:13

[Critical Race Theory with Professor Tommy J. Curry](#)

Where the world is headed today in engaging 'anti-blackness' and the challenges racial discourse and critical race theory will have coming to Scotland

Podcast
[transcription.](#)

Running time 47:59

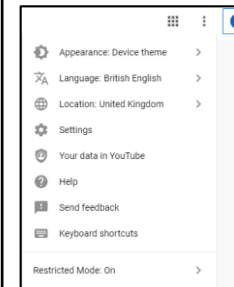
[In Conversation with Christina McKelvie MSP, Minister for Older People and Equalities](#)

Answering questions relating to Black History month and other topics relating to equality

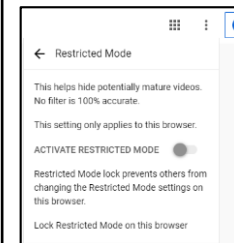
Podcast
[transcription.](#)

Running time 55.13

If YouTube opens in Restricted Mode here are instructions on how to turn it off:



Click on the 3 dots in the top right hand corner, then click on Restricted Mode.



Turn off the Activate Restricted Mode option.



Pride

Format: Video
Audience: All Staff
Duration: Various

June is Pride month, it is a month dedicated to celebrating the LGBTI+ communities all around the world.

June is the month chosen to celebrate [Pride](#) as it was the month of the [Stonewall riots](#), the protests that changed gay rights for a lot of people in America, and across the world including the UK and Scotland.

It's about people coming together in love and friendship, and to shine a light on where there is still work to be done.

Pride month is about teaching acceptance, education in Pride history and continuing to move forward in equality.

It calls for people to remember how damaging homophobia, biphobia and transphobia was and still can be.

It's all about being proud of who you are no matter who you love.



BBC Newsround [produced some videos](#) including:

- How pride changed gay rights
- Where did the rainbow flag come from.



Religious Dates Calendar

Format: Online resources
Audience: All Staff
Duration: Various durations

Many religions have specific days or periods throughout the year that involve additional religious observances for followers. The nature, duration and requirements vary depending upon the holy day or religious festival, and can also vary depending on the personal religious beliefs of an individual. It is useful for both employees and employers to give thought to any impact this may have in the workplace, as simple and well-planned arrangements can help manage everyone's expectations.

This [ACAS guide](#) covers some of the key religious festivals including:

- Diwali
- Guru Nanak
- Lent
- Pesach/Passover
- Ramadan
- Vesak

The [Open University have produced a calendar](#) of the most significant religious dates in the UK.



Disability



Becoming a Dementia Friend

E-learning

All staff

45 mins

Becoming Disability Confident

E-learning

People Managers

45 mins

Covid-19 Toolkit

Online resources

People managers

Various

Disability Rights
Commission:
The Appointment

Video

All staff

10 mins

Disability Rights
Commission:
Talk

Video

All staff

11 mins

Dyslexia,
Dyspraxia,
Dyscalculia and
Dysgraphia
Manager's Toolkit

Toolkit

All staff

30 mins

Inclusive
Communication
Toolkit

Toolkit

All staff

30 mins

Mental Health Conditions and
Dementia: Support for Customers

E-learning

All staff

45 mins

Neurodiversity at Work

Online resources

People managers

30 mins

The Social Model of Disability

Online resources

All staff

20 mins

Understanding Autism

Course

All staff

24 hrs over 8 weeks

Workplace Adjustments

E-learning

People managers

30 mins

Click on a theme to access learning

Becoming a Dementia Friend

Format: E-learning
Audience: All Staff
Duration: 45 mins

One in three of us over 65 will develop the disease and everyone will be affected by it because every one of us will know someone with it. People can live well – and independently - with dementia for many years if they have good support. Dementia Friends learn a little bit more about what it's like to live with dementia and understand the small things they can do to make a big difference to the lives of people who have the condition.

This e-learning tool features a short film about what dementia is and what it's like to have the condition. This is followed by four videos that show some of the challenges that people with dementia might encounter – and what you could do to help - in everyday situations such as:

- Speaking to contact centre staff
- Paying for things
- Completing forms
- Travelling on public transport

To become a Dementia Friend you should watch the first video and at least one of the scenarios.

This e-learning is accessible through the [Learning Platform for Government \(LPG\)](#) and is suitable for all staff.



Becoming Disability Confident

Format: E-learning
Audience: People Managers
Duration: 45 mins

Being able to respond to the needs of disabled colleagues starts with understanding the different types of disability which you may encounter.

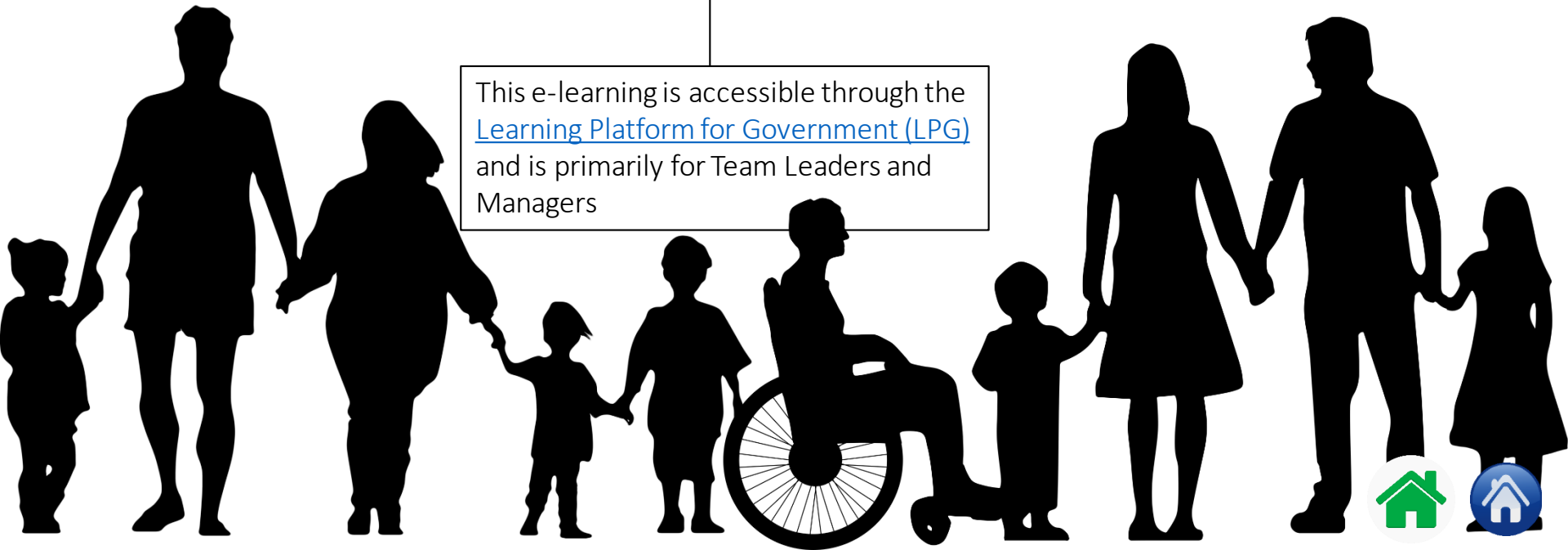
Becoming 'disability confident' means seeing past the misconceptions which can exist regarding disabilities and being able to have open, honest and well-informed conversations with disabled colleagues.

This topic is primarily for managers and team leaders and is designed to raise your awareness of disabilities in the workplace.

After completing this topic, you'll:

- be aware of the specific needs of disabled colleagues and know how to access workplace support for them
- understand how to mitigate your behaviour which may otherwise negatively affect how you engage with disabled colleagues
- know how best to support colleagues with a disability

This e-learning is accessible through the [Learning Platform for Government \(LPG\)](#) and is primarily for Team Leaders and Managers



Covid-19 Toolkit

Format: Online Resources

Audience: All Staff

Duration: Various

There are a number of resources available to staff on the [British Disability Forum](#) website to support you through the Coronavirus pandemic, including:

- [Covid-19 and your disabled employees](#)
- [Covid-19 and working from home – People Manager's toolkit](#)
- [Technology that allows you to work from home](#) - Webinar
- [Covid-19 and managing your mental health](#)
- [Covid -19 and your disabled customers](#)
- [Covid-19 and supporting deaf colleagues](#)
- [Talking to disabled customers on the phone](#)
- [Supporting disabled employees working from home \(Physical and mental wellbeing\)](#)
- [Supporting disabled employees working from home \(Adjustments\)](#)
- [Technology that allows us to work from home](#)

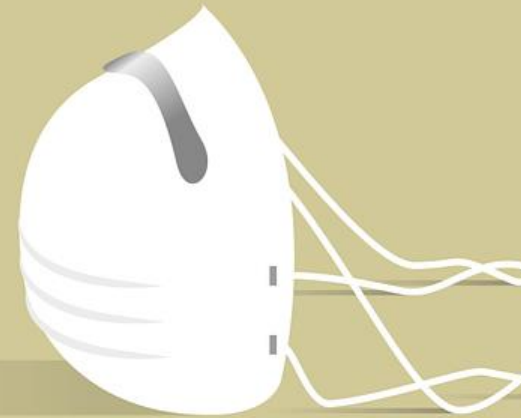
You must create an account on the website to access these resources.

The Scottish Government can purchase the People Manager Toolkit which will also give you additional access to the series of People Manager Guides. Contact the [Diversity & Inclusion Team](#) for more information.

Other resources you may find relevant include:

- [Coronavirus \(Covid-19\) guidance for employers](#)
- [Coronavirus \(Covid-19\) reading list](#)

The Scottish Government also has [Covid-19 guidance](#) which you can access on Saltire.



Disability Rights Commission: The Appointment

Format: Video
Audience: All Staff
Duration: 10 mins

This film explores how attitudes to disability and long term health conditions can affect people's chances of getting and keeping a job. And how the reactions of those around us – family, friends and work colleagues – can make us hesitant about disclosing important aspects of our life.

The website edited subtitled video is available to view on [YouTube](#) and includes a transcription.

A version including sign language is available to view via the following link:

[The Appointment \(with sign language\)](#)

The video with professionally added subtitles is available to view via the following link:

[The Appointment \(with professional subtitles\)](#)



Disability Rights Commission: Talk

Format: Video
Audience: All Staff
Duration: 11 mins

This film portrays a society in which non-disabled people are a pitied minority and disabled people live full and active lives. The main character plays a business executive whose negative preconceptions of disability are dramatically shattered.

To view the video click on the following link:

[Disability Discrimination Commission: Talk](#)

Audio described, subtitled and British Sign Language (BSL) versions are also available on the [Talk DVD playlist on YouTube](#).



Dyslexia, Dyspraxia, Dyscalculia and Dysgraphia Manager's Toolkit

Format: Toolkit
Audience: All Staff
Duration: 30 mins

The Civil Service Dyslexia and Dyspraxia Network have used their lived experience to develop this [toolkit](#). It is designed to support line managers and people with neurodiverse conditions to have quality and informed conversations.

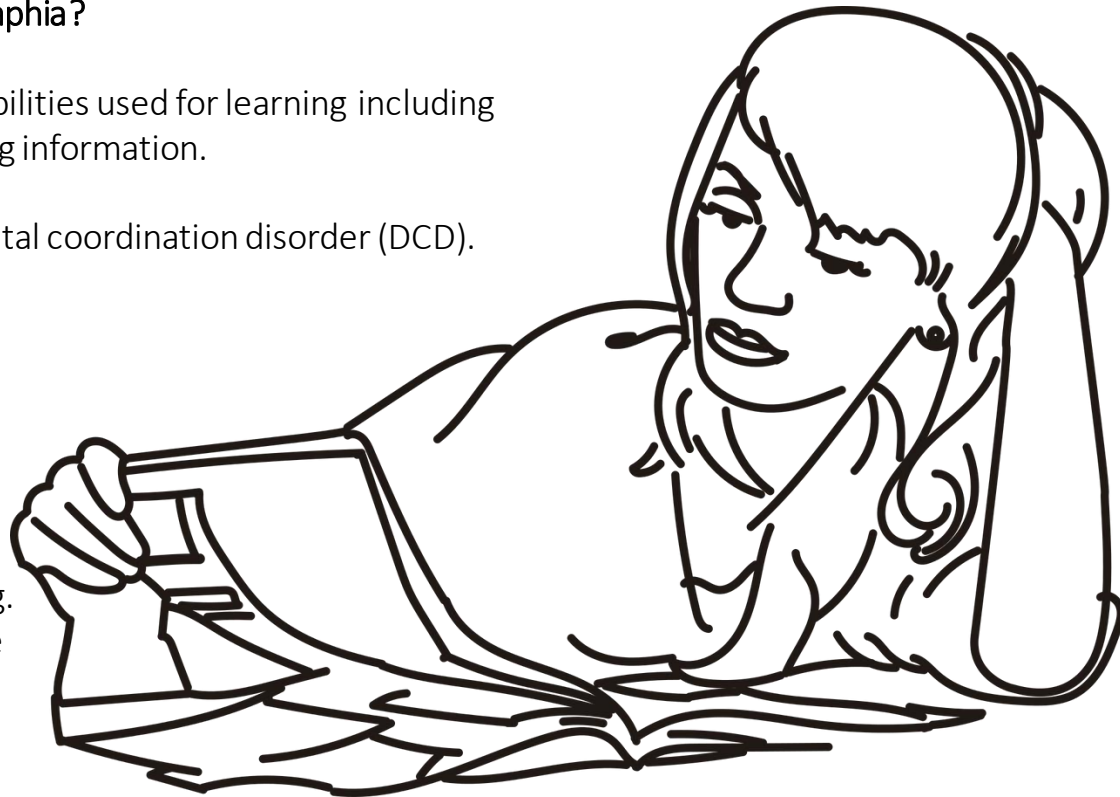
What is dyslexia, dyspraxia, dyscalculia and dysgraphia?

Dyslexia - Dyslexia impacts literacy and certain abilities used for learning including reading, writing and remembering and processing information.

Dyspraxia - Dyspraxia, also known as developmental coordination disorder (DCD). It affects physical coordination and balance.

Dyscalculia - Dyscalculia is to do with numbers. It makes it difficult to understand and work with numbers, perform calculations and remember facts in mathematics.

Dysgraphia - Dysgraphia is to do with handwriting. It affects the physical ability to write, and also the coherence of what is written.



Inclusive Communication Toolkit

Format: Toolkit
Audience: All Staff
Duration: 30 mins

The Inclusive Communication toolkit provides advice and guidance on making sure disabled customers and colleagues are included in the information you are communicating.

In this toolkit you will find out how you can make sure disabled customers and colleagues are included in your communications. It will show you how you can create information which everyone can understand and access including practical resources that give you tips and advice on making information more inclusive and accessible in your day-to-day work.



The toolkit is available through the [Business Disability Forum website](#) and suitable for all staff.



Mental Health Conditions and Dementia: Support for Customers

Format: E-learning
Audience: All Staff
Duration: 45 mins

This e-learning has been developed with input from experts from government and from external organisations (such as MIND and Alzheimer's Society).

This e-learning helps you, as an operational delivery professional, to:

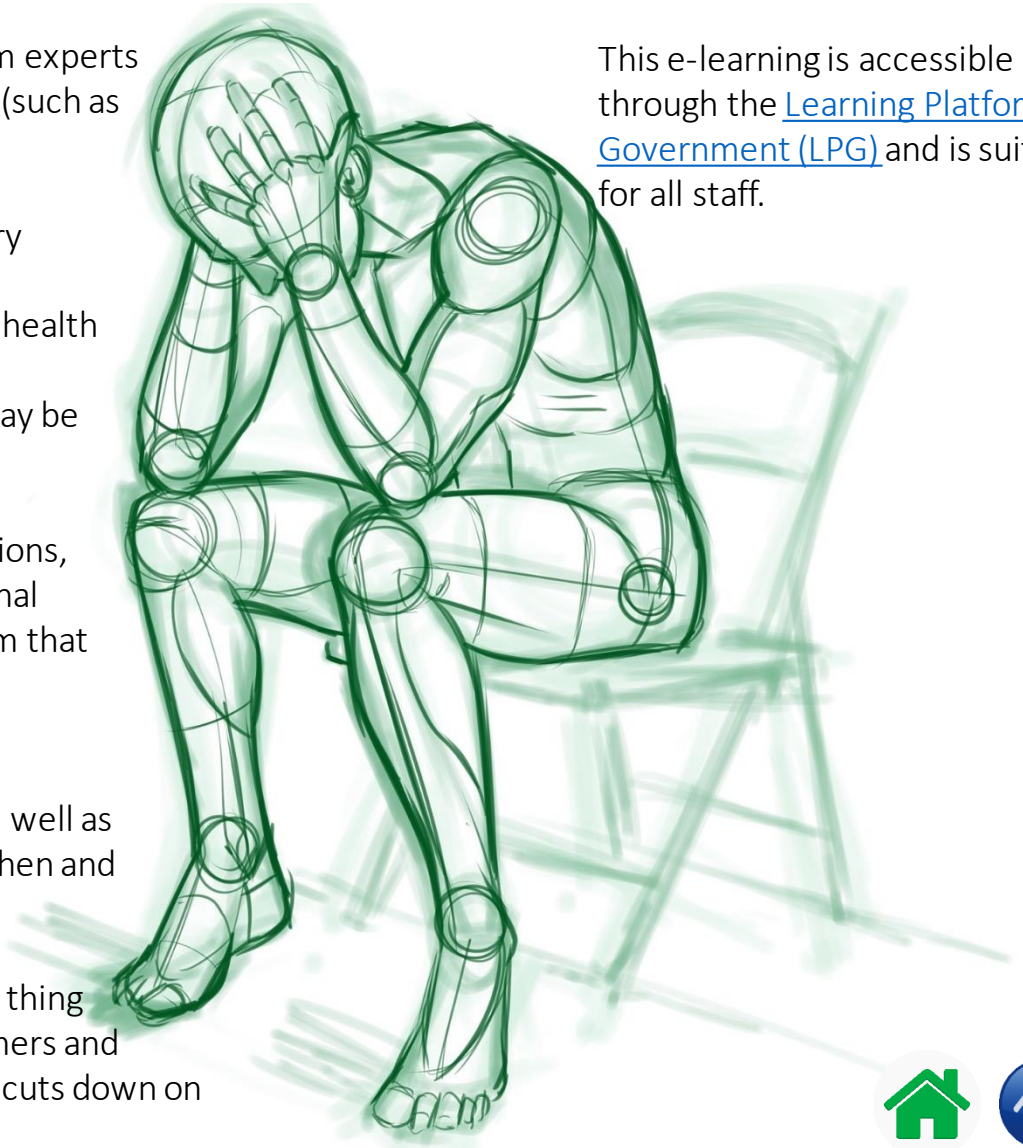
- better identify people who may have a mental health condition (including dementia)
- understand what services, help and support may be available to them

This course does not equip you to diagnose conditions, but will help you to better recognise when additional assistance and support are required, and what form that might take.

You may need to offer extra help to ensure people understand what services are available to them, as well as what information they should provide to whom, when and how.

Providing this extra help is important and the right thing to do. It also makes business sense. If more customers and employees get what they require from the start, it cuts down on repeat contact and applications, and complaints.

This e-learning is accessible through the [Learning Platform for Government \(LPG\)](#) and is suitable for all staff.



Neurodiversity At Work

Format: Online Resources
Audience: People Managers
Duration: 30 mins

'Neurodiversity' is a broader reference to the diversity of the human brain and people's 'neurocognitive functioning'.

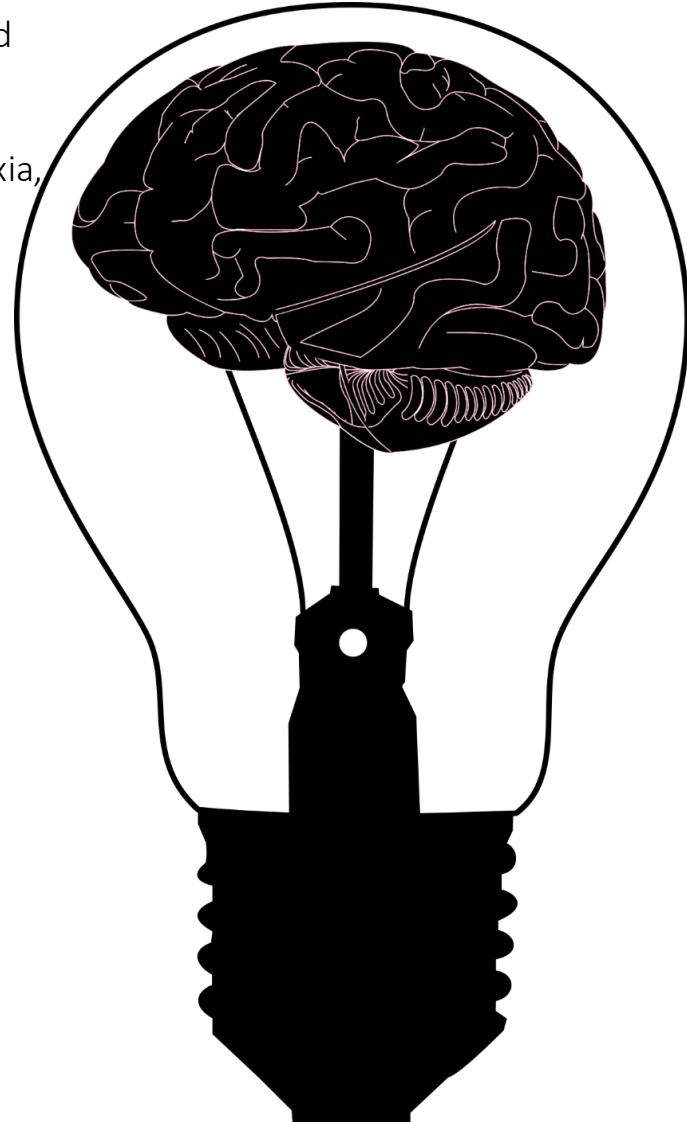
'Neurodiversity' is a relatively new term that refers to people who have dyslexia, autism, ADHD, dyspraxia and other neurological conditions. These are 'spectrum' conditions, with a wide range of characteristics, but which nevertheless share some common features in terms of how people learn and process information.

The [Acas website](#) has resources and a [research paper](#) on Neurodiversity at Work. This report aims to ensure that the benefits of having a 'neurodiverse' workforce are fully-realised and seeks to identify policies and practices which ensure the integration of people with specific neurological conditions into mainstream employment.

The British Disability Forum also have a number of resources including:

- [Presentation - What do we mean by neurodiversity?](#)
- [Talking about neurodiversity](#)
- [Neurodiversity and business - A word on language Neurodiversity Toolkit](#)

An account on the British Disability Forum website is required to access this information.



The Social Model of Disability

Format: Online Resources

Audience: All staff

Duration: 20 mins

In the Scottish Government we use the Social Model of Disability which is that the disability is created by the following barriers in society.

- The environment – which includes inaccessible buildings and services
- People's attitudes – stereotypes, discrimination and prejudice
- Organisations – inflexible policies, practices and procedures



Thus the definition of “disabled people” rather than “persons with disabilities” is used to reflect this model. This is the preferred model for disabled people themselves in the UK.

A person is disabled for the purposes of the Act if he or she:

- Has a physical or mental impairment, and
 - The impairment has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.
-
- [The Social Model of Disability](#)
 - [What is the social model of disability?](#)



Understanding Autism

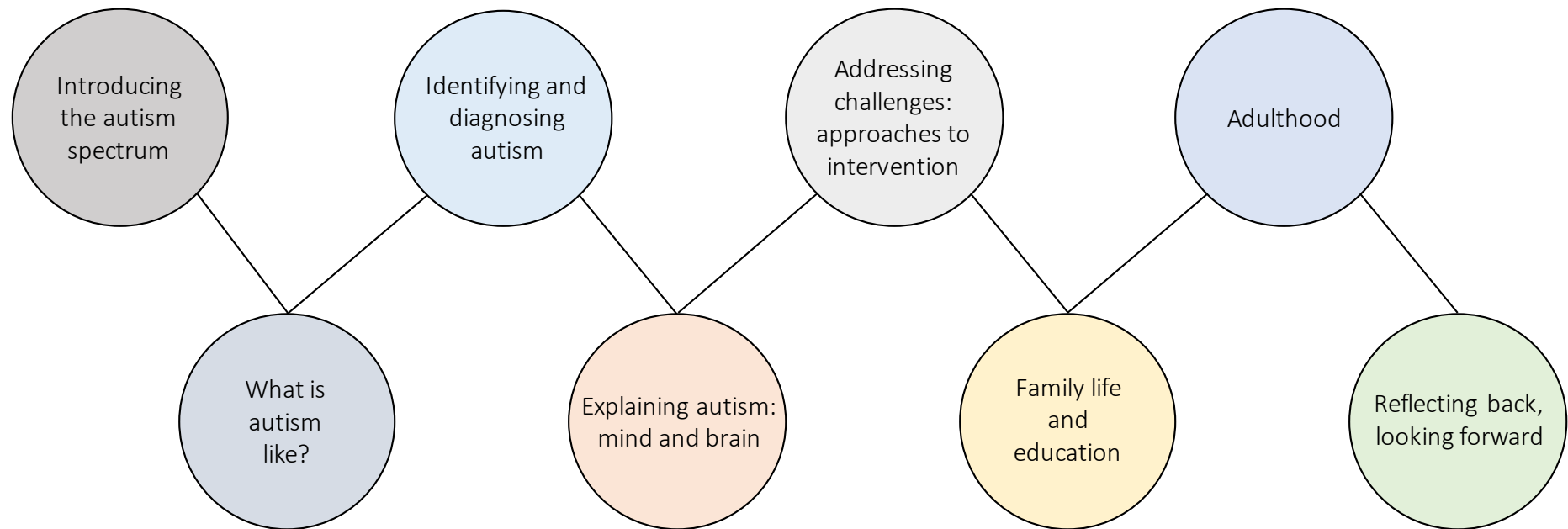
Format: Course

Audience: All Staff

Duration: 24 hours over 8 weeks

This free course, Understanding Autism, introduces the autism spectrum, how it is experienced by different individuals and families, and why it is a global concern.

The course explains how ideas about autism have evolved and explores diagnosis, causes, intervention and life-span development. Widely varying perspectives on autism are illustrated and key societal and cross-cultural issues highlighted.



This course is hosted on the [Open University website](#), is spread over 8 weeks and involves 24 hours of study.



Workplace Adjustments

Format: E-Learning
Audience: All Staff
Duration: 30 mins



Did you know that failure to make reasonable adjustments is one of the most common types of disability discrimination?

The Equality Act 2010 calls these 'reasonable adjustments' and in Scottish Government when we are making reasonable adjustments we use the term 'workplace adjustments'.

With workplace adjustments the focus is on changes to a work process, policy, practice, procedure or environment that seek to remove barriers, which then enabled someone to perform at their best at work.

Workplace adjustments often go beyond what would be 'reasonable adjustments' legally required under the Equality Act.

This module will explain what is meant by 'reasonable' and state the legal issues surrounding reasonable adjustments.

This [e-learning module](#) is hosted on the Acas website and will require you to set up an account to gain access.

The module is aimed at People Managers.

You may find the following links from the Equality and Human Rights Commission (EHRC) useful:

- [EHRC: Coronavirus \(COVID-19\) guidance for employers: Reasonable adjustments for employees](#)
- [EHRC: In employment: Workplace adjustments](#)



Gender Reassignment

Gender Reassignment

Online resources

People managers

30 mins

Stonewall Hub

Online resources

All staff

30 mins

Click on a theme to access learning



Gender Reassignment

Format: Online resources

Audience: All Staff

Duration: 30 mins

Our commitment to enhancing trans equality and inclusion directly supports our vision of being more open, capable and responsive.

A person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex. Gender reassignment does not need to involve any medical supervision or surgical procedures.

The links below provide more information on gender reassignment:



[EHRC Gender reassignment discrimination](#)

[Non Binary leaflet](#)

[Changing for the better](#)



Stonewall Hub

Sexual orientation is a person's feelings, rather than their actions, towards:

- People of the same sex as him or her,
- People of the opposite sex from him or her, and
- People of either sex

This relates to a person's feelings rather than their actions.

[First Steps – Trans Inclusion](#)

[Trans Inclusive Policies and Benefits](#)

[Engaging All Staff – Trans Inclusion](#)

[Communicating Commitment – Trans Inclusion](#)

To access the information in the links above please contact the [Diversity & Inclusion Team](#) for login details.

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

[Stonewall mission](#) - We're here to let all lesbian, gay, bi and trans people, here and abroad, know they're not alone.

We believe we're stronger united, so we partner with organisations that help us create real change for the better. We have laid deep foundations across Britain - in some of our greatest institutions - so our communities can continue to find ways to flourish, and individuals can reach their full potential. We're here to support those who can't yet be themselves.



Inclusive Communication

	Online resources
10 Steps To LGBT Inclusive Communications	All staff
	20 mins

	Online resources
Inclusive Communication Toolkit: Business Disability Forum	All staff
	30 mins

	Video
The Importance of Using Inclusive Language	All staff
	16 mins

	Online resources
So What Is Plain English?	All staff
	Various

Click on a theme to access learning



10 Steps To LGBT Inclusive Communications

Format: Online resource

Audience: All Staff

Duration: 20 mins

The steps below provide a step-by-step guide to help ensure your LGBT inclusive communications are correct:

- Use inclusive language in all communications
- Use visual cues
- Include relevant links on your website
- Check your 'search' function
- Include LGBT news across your everyday communications
- Be consistent
- Make use of your senior buy-in
- Celebrate success
- Make sure your public spaces are inclusive environments
- Make sure frontline staff are trained



The link to the Stonewall Scotland website goes into each step in more detail:

[10 steps to LGBT-inclusive communications](#)



The Importance of Using Inclusive Language

Format: Video
Audience: All Staff
Duration: 16 mins

In this passionate talk, diversity trainer and activist Fahad Saeed addresses the persistent myth that inclusive language and acronyms create more barriers than they tear down.

Sharing his own experiences as a gay Muslim man born to immigrant parents, he explains how redefining the constructs around personal identity can have positive repercussions in marginalized communities and beyond.

This TED Talk is suitable for all staff and is accessible through this [link](#).

Fahad Saeed is an activist and diversity trainer.

This is language that avoids the use of certain expressions or words that might be considered to exclude particular groups of people, for example gender-specific words, such as "man", "mankind", and masculine pronouns, the use of which might be considered to exclude women.

Information on the terms we use and tackling inequality is [available on Saltire](#).

As civil servants we have a duty to ensure our work is accessible and this is relatively straightforward to do. This Saltire page gives you an [introduction to accessibility](#) and why it matters.



Inclusive Communication Toolkit: Business Disability Forum

Format: Online Resources
Audience: All Staff
Duration: 30 mins

The Inclusive Communication toolkit provides advice and guidance on making sure disabled customers and colleagues are included in the information you are communicating.

In this toolkit you will find out how you can make sure disabled customers and colleagues are included in your communications. It will show you how you can create information which everyone can understand and access including practical resources that give you tips and advice on making information more inclusive and accessible in your day-to-day work.

The toolkit is available through the [Business Disability Forum](#) website and suitable for all staff.



So What Is Plain English?

Format: E-learning

Audience: All Staff

Duration: Various

So what is Plain English? It is a message, written with the reader in mind and with the right tone of voice, that is clear and concise.

The main advantages of plain English are:

- It is faster to write
- It is faster to read
- You get your message across more often, more easily and in a friendlier way

The Plain English Campaign (PEC) offer a number of guides to help make our language accessible, Including:

- [How to write in plain English](#)
- [The A-Z of alternative words](#)
- [Drivel Defence for Text](#)



The following pages from Saltire give you an introduction to accessibility when it comes to writing and why it matters.

- [Accessibility – An Introduction](#)
- [Tackling Inequality - Terms we use](#)

There are also a limited number of free online courses available to Scottish Government staff.

Full details are on the Plain English Campaign [Saltire page](#).



Inclusive Culture

50 Ways to Fight Bias

Online resources

All staff

30 mins

D&I Hub: Get Abstract

Book summaries

All staff

20 mins

Becoming Disability Confident

E-learning

People Managers

45 mins

Everyday Bias

Book summary

All staff

30 mins

Diversity & Inclusion in the Civil Service

E-learning

All Staff

45 mins

Implicit Bias

Video

All staff

16 mins

Click on a theme to access learning



50 Ways To Fight Bias

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

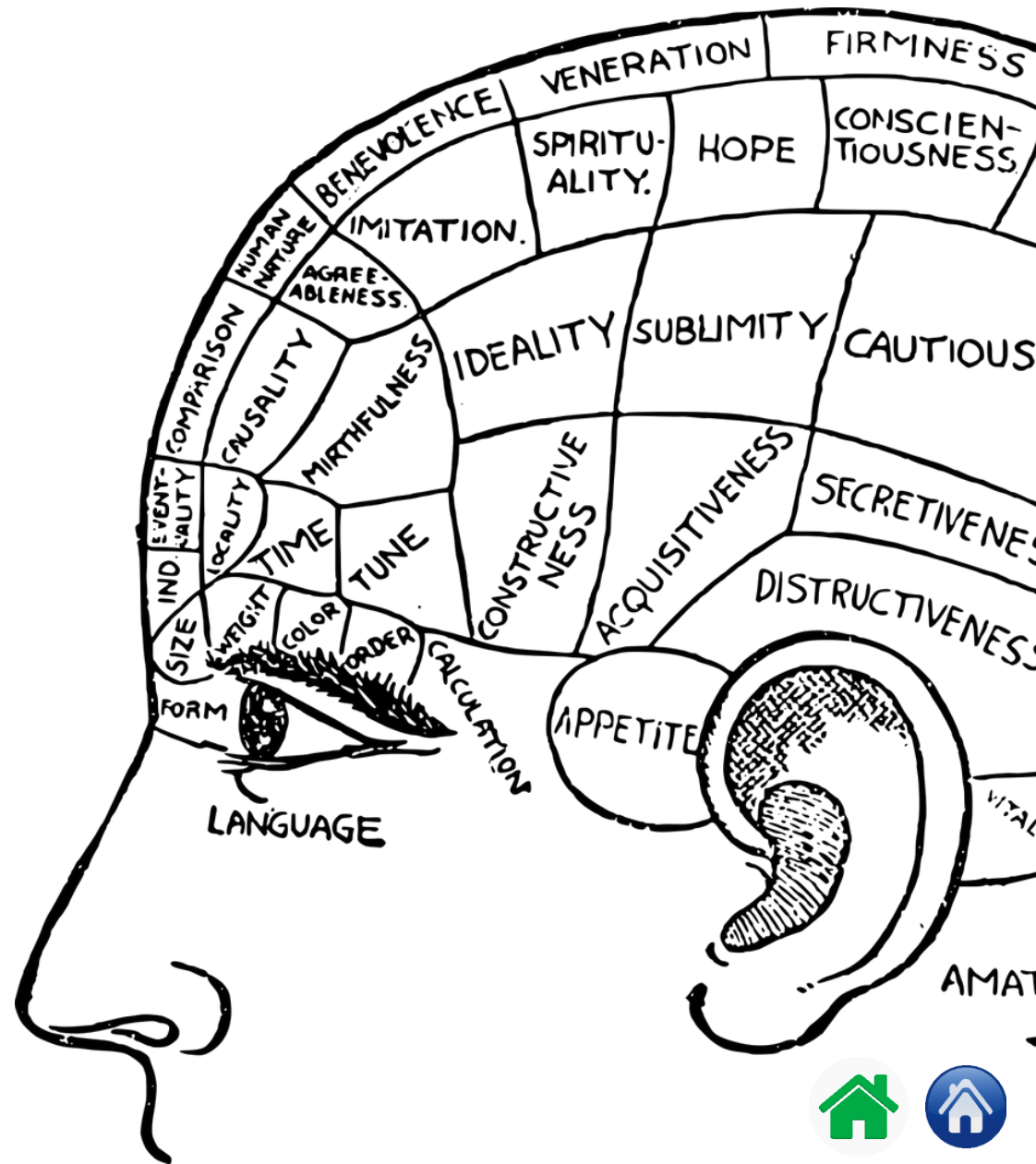
We all have biases and prejudices — our brains take in more information than they can process, so we rely on mental shortcuts to simplify the world around us. In other words, we rely on stereotypes.

The Lean In website has a number of videos for you to view as part of their '[50 Ways To Fight Bias](#)' program.

bias - *noun*.

the action of supporting or opposing a particular person or thing in an unfair way, because of allowing personal opinions to influence your judgment.

Cambridge Dictionary



Becoming Disability Confident

Format: E-Learning
Audience: People Managers
Duration: 45 Mins

Being able to respond to the needs of disabled colleagues starts with understanding the different types of disability which you may encounter.

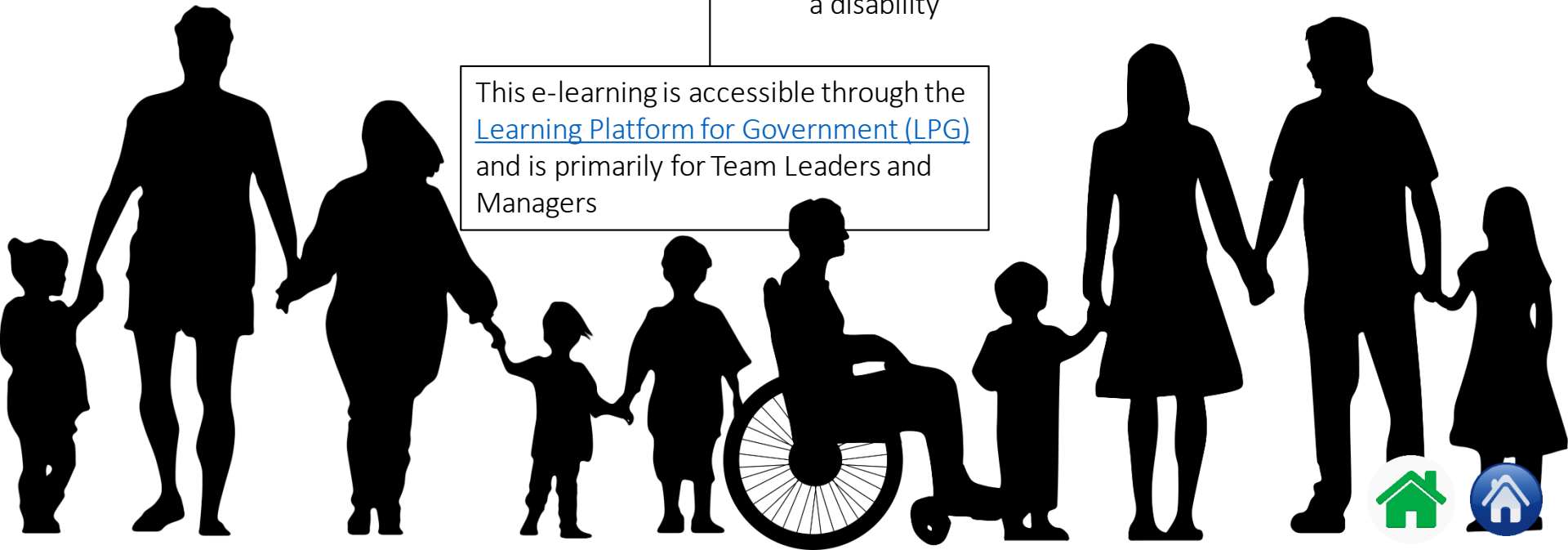
Becoming 'disability confident' means seeing past the misconceptions which can exist regarding disabilities and being able to have open, honest and well-informed conversations with disabled colleagues. Those who can exhibit such behaviours are a leading indicator of an inclusive workplace culture.

This topic is primarily for managers and team leaders and is designed to raise your awareness of disabilities in the workplace and the challenges they can pose.

After completing this topic, you'll:

- be aware of the specific needs of disabled colleagues and know how to access workplace support for them
- understand how to mitigate your behaviour which may otherwise negatively affect how you engage with these colleagues
- help to reduce the instances of bullying, harassment and other undesirable situations experienced by colleagues with a disability

This e-learning is accessible through the [Learning Platform for Government \(LPG\)](#) and is primarily for Team Leaders and Managers



Diversity & Inclusion in the Civil Service

Format: E-Learning

Audience: All Staff

Duration: 45 Mins

Promoting equality, diversity and inclusion should be at the heart of your work as a civil servant.

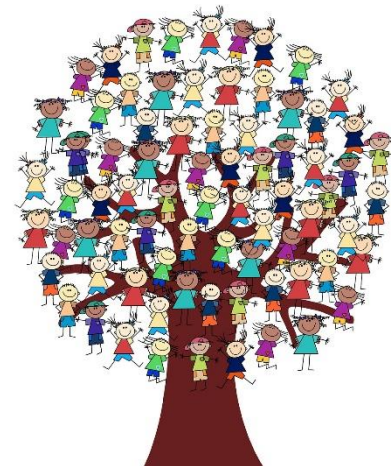
As an employer, policy maker and service provider, the Civil Service has a collective leadership responsibility to champion equality, diversity and inclusion.

This online tutorial contains information, guidance, and scenarios focussed around the themes of equality, diversity and inclusion in the Civil Service.

This e-learning module is accessible through the [Learning Platform for Government \(LPG\)](#) and is suitable for all staff.

After completing this topic you will:

- understand the importance of making your workplace more inclusive and the role you can play
- know what is meant by the terms equality, diversity and inclusion
- have an increased awareness of the importance of promoting equality, diversity and inclusion within the Civil Service



D&I Hub - getAbstract

Format: Book Summaries

Audience: All Staff

Duration: 20 Mins

A whole range of D&I resources for you to read up on courtesy of the [getAbstract website](#) including information on...

[The Bias
Detective](#)

[Everyday bias](#)

[Anti-Racism
Starter Kit](#)



Everyday Bias

Format: Book Summary

Audience: All Staff

Duration: 30 Mins



Diversity consultant Howard J. Ross shows how to free yourself from biases you probably don't even know you have. The problem is that biases are unconscious. As a result, you may be unaware of some of the reasons underlying your actions and reactions.

You may never know when you've based a reaction on a biased assumption.

Biases are a product of the way the brain tries to categorize everything it experiences.

Instead of trying to eliminate your biases, grow more aware of them.

[getAbstract](#) provide an excellent summary of his book 'Everyday Bias'. This reading is suitable for all staff.

Howard J. Ross, professor in residence at the Bennett College for Women, founded the diversity consultancy Cook Ross.



Implicit Bias

Format: Video
Audience: All Staff
Duration: 16 Mins



Ms. Melanie Funchess is currently employed by the Mental Health Association where she serves as the Director of Community Engagement. She is also involved in several community based coalitions and organizations such as the African American Leadership Development Program, African American Health Coalition, Black Women's Leadership Forum, Greater Rochester Parent Leadership Training Institute, the Mental Health Promotion Task Force, and the Neighbourhood Consortium for Youth Justice. She is a founding member of the Coalition for the Beloved Community. The Coalition's mission is to serve as a "countywide movement to build a culture of peace; grounded in dignity and fed by hope".

Implicit Bias - How it affects us and how we push through.

Everyone makes assumptions about people they don't know. Melanie will teach us to recognize these assumptions and work toward a common understanding.

This [TEDx video](#) is available through YouTube and is suitable for all staff.

TEDx



Inclusive Leadership

Advancing Equality of Opportunity

Podcast

All staff

20 mins

Diversity & Inclusion in the Scottish Government

Video

All staff

19 mins

Cultural Intelligence

Podcast

People managers

15 mins

How Diversity Makes Teams More Innovative

Video

People managers

11 mins

Dignity in Leadership

Infographic

All staff

20 mins

Inclusive Leadership

Online resources

People managers

20 mins

Click on a theme to access learning



Advancing Equality of Opportunity

Format: Podcast
Audience: All Staff
Duration: 20 mins

There are a number of Protected Characteristics and it is against the law to discriminate against someone because of them, these protected characteristics are:

- Age
- Disability
- Gender Reassignment

- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race

- Religion or Belief
- Sex
- Sexual Orientation

Podcast by the Diversity and Inclusion team on people management and leadership - looking at eliminating discrimination and harassment, advancing equality of opportunity and fostering good relations:

- [D&I in the Scottish Government](#)

The following links provide more information on the differences between:

[Discrimination](#)
[Harassment and Victimisation](#)



Cultural Intelligence

Format: Podcast
Audience: People Managers
Duration: 15 mins

A podcast presented by Priscilla Marongwe from the Diversity & Inclusion Team (People Directorate).

The podcast is designed primarily for People Managers but also suitable for all staff. It will cover areas including:

- Define what is cultural intelligence
- Explain the three components of cultural intelligence
- Common cross cultural communication differences
- Skills required to overcome cultural difference
- Skills to help build our cultural intelligence
- What people managers need to lead effectively

A subtitled podcast is available on [YouTube](#).

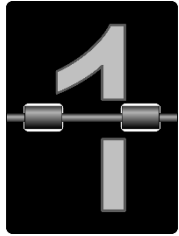
A [transcription of the podcast](#) is also available.



Dignity In Leadership

Format: Infographic
Audience: All Staff
Duration: 20 mins

Brought to you by The Oxford Review here is a 10 step guide to the importance of Dignity in Leadership.



Acceptance
of
Dignity



Recognition



Acknowledgement



Inclusion



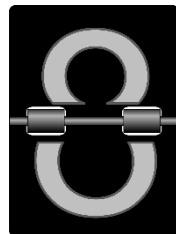
Safety



Fairness



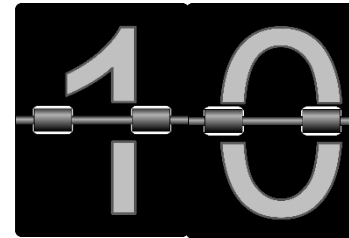
Independence



Understanding



Benefit
of the
Doubt



Accountability

The 'infographic' is
[accessible through ERDM](#)



Diversity & Inclusion in the Scottish Government

Format: Video
Audience: All Staff
Duration: 19 mins

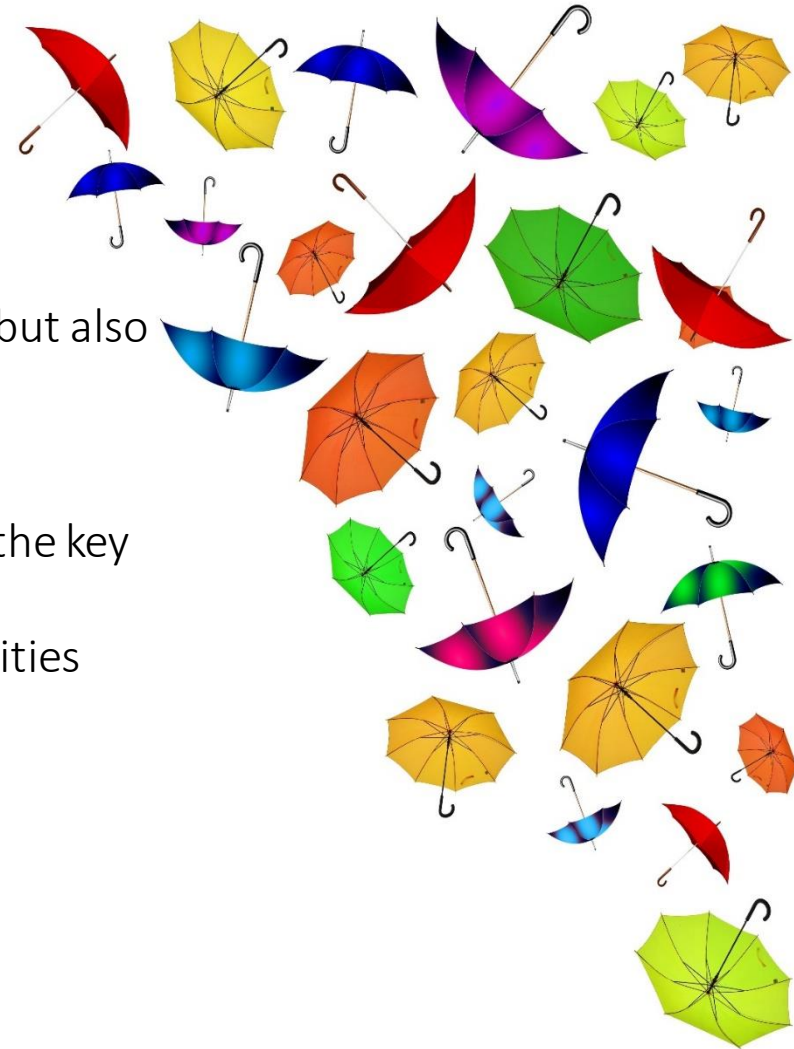
A podcast presented by Priscilla Marongwe from the Diversity & Inclusion Team (People Directorate).

The podcast is designed primarily for People Managers but also suitable for all staff. It will cover areas including:

- Defining what discrimination is and discussing what the key areas are relating to it
- An overview of the key SG Diversity & Inclusion priorities
- Your role as an inclusive leader and people manager
- Your next steps for the future

The podcast is accessible through [YouTube](#).

A [transcription of the podcast](#) is also available.



How Diversity Makes Teams More Innovative

Format: Video
Audience: People Managers
Duration: 11 mins

Rocío Lorenzo and her team surveyed 171 companies to find out if having a diverse workforce increased innovation. The answer was “Yes”. In a talk that will help you build a better, more robust company, she explains how your company can start producing fresher, more creative ideas by treating diversity as a competitive advantage.

Click on the link to access the TED Talk:
[TED Talks - Rocio Lorenzo: How diversity makes teams more innovative](#)

This video is designed for People Managers



Rocío Lorenzo is a Partner and Managing Director at The Boston Consulting Group, based in Munich.

For the last fifteen years, Lorenzo has worked extensively in telecommunications and media. She has advised senior executives across Europe and the US on strategy development, growth programs and large scale transformations. In 2015 Rocío was named one of 25 female business leaders by Handelsblatt, HuffPost and Edition F. She is the author of several studies on diversity, including “[The Mix that Matters: Innovation through Diversity](#),” and she leads the Women@BCG Initiative in Munich.



Inclusive Leadership

Format: Online Resource
Audience: People Managers
Duration: 20 mins

These are leaders who are aware of their own biases and preferences, actively seek out and consider different views and perspectives to inform better decision-making. They see diverse talent as a source of competitive advantage and inspire diverse people to drive organisational and individual performance towards a shared vision. This definition of inclusive leadership is supported by 15 core competencies by [Employers Network for Equality and Inclusion](#) (login required).

Three key competencies at the heart of Inclusive Leadership:

Culture

Inclusive Leaders are proactive when it comes to creating a culture in which people feel safe to speak up, where team members work for one another and where each person feels they have something valuable to contribute.

Relationships

These leaders invest time in getting to know each team member and valuing their individual contributions. They create wide, diverse networks and help their team members do the same.

Decision Making

Inclusive Leaders have a clear understanding of their own biases. They take action to make sure these biases don't influence the decisions they make. They also take time to make decisions about people, without acting on gut instinct or intuition.

[Inclusive Leadership - Pearn Kandola](#)



Inclusive Recruitment

Disability Rights Commission:
The Appointment

Video

All staff

10 mins

Inclusive Recruitment

Online resources

All staff

Various durations

Click on a theme to access learning



Disability Rights Commission: The Appointment

Format: Video
Audience: All Staff
Duration: 10 mins

Film explores how attitudes to disability and long term health conditions can affect people's chances of getting and keeping a job. And how the reactions of those around us – family, friends and work colleagues – can make us hesitant about disclosing important aspects of our life.

The website edited subtitled video is available to view on [YouTube](#) and includes a transcription.

A version including sign language is available to view via the following link:

[The Appointment \(with sign language\)](#)

The video with professionally added subtitles is available to view via the following link:

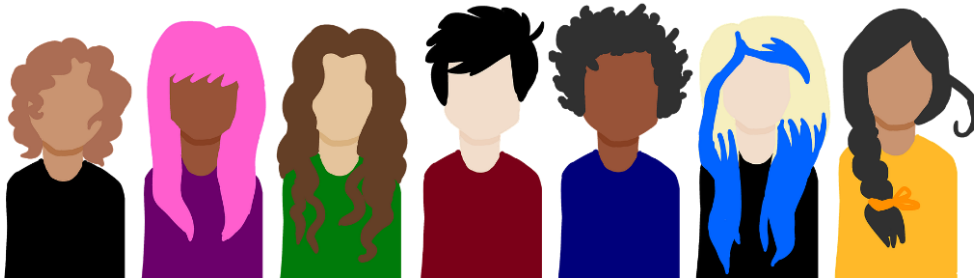
[The Appointment \(with professional subtitles\)](#)



Inclusive Recruitment

Format: Online resources
Audience: All Staff
Duration: Various durations

Inclusive recruitment is the process of connecting with, interviewing, and hiring a diverse set of individuals through understanding and valuing different backgrounds and opinions.



The links below provide guidance on the inclusive recruitment process:

- [Recruiting for difference – Inclusive recruitment checklist](#)
- [Inclusive recruitment - attracting and hiring](#)

These guides for employers on how you can avoid all the different types of unlawful discrimination when you recruit someone:

- [What equality law means for you as an employer: when you recruit someone to work for you](#)
- [Religion or belief: recruitment](#)
- [Managing maternity](#)
- [Employers obligations during pregnancy](#)



Legal Duties

Advancing Equality of Opportunity	Podcast
	All staff
	20 mins

Equality and Diversity	E-learning
	All staff
	30 mins

Equality and Human Rights Commission Guidance	Online resources
	All staff
	30 mins

Socio-economic Disadvantage	Online resources
	All staff
	Various durations

Workplace Adjustments	E-learning
	People managers
	30 mins

Click on a theme to access learning



Advancing Equality of Opportunity

Format: Podcast
Audience: All Staff
Duration: 20 mins

There are a number of Protected Characteristics and it is against the law to discriminate against someone because of them, these protected characteristics are:

- Age
- Disability
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- Pregnancy and Maternity
- Race

- Religion or Belief
- Sex
- Sexual Orientation

Podcast by the Diversity and Inclusion team on people management and leadership - looking at eliminating discrimination and harassment, advancing equality of opportunity and fostering good relations:

- [D&I in the Scottish Government](#)

The following links provide more information on the differences between:

[Discrimination](#)
[Harassment and Victimisation](#)



Equality and Diversity

Format: E-Learning
Audience: All Staff
Duration: 30 mins

Do you know what Equality and Diversity means?

This [e-learning module](#) is hosted on the Acas website. It will require you to create an account to access it.

In this module you will see how we can respect each other and our differences at work, and why it's so important to do so.

You will also find out what the law says and you will learn what the protected characteristics are within the Equality Act 2010.

The course will show you how to adopt the right approach to equality and diversity in the workplace and encourage you to think about your policies and procedures and whether they are working effectively.



acas
working for everyone



Equality and Human Rights Commission Guidance

Format: Online resources

Audience: All Staff

Duration: 30 mins

The main purpose of the Codes of Practice is to provide detailed explanations of the provisions in the Act and to apply legal concepts in the Act to everyday situations. The Codes set out clearly and precisely what the legislation means. They draw on precedent and case law and explain the implications of every clause in technical terms.

Further information is available on the Equality and Human Rights Commission website:

[Code of
practice on
equal pay](#)

[Code of
practice on
employment](#)

[Code of
Practice on
Services, Public
Functions and
Associations](#)

[Technical
Guidance on
the Public
Sector Equality
Duty Scotland](#)



Socio-economic Disadvantage

Format: Online resources

Audience: All Staff

Duration: Various durations

The Fairer Scotland Duty of the Equality Act 2010 places a legal responsibility on particular public bodies in Scotland to actively consider ('pay due regard' to) how they can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions.

The following links give further information on this subject:

[The Fairer Scotland Duty
Interim Guidance for Public
Bodies](#)

[Socio-economic diversity and
inclusion Employers' toolkit:
Cross-industry edition](#)



Workplace Adjustments

Format: E-Learning

Audience: All Staff

Duration: 30 mins



Do you know failure to make reasonable adjustments is one of the most common types of disability discrimination?

The Equality Act 2010 calls these 'reasonable adjustments' and in Scottish Government when we are making reasonable adjustments we use the term 'workplace adjustments'.

With workplace adjustments the focus is on changes to a work process, policy, practice, procedure or environment that seek to remove barriers, which then enabled someone to perform at their best at work.

Workplace adjustments often go beyond what would be 'reasonable adjustments' legally required under the Equality Act.

This module will explain what is meant by 'reasonable' and state the legal issues surrounding reasonable adjustments.

This [e-learning module](#) is hosted on the Acas website and will require you to set up an account to gain access.

The module is aimed at People Managers.

You may find the following links from the Equality and Human Rights Commission (EHRC) useful:

- [EHRC: Coronavirus \(COVID-19\) guidance for employers: Reasonable adjustments for employees](#)
- [EHRC: In employment: Workplace adjustments](#)



Mainstreaming Equality

Equality Impact Assessments - EQIA

Video

All staff

13 mins

Mainstreaming Equality

Online resources

All staff

Various durations

Equality Impact Assessments:
From Theory To Practice

Online resources

All staff

Various durations

Making EQIAs Real

Online resources

All staff

Various durations

Click on a theme to access learning



Equality Impact Assessments - EQIA

Format: Video
Audience: All Staff
Duration: 13 mins

Equality is the foundation of any fair society, it helps to create the conditions where everyone has the opportunity to reach their full potential. It's about the right to live free from discrimination and to enjoy human rights. Equality underpins the Scottish Government's purpose and values as set out in our National Performance Framework.

By mainstreaming equality into everything we do we are helping to make Scotland a better place for everyone, regardless of the barriers they face. Every day equality is part and parcel of the way we do business, but for some of us the first time we think about equality is when we might have to do an EQIA.

To help you with EQIA the Scottish Government have developed an animation called Mountains for All, setting out the adventures of a virtual policy team. It covers their journey from start to finish; from things they didn't know; people they had never thought of; things they hadn't considered. It ends with, well watch and see if there is a happy ending...

The 'Mountains for All' animation is available to view via [YouTube](#).



Equality Impact Assessments: From Theory To Practice

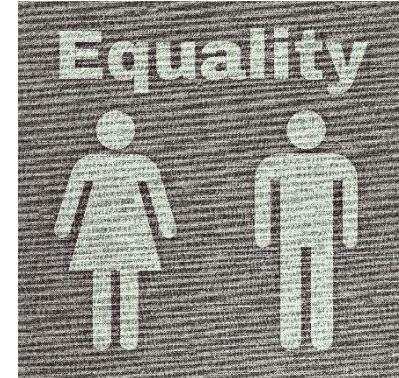
Format: Online resources
Audience: All Staff
Duration: Various durations

Equality legislation means that we must assess the likely equality impact of new or revised policies and publish the results. This duty is set out in the Scottish Specific Duties under the Public Sector Equality Duty (PSED), often referred to as the general equality duty. The aim of PSED is to help the public sector to advance equality, tackle discrimination and foster good relations between people.

Impact assessment is about testing policies and proposals against the needs of the general equality duty in the Equality Act 2010, and considering how they will affect people when implemented. Equality Impact Assessment (EQIA) is one aspect of this and should be an integral part of the policy making process. EQIA helps you to look at how your proposed policy might impact on different people and groups, prevent discrimination and identify opportunities to advance and promote understanding.

More information is available on this subject via the following links:

- [SG Equality Impact Assessment \(EQIA\)](#)
- [Assessing impact and the Public Sector Equality Duty - A guide for public authorities in Scotland](#)
- [Equality and human rights impact assessments](#)
- [Assessing impact and the Public Sector Equality Duty](#)



Mainstreaming Equality

Format: Online resources
Audience: All Staff
Duration: Various durations

Mainstreaming equality involves ensuring that an equality perspective is central to all activities whether policy development, research, advocacy, legislation, resource allocation, budget setting, planning, implementation and monitoring of people programmes and projects. Equality mainstreaming integrates an equality awareness into each aspect of work, rather than considering equality separately.

The Public Sector Equality Duty requires the Scottish Government to report how they have mainstreamed the equality duty into all of their functions. This means describing how gender equality is taken into account in the day-to-day working of a public body.

A number of resources are available online relating to Mainstreaming Equality

[Guidance for Public Sector employees](#)

[Coronavirus \(COVID-19\) and the equality duty](#)

[Mainstreaming the Public Sector Equality Duty: A guide for public authorities in Scotland](#)



Making EQIAs Real

Format: Podcast
Audience: All Staff
Duration: 15 minutes

Doing an EQIA - where do I start?

A podcast presented by Mark Dorrian from the Work Place Adjustments Project Team.

The podcast is designed for anyone developing or reviewing policies, procedures or practices that require an Equality Impact Assessment. It will cover the learning and experience from carrying out an EQIA from the perspective of someone doing it for the first time, including:

- How his team did the EQIA
- What he learned
- What difference it made



The subtitled video is [available to view on YouTube](#).

A [transcription of the podcast](#) is also available.

Running time 15 minutes.



Marriage and Civil Partnership

Online resources

Marriage and Civil Partnership

All staff

30 mins



Marriage and Civil Partnership

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

The Equality Act says you must not be discriminated against in employment because you are married or in a civil partnership.

In the Equality Act marriage and civil partnership means someone who is legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.

People do not have this characteristic if they are:

- single
- living with someone as a couple neither married nor civil partners
- engaged to be married but not married
- divorced or a person whose civil partnership has been dissolved

More information available on the following websites:

Equality and Human Rights Commission:

[Marriage and Civil Partnership Discrimination](#)

Acas:

[Civil Partnerships and Marriage Workplace Guidance](#)



Pregnancy and Maternity

Inclusive Recruitment

Online resources

All staff

Various durations

Pregnancy and Maternity

Online resources

All staff

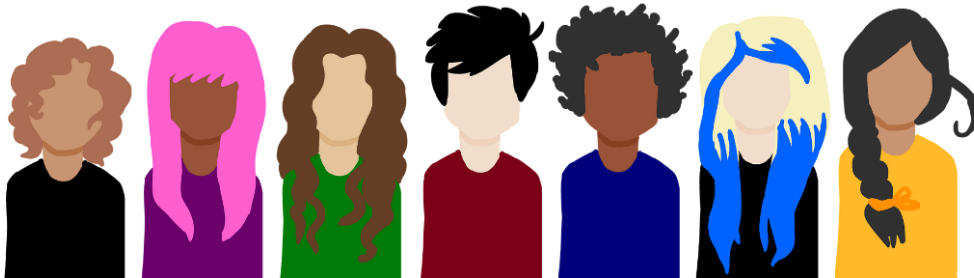
Various durations



Inclusive Recruitment

Format: Online resources
Audience: All Staff
Duration: Various durations

Inclusive recruitment is the process of connecting with, interviewing, and hiring a diverse set of individuals through understanding and valuing different backgrounds and opinions.



The links below provide guidance on the inclusive recruitment process:

- [Recruiting for difference – Inclusive recruitment checklist](#)
- [Inclusive recruitment - attracting and hiring](#)

These guides for employers on how you can avoid all the different types of unlawful discrimination when you recruit someone:

- [What equality law means for you as an employer: when you recruit someone to work for you](#)
- [Religion or belief: recruitment](#)
- [Managing maternity](#)
- [Employers obligations during pregnancy](#)



Pregnancy and Maternity

Format: Online resources
Audience: All Staff
Duration: Various durations

A woman is protected against discrimination on the grounds of pregnancy and maternity during the period of her pregnancy and maternity period. This could be because of:

- The pregnancy
- Pregnancy-related illness and
- Taking or seeking to take maternity leave
- During this period, pregnancy and maternity discrimination cannot be treated as sex discrimination

The Equality and Human Rights Commission has developed a range of helpful tools and resources to support employers in delivering best practice in managing pregnancy and maternity.

A suite of toolkits focusing on key aspects of pregnancy and maternity including:

- [Pre-pregnancy and pregnancy](#) which includes a useful [maternity dates calculator](#)
- [Maternity, paternity and shared parental leave](#)
- [After maternity or adoption leave](#)
- [Adoption, paternity and shared leave and pay for adoptive parents](#)

Each toolkit contains guidance, model letters and checklists.

- A comprehensive [FAQs for employers](#) where you can find the answers to questions you may have about managing an employee through pregnancy, maternity leave, and her return to work after maternity leave.

Other relevant link:

Close the Gap: [Public sector equality duty: Guidance for reporting on gender and employment, equal pay, and occupational segregation](#)



Race

Black History Month

Podcast x4

All staff

Various durations

Our Race Equality Frameworks

Online resources

All staff

Various durations

D&I Hub: Get Abstract

Book summaries

All staff

20 mins

Race Awareness

E-learning

All staff

45 mins

Inclusive Recruitment

Online resources

All staff

Various durations

Race in Employment

Online resources

All staff

Various durations

Mutual Mentoring in the Scottish
Government

Video

All staff

2 mins

Racism At Work

Book

All staff

45 mins

Click on a theme to access learning



Black History Month

Format: Video
Audience: All Staff
Duration: Various

Black History Month has received official recognition from governments in the United States and Canada, and more recently has been observed in Ireland, the Netherlands, and the United Kingdom. It began as a way of remembering important people and events in the history of the African diaspora.

In October 2020 the Scottish Government hosted a number of events which were recorded and now available for you to view.



[Ask the Unaskable](#)

A panel who identify themselves as either Black or mixed race discuss the questions others have always wanted to ask or the questions they have been asked a little too often.

Running time
1:21:00

[Discussion on Race with Sir Geoff Palmer OBE](#)

A discussion on why we have a race problem today

Podcast
[transcription.](#)

Running time 37:13

[Critical Race Theory with Professor Tommy J. Curry](#)

Where the world is headed today in engaging 'anti-blackness' and the challenges racial discourse and critical race theory will have coming to Scotland

Podcast
[transcription.](#)

Running time 47:59

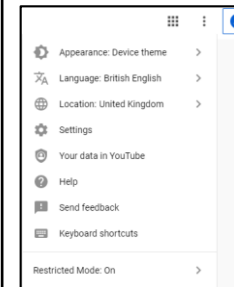
[In Conversation with Christina McKelvie MSP, Minister for Older People and Equalities](#)

Answering questions relating to Black History month and other topics relating to equality

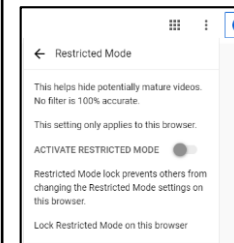
Podcast
[transcription.](#)

Running time 55.13

If YouTube opens in Restricted Mode here are instructions on how to turn it off:



Click on the 3 dots in the top right hand corner, then click on Restricted Mode.



Turn off the Activate Restricted Mode option.



D&I Hub - getAbstract

Format: Book Summaries

Audience: All Staff

Duration: 20 Mins

A whole range of D&I resources for you to read up on courtesy of the [getAbstract website](#) including information on...

[The Bias
Detective](#)

[Everyday bias](#)

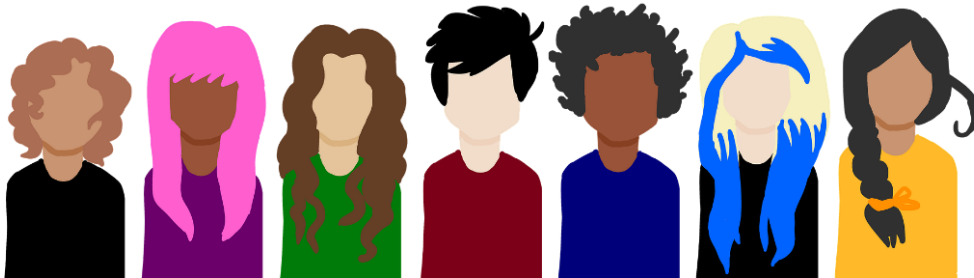
[Anti-Racism
Starter Kit](#)



Inclusive Recruitment

Format: Online resources
Audience: All Staff
Duration: Various durations

Inclusive recruitment is the process of connecting with, interviewing, and hiring a diverse set of individuals through understanding and valuing different backgrounds and opinions.



The links below provide guidance on the inclusive recruitment process:

- [Recruiting for difference – Inclusive recruitment checklist](#)
- [Inclusive recruitment - attracting and hiring](#)

These guides for employers on how you can avoid all the different types of unlawful discrimination when you recruit someone:

- [What equality law means for you as an employer: when you recruit someone to work for you](#)
- [Religion or belief: recruitment](#)
- [Managing maternity](#)
- [Employers obligations during pregnancy](#)

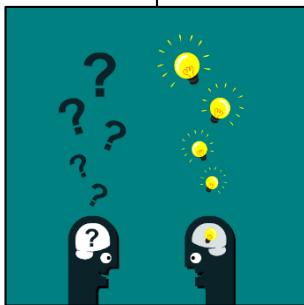


Mutual Mentoring in the Scottish Government

Format: Video
Audience: All Staff
Duration: 2 Mins

With access to senior staff Mutual Mentoring gives you a chance to network with colleagues and learn the skills required to operate at that level within the organisation.

Mutual Mentoring is open to minority ethnic employees.



In this video produced by the Diversity & Inclusion Team and Learning Team we hear testimonials from Shazia Razzaq and Jonathan Edosomwan their experiences of the Mutual Mentoring programme.



"I was able to have challenging discussions with my mutual mentor regarding racial equality in the Scottish Government, and that was encouraging because it showed me that the organisation is actively wanting to pursue change"

Jonathan Edosomwan

Video is subtitled and accessible on [YouTube](#).
Link to the [transcription](#) of the video.



Our Race Equality Frameworks

Format: Online resources
Audience: All Staff
Duration: Various durations

The Equality Act 2010 says you must not be discriminated against because of your race.

In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese national origins and be living in Britain with a British passport.

Race also covers ethnic and racial groups. A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies and Irish Travellers.

Discrimination might occur because of one or more aspects of your race, for example people born in Britain to Jamaican parents could be discriminated against because they are British citizens, or because of their Jamaican national origins.

[SG Race Equality Framework & Action Plan](#) and the [race equality framework for Scotland 2016 to 2030](#) set out our approach to promoting race equality and tackling racism and inequality.



Race Awareness

Format: E-Learning
Audience: All Staff
Duration: 45 Mins

This e-learning increases your understanding of the issues faced by minority ethnic employees and customers.

It equips managers and colleagues with the knowledge and confidence to:

- challenge stereotyping and prejudice
- handle complaints of racism
- remove barriers to progression
- provide appropriate support to minority ethnic employees and service users

Learning Outcomes include:

- explain the meaning behind the common terminology of race, ethnicity, nationality
- describe the history and cultural differences of minority ethnic communities
- describe examples of racism and discrimination in the workplace and explain the impact on the Civil Service
- how to challenge incorrect assumptions and inappropriate behaviour, including racial stereotyping, discriminatory behaviour and racist comments

This e-learning module is available through the [Learning Platform for Government \(LPG\)](#) and is suitable for all staff.



Race in Employment

Format: Online resources
Audience: All Staff
Duration: Various durations

Race

SG approaches race equality from the assumption that 'race' is a social construct. It has been found that genetic differences within ethnic groups are actually greater than the genetic differences between different ethnic groups. Therefore there is no biological basis for defining differences by race.

Ethnicity

Race and ethnicity are often used interchangeably but it is useful to be clear about the difference. Race is a socially constructed term without biological merit that has historically been used to categorise different groups of people based on perceived physical differences.

An 1983 House of Lords case set out that an ethnic group would have the following features:

- a long shared history of which the group is conscious as distinguishing it from other groups and the memory of which it keeps alive
- a cultural tradition of its own including family and social manners, often but not necessarily associated with religious observance
- a common, however distant, geographical origin
- a common language and literature

This [factsheet offers an overview of the different types of discrimination](#), with examples of how they apply to race discrimination. It highlights the need for employers to act and suggests good employment practices to ensure everyone has fair access and opportunity to progress in work, regardless of racial or ethnic background.

Links and further reading

- [HR and race in the workplace](#)
- [Race discrimination: key points for the workplace](#)
- [FAQs about race in the workplace](#)
- [Answers to frequently asked questions about racial equality and anti-racism](#)
- [Making the case for racial equality The potential and limits of 'framing' Sanjiv Lingayah, Omar Khan and Kimberly McIntosh](#)

Racial inequality is under-discussed. Nervousness, denial and lack of vocal role models are contributing to a serious diversity problem organisations need to start talking about race.



Racism At Work

Format: Book
Audience: All Staff
Duration: 45 Mins

There have been dramatic, positive shifts in attitudes to race over the last 60 years. Generally speaking, we are more liberal, more open and more tolerant towards minorities. Yet, despite these very positive trends, the outcomes for some minorities in particular have not changed very much at all...

This is because, like a virus, prejudice has mutated.

STOP RACISM

This [book looks in detail](#) at the way bias has become more oblique, subtle and as a result more difficult to detect. The book examines how race affects decisions at work from recruitment to perceptions of leaders. Integrated throughout the book are the complex ways in which gender and race intersect.

Based on thorough research, direct observations and decades of professional practice, this book is profound, provocative and highly practical.



Religion or Belief

Faith Communities in Scotland	Online resources
	All staff
	60 mins

Inclusive Recruitment	Online resources
	All staff
	Various Durations

Religion or Belief	Online resources
	All staff
	Various durations

Religion or Belief in Employment	Online resources
	All staff
	Various durations

Religion or Belief in the Workplace	E-learning
	All staff
	30 mins

Religious Dates Calendar	Online resources
	All staff
	Various durations

Sectarianism	Online resources
	All staff
	30 mins

Values in Harmony	Online resources
	All staff
	120 mins

Click on a theme to access learning



Faith Communities in Scotland

Format: Online resources

Audience: All Staff

Duration: 60 minutes

This booklet has been prepared by Interfaith Scotland to provide basic information on some of the faith communities who live and worship in Scotland. It includes general information on the basic beliefs, customs and practices, places of worship, main festivals, food and diet and community concerns of Buddhists, Christians, Hindus, Muslims, Jews, Sikhs, Jains, Baha'is, Brahma Kumaris and Pagans.

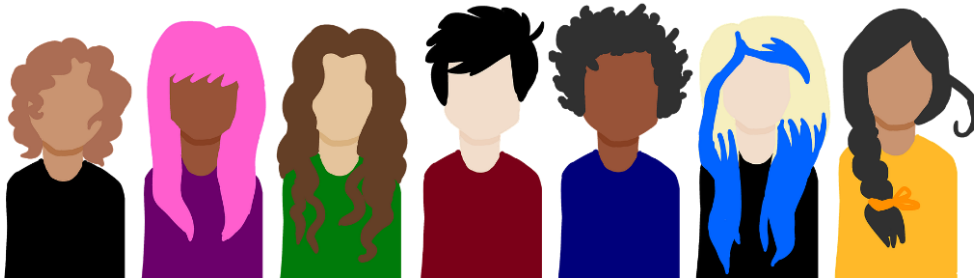
Link to [Guide to Faith Communities in Scotland](#)



Inclusive Recruitment

Format: Online resources
Audience: All Staff
Duration: Various durations

Inclusive recruitment is the process of connecting with, interviewing, and hiring a diverse set of individuals through understanding and valuing different backgrounds and opinions.



The links below provide guidance on the inclusive recruitment process:

- [Recruiting for difference – Inclusive recruitment checklist](#)
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These guides for employers on how you can avoid all the different types of unlawful discrimination when you recruit someone:

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- [Religion or belief: recruitment](#)
- [Managing maternity](#)
- [Employers obligations during pregnancy](#)



Religion or Belief

Format: Online resources
Audience: All Staff
Duration: Various durations

Religion or belief is one of the nine [protected characteristics](#) in the [Equality Act 2010](#).

People have legal protection from being discriminated against because of religion or belief, or lack of religion or belief, under the Act. They also have an absolute right to hold (with a qualified right to manifest) a religion or belief under [Article 9 of the Human Rights Act 1998](#).

Religion or belief protection is for:

- **Religion** which means any religion (or reference to a religion). The religion must have a clear structure and belief system. It also includes a reference to a lack of religion.
- **Belief** which means any religious or philosophical belief and a reference to belief includes a reference to a lack of belief. This includes non-religious and philosophical beliefs such as atheism, agnosticism, humanism and veganism.



Religion or Belief in Employment

Format: Online resources
Audience: All Staff
Duration: Various durations

Employers must have an awareness of religious belief in the workplace. The Equality and Human Rights Commission website has guidance on this including:

- [What is religion or belief?](#)
- [How do I handle employee requests?](#)
- [Religion or belief: A guide to the law](#)
- [Religion or belief: FAQs](#)

Guides and factsheets from the Acas website are also available. Listed below is some further reading:

- [Religion or belief discrimination: Key points for the workplace](#)
- [Religion or belief discrimination: Ten considerations for employers](#)
- [Religion or belief: Top 10 myths](#)



Religion or Belief in the Workplace

Format: E-Learning
Audience: All Staff
Duration: 30 Mins

Dealing with religion or belief in the workplace can be a challenging and a sensitive area.

In this module, we'll look at some of the issues that can arise and how employers and employees can work together to resolve them.

This [e-learning module](#) is hosted on the Acas website and will require you to set up an account to gain access.

Course overview:

- What is meant by discrimination?
- What is the law around religion or belief?
- What are the relevant protected characteristics of the Equality Act 2010?
- What are the types of issues that religion or belief can affect in the workplace?
- How can employers ensure an inclusive approach?
- How do you deal with religion or belief during recruitment?
- How is it best to manage workplace issues related to religion or belief?
- How do you handle having a difficult conversation?
- What is proselytising?

The module is suitable for all staff.



Religious Dates Calendar

Format: Online resources
Audience: All Staff
Duration: Various durations

Many religions have specific days or periods throughout the year that involve additional religious observances for followers. The nature, duration and requirements vary depending upon the holy day or religious festival, and can also vary depending on the personal religious beliefs of an individual. It is useful for both employees and employers to give thought to any impact this may have in the workplace, as simple and well-planned arrangements can help manage everyone's expectations.

This [ACAS guide](#) covers some of the key religious festivals including:

- Diwali
- Guru Nanak
- Lent
- Pesach/Passover
- Ramadan
- Vesak

The [Open University have produced a calendar](#) of the most significant religious dates in the UK.



Sectarianism

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

nil by mouth

Challenging Sectarianism

On the [nil by mouth website](#) you will find information on sectarianism in Scotland and access a comprehensive list of resources available to challenge it, including latest news, case studies and blogs from experts.



Beyond Religion and Belief

[Beyond Religion and Belief \(BRB\)](#) is Nil by Mouth's ground breaking workplace program which seeks to raise awareness, and address, sectarianism in the workplace.

Their sessions cover:

- What is sectarianism?
- How do people make sectarian judgements?
- How does it manifest itself in our societies and workplaces?
- What is online bigotry and what is its impact on the workplace?
- Real life examples of bigotry in the workplace.
- How do we raise awareness of sectarianism and challenge instances of it at work effectively?



Values in Harmony

Format: Online Resources

Audience: All Staff

Duration: 120 Mins

This Project was funded by the Equality and Human Rights Commission and managed by the Scottish Inter Faith Council. The main aim of the Project was to produce a resource of teachings, writings, and attitudes from the 10 major religion and belief communities in Scotland that demonstrate their commonality in promoting “Good Relations” with each other; and to use this as a tool to raise awareness in women and young people of how their religion or belief can lead to increased community cohesion, integration, and harmony.

Link to the website for information on [Values in Harmony – The promotion of good community relations in Scotland](#)



Sex

Close The Gap Hub: Women and Work

Online resources

All staff

30 mins

Gender Matters

Online resources

All staff

20 mins

Equate Scotland Hub

Online resources

All staff

30 mins

Click on a theme to access learning



Close The Gap Hub: Women and Work

Format: Online Resources

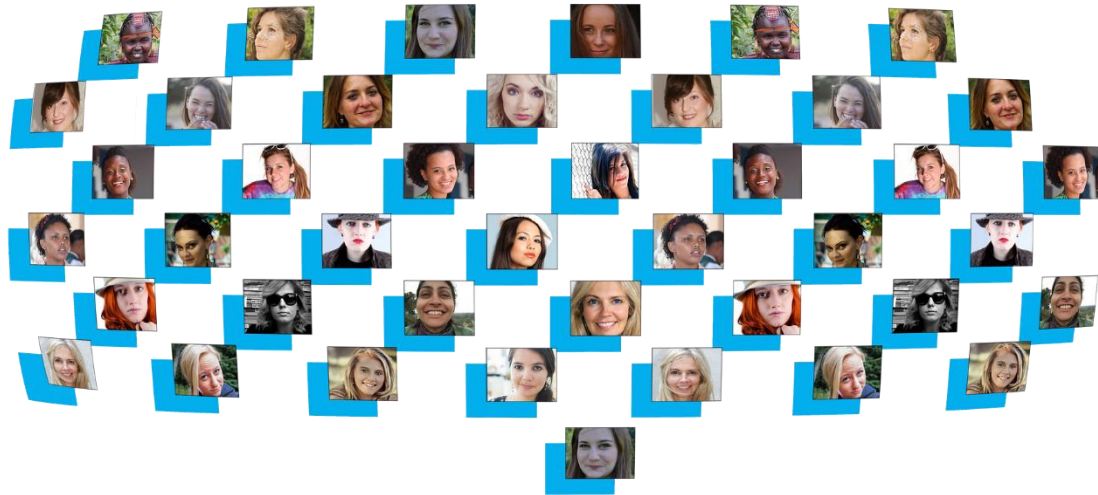
Audience: All Staff

Duration: 30 Mins

Close the Gap have almost two decades' experience of working with policymakers, employers, and unions on women and work. They are experts on the barriers which affect women's participation in Scotland's labour market.

This section of the [Close The Gap](#) website contains publications on the following areas:

- [Be What You Want materials](#)
- [Information For Individuals](#)
- [Guidance and Tools for Employers](#)
- [Research and Analysis](#)
- [Different but Equal Value](#)
- [Different but Equal – Workbook](#)
- [The relationship between actions to promote gender equality and profit](#)
- [Women, work and poverty in Scotland: What you need to know](#)



Equate Scotland Hub

Format: Online Resources

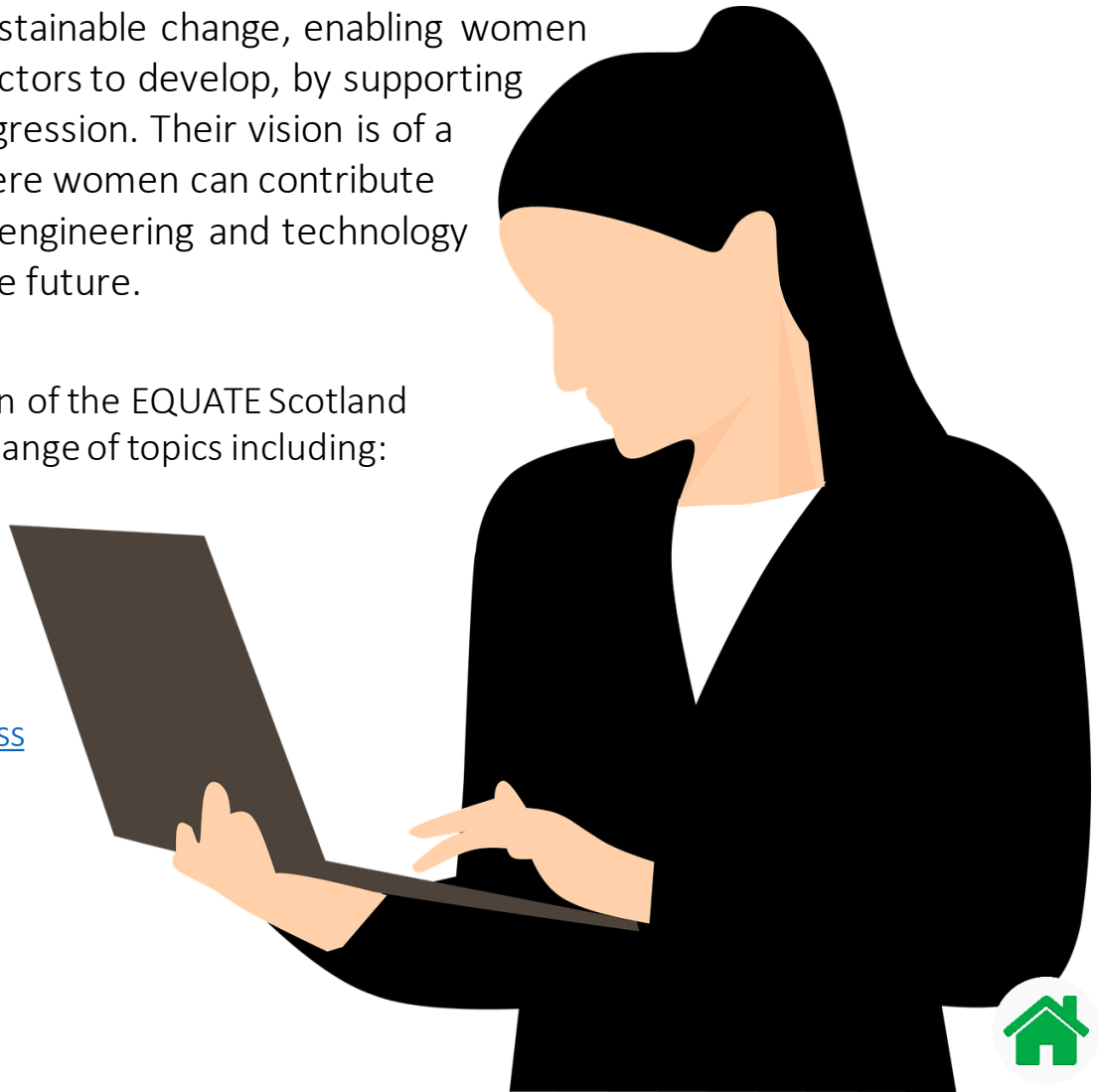
Audience: All Staff

Duration: 30 Mins

Equate Scotland make a positive difference for women in science engineering, technology and the built environment and actively work to change cultures in organisations and academia.

Established in 2006, Equate Scotland is the national expert in gender equality throughout the STEM sectors. They make a tangible and sustainable change, enabling women studying and working in these key sectors to develop, by supporting their recruitment, retention and progression. Their vision is of a progressive STEM labour market where women can contribute equally to advancements in science, engineering and technology and have fair access to the jobs of the future.

- The [Resources for Employers](#) section of the EQUATE Scotland website provides information on a range of topics including:
- [Getting Started On Gender Equality](#)
- [Using Inclusive Language](#)
- [Gender Equality Is Good For Business](#)



Gender Matters

Format: Online Resources

Audience: All Staff

Duration: 20 Mins

The [Gender Matters](#) Roadmap sets out a series of measures that, with political will, can be taken by Scottish Government and other bodies in order to move towards women's equality in Scotland by 2030.

Further reading on this can be found in the following links:

- [What Works for Women: improving gender mainstreaming in Scotland](#)
- [Gender and Inclusive Growth: making inclusive growth work for women in Scotland](#)
- [Women and COVID-19](#)



Sexual Orientation

Online resources

Equality Monitoring: How To Get It Right

All staff

45 mins

Online resources

Sexual Orientation

All staff

45 mins

Video

Pride

All staff

Various

Online resources

Stonewall Hub

All staff

30 mins

Click on a theme to access learning



Equality Monitoring: How To Get It Right

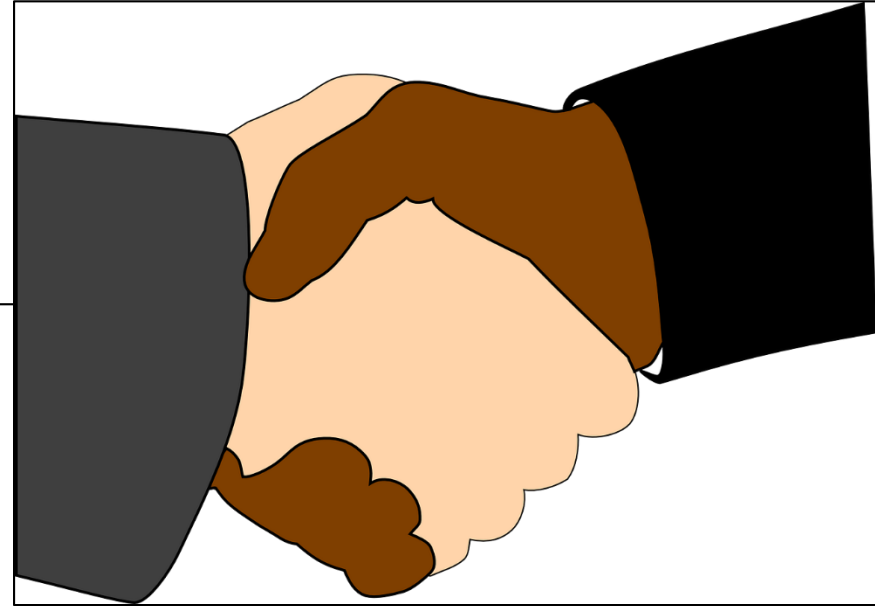
Format: Online Resources

Audience: All Staff

Duration: 45 Mins

This clear and straightforward guide will show you how to collect the data you need, and how to use it to improve the experiences of LGBT staff, customers and service users. Includes best practice monitoring questions, templates and tips on engaging your staff in monitoring.

[Getting Equality Monitoring Right](#)



Pride

Format: Video
Audience: All Staff
Duration: Various

June is Pride month, it is a month dedicated to celebrating the LGBTI+ communities all around the world.

June is the month chosen to celebrate [Pride](#) as it was the month of the [Stonewall riots](#), the protests that changed gay rights for a lot of people in America, and across the world including the UK and Scotland.

It's about people coming together in love and friendship, and to shine a light on where there is still work to be done.

Pride month is about teaching acceptance, education in Pride history and continuing to move forward in equality.

It calls for people to remember how damaging homophobia, biphobia and transphobia was and still can be.

It's all about being proud of who you are no matter who you love.



BBC Newsround [produced some videos](#) including:

- How pride changed gay rights
- Where did the rainbow flag come from.



Sexual Orientation

Format: Online Resources

Audience: All Staff

Duration: 45 Mins

Sexual orientation is a protected characteristic under the Equality Act. This means everyone, whether they are lesbian, gay, bisexual or heterosexual is protected from discrimination because of their sexual orientation. This is a person's sexual orientation towards:

- People of the same sex as him or her,
- People of the opposite sex from him or her, and
- People of either sex.

This relates to a person's feelings rather than their actions.

Further reading available on Sexual Orientation in the links below:

- [Securing senior buy-in](#)
- [The Employee Lifecycle](#)
- [Inclusive Policy Toolkit: Part 1: Embedding LGBT inclusion in all policies](#)
- [Getting Equality Monitoring Right](#)
- [10 steps to LGBT-inclusive communications](#)
[What's it got to do with you?](#)

The following leaflets have been produced by the Equality Network:

- [Roadmap to bisexual inclusion](#)
- [LGBTI Glossary leaflet](#)
- [Bisexuality leaflet](#)

To access the information in the links above please contact the [Diversity & Inclusion Team](#) for login details.



Stonewall Hub

Sexual orientation is a person's feelings, rather than their actions, towards:

- People of the same sex as him or her,
- People of the opposite sex from him or her, and
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To access the information in the links above please contact the [Diversity & Inclusion Team](#) for login details.

Additional material is also available on the Equality Network website:

- [Roadmap to bisexual inclusion](#)
- [LGBTI Glossary leaflet](#)
- [Bisexuality leaflet](#)

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

[Stonewall mission](#) - We're here to let all lesbian, gay, bi and trans people, here and abroad, know they're not alone.

We believe we're stronger united, so we partner with organisations that help us create real change for the better. We have laid deep foundations across Britain - in some of our greatest institutions - so our communities can continue to find ways to flourish, and individuals can reach their full potential. We're here to support those who can't yet be themselves.



General Resources

E-Learning

Diversity & Inclusion in the Civil Service

All staff

45 mins

Online articles

D&I Hub – Pearn Kandola

All staff

30 mins

Factsheet

Diversity & Inclusion in the Workplace

People managers

20 mins

Online Resources

Equality and Human Rights Hub

All staff

30 mins

Online resources

Further Reading and Links

All staff

45 mins

Click on a theme to access learning



Diversity & Inclusion in the Civil Service

Format: E-Learning

Audience: All Staff

Duration: 45 Mins

Promoting equality, diversity and inclusion should be at the heart of your work as a civil servant.

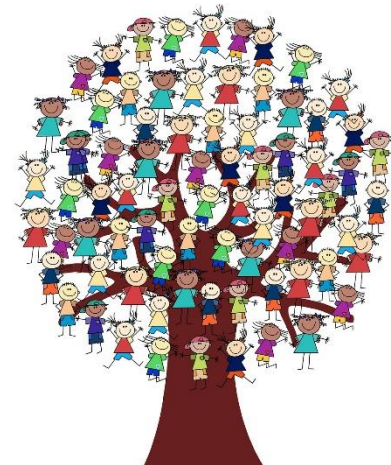
As an employer, policy maker and service provider, the Civil Service has a collective leadership responsibility to champion equality, diversity and inclusion.

This online tutorial contains information, guidance, and scenarios focussed around the themes of equality, diversity and inclusion in the Civil Service.

This e-learning module is accessible through the [Learning Platform for Government \(LPG\)](#) and is suitable for all staff.

After completing this topic you will:

- understand the importance of making your workplace more inclusive and the role you can play
- know what is meant by the terms equality, diversity and inclusion
- have an increased awareness of the importance of promoting equality, diversity and inclusion within the Civil Service



D&I Hub: Pearn Kandola

Format: Online Articles

Audience: All Staff

Duration: 30 Mins

PEARN KANDOLA



The Pearn Kandola D&I hub has a large number of resources covering a wide number of subjects

Podcasts and resources include:

- [Leadership – diversity and the tone at the top](#)
- [What is considered racism at work and how do I make a complaint?](#)
- [Racism through exclusion](#)

Resources on the [Pearn Kandola website](#) are suitable for all staff



Diversity & Inclusion in the Workplace

Format: Factsheet
Audience: People Managers
Duration: 20 Mins



Promoting and supporting diversity in the workplace is an important aspect of good people management - it's about valuing everyone in the organisation as an individual. However, to reap the benefits of a diverse workforce it's vital to have an inclusive environment where everyone feels able to participate and achieve their potential. While UK legislation – covering age, disability, race, religion, gender and sexual orientation among others – sets minimum standards, an effective diversity and inclusion strategy goes beyond legal compliance and seeks to add value to an organisation, contributing to employee well-being and engagement.

This CIPD [factsheet explores what workplace diversity and inclusion means](#), and how an effective strategy can support an organisation's business objectives. It looks at the rationale for action and outlines steps organisations can take to implement and manage a successful D&I strategy, from communication and training to addressing workplace behaviour and evaluating progress.



Equality And Human Rights Hub

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

The Equality and Human Rights Commission is Great Britain's national equality body and has been awarded an 'A' status as a National Human Rights Institution (NHRI) by the United Nations.



Their job is to help make Britain fairer. They do this by safeguarding and enforcing the laws that protect people's rights to fairness, dignity and respect.

The website has a number of resources on Diversity & Inclusion specifically for the public sector including:

- [Reporting hate crime](#)
- [The Marriage \(Same Sex Couples\) Act 2013: Quick Guide](#)
- [Disability discrimination](#)
- [Human Lives. A Guide to the Human Rights Act for Public Authorities](#)



Explore this section of the [Equality and Human Rights Commission](#) website for more advice and guidance to individuals and those working in the public sector.



Further Reading and Links

Format: Online Resources

Audience: All Staff

Duration: 30 Mins

- [Coronavirus \(COVID-19\) and the equality duty](#)
- [Essential guide to the Public Sector Equality Duty](#)
- [Mainstreaming the equality duty: a guide for public authorities](#)
- [Employee information and the Public Sector Equality Duty](#)
- [How to improve board diversity - six step guide to good practice](#)
- [Equality outcomes and the Public Sector Equality Duty](#)
- [Equality outcomes self-assessment toolkit](#)
- [Evidence and the Public Sector Equality Duty: a guide for public authorities](#)
- [Involvement and the Public Sector Equality Duty](#)
- [Assessing impact and the Public Sector Equality Duty](#)
- [Making fair financial decisions: a guide for decision makers in Scotland](#)
- [Procurement guidance](#)
- [Guidance for Councillors and Elected Members](#)

