

ENG: Part 1

Section 3: LGBT Employee Network Group

This section comprises of 7 questions and examines the activity of your LGBT employee network group. The questions scrutinise its function within the organisation. This section is worth 11% of your total score.

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

3.1 Does the organisation have an LGBT employee network group for LGBT employees? A. Yes, with a defined role and terms of reference

Upload the LGBT employee network group's terms of reference:

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

<https://stonewallsubmit.fluidreview.com/resp/18636923/XfJa2nsHgS/>

ENG: Part 2

3.2 Does the LGBT employee network group have clearly defined yearly objectives?

GUIDANCE: Examples could include holding a certain number of events or campaigns, engaging with different groups of staff across the organisation and collaborating with other organisation's network groups.

Yes

List examples of some of your most recent objectives and progress towards achieving them:

The network has clear objectives set out in their annual business plan. A significant objective this year was to work with internal and external network groups to encourage inter-network diversity . Working

with Believe in COPFS (religion & belief), the Staff Disability Advisory Group(SDAG) and Caring in COPFS(carers), the Proud network reached out to ensure LGBT members from these networks were appropriately supported. Proud have highlighted that LGBT is not a single identity but a diverse community within itself and have worked collaboratively with “Believe” , SDAG and” Caring” to support true diversity within their membership , challenging what it means to be LGBT and religious, or LGBT and disabled.

A further objective was to review our reverse mentoring programme. The programme has now expanded to include staff from all equality characteristics and extended to two-way mentoring by senior staff. Our network lead, [REDACTED], is currently being mentoring / mentoring [REDACTED] [REDACTED]). [REDACTED] meets him regularly to facilitate this, ensuring he is developed in LGBT awareness and challenged on what he can do to steer COPFS towards internal equality whilst championing LGBT inclusion throughout Scotland. This programme also develops [REDACTED] in his career.

Proud continues to collaborate with external network groups to share best practice and offered support to the Scottish Court and Tribunal Service (SCTS) and NHS Education for Scotland. This included sharing our reverse mentoring programme and other best practices.

Another key objective is to promote our allies network, Friends of Proud in COPFS. “Friends” has continued to grow this year. Following recruitment drives at various awareness raising events and our annual staff equality conference we now have 140 members across Scotland. This helps us action one of our network’s most fundamental aims of providing sources of visible support throughout COPFS. “ Friends” are furnished with clearly visible lanyards and ‘no bystanders’ postcards to display on their desks thus providing obvious sources of support for our staff regardless of geography or function. These visible signs are present across COPFS even when the relevant staff are elsewhere, through the displaying of ‘no bystanders’ postcards on desks.

Corporate participation is another key objective-Proud continues to be represented at Equality Board meetings allowing it to have a voice on matters pertinent to the whole organisation and to exert influence on staff policies. Board level participation has allowed Proud to continually promote LGBT inclusion throughout COPFS.

Proud has an objective to maintain participation in campaigns that promote equality. Proud has continued to promote various campaigns including the Stonewall 'no bystanders' campaign, obtaining senior/board level buy in with visible sources of support and inclusion being displayed through the no bystanders posters. We ran bespoke events including the 'Bi your side' event - our campaign to increase awareness of bisexuality.

Continuing network objectives are to maintain our 24/7 phone line and dedicated email box; to promote significant dates in the LGBT calendar; to attend pride festivals: and to attend smaller scale local events, such as Out in Edinburgh.

3.3 Which of the following support activities does the LGBT employee network group facilitate?

Tick all that apply

GUIDANCE: The individual support the network offers should be available and advertised to all staff. Consultation on internal policies and practices should be considered as policies which impact upon employee welfare, for example, reviewing an updated adoption policy. Consultation on the organisations broader work refers to organisational outcomes, for example being consulted on a LGBT media marketing campaign.

- A. Provide confidential support to all employees on LGBT issues
- B. Provide support to enable employees to report homophobic, biphobic and transphobic bullying and harassment
- C. Have been consulted on improving internal policies and practices
- D. Have been consulted on business development, organisational priorities and/or the organisation broader work

Describe the options selected:

A. Describe the confidential support the group offers and how this is communicated to all staff:	The network provides confidential support to all colleagues in a number of ways. Primarily, support is provided by way of email and telephone. Email support is provided by way of our dedicated LGBT email box, which is accessed exclusively by the network lead. This can be emailed at any time, from both work or home computers. Telephone support is also provided through both our internal work telephones plus our 24/7 telephone helpline. This helpline was established in order to allow staff to contact the network at a time that is convenient for them, and from a private environment (away from our open plan offices). This service also provides support by way of text message, and has been featured in The Times in an article exploring the use of technology in the fight against hate crime (as part of the 'Equal at Work' supplement dated 19 January 2017).
B. Describe how the group offers support to enable employees to report homophobic, biphobic and transphobic bullying and harassment and how this is communicated to all staff:	The Proud network enables employees to report homophobic, biphobic and transphobic bullying and harassment by 1) acting as a reporting mechanism in itself 2) raising awareness of the reporting process, and the processes associated with it and 3) raising awareness of what should be reported, i.e. what constitutes unacceptable behaviour within COPFS. The network acts as a reporting mechanism in that colleagues can report instances of bullying and harassment via the network support mechanisms (led by the reporter). The network raises awareness of the reporting process itself by including this within presentations given to staff, for example at the staff

	<p>induction. Perhaps most significantly, the network actively works to highlight to staff what constitutes unacceptable behaviour in the workplace and in this way the network alerts staff who may currently be facing harassment at work that they will be supported should they support it. This is done by specific reference being made at staff inductions, in addition to reference to personal stories by network members during presentations for example at the annual staff equality conference.</p>
<p>C. Describe the consultation process and outcome:</p>	<p>Consultation with Proud forms an important part of the process in terms of new policies being established within COPFS. The network is routinely consulted by way of the equality ambassadors during the drafting stages of new policies. This year, the network has been consulted in relation to the drafting of policies in relation to annual leave, paternity leave and the drafting of new training materials in relation to Equality and Diversity training. The network is therefore influential in terms of ensuring that all new policies will not inadvertently discriminate against LGBT staff members. The consultation process involves the policy (in draft form) being sent to the network and the equality ambassadors (there are 11 equality ambassadors, 2 of whom are also in the proud network and are members of the LGBT community and all of whom are Friends of Proud in COPFS) for consultation prior to being presented for approval at board level. Feedback is encouraged and appreciated. The outcome of this process being in place is that all new COPFS policies are free from discrimination on the basis of gender identity or sexual orientation. Proud was consulted by HR to assist with complex disciplinary matters.</p>
<p>D. Describe the consultation process and outcome:</p>	<p>One of the organisations priorities of COPFS currently is customer service. There is a lot of work being done in relation to improving the service that we provide to our customers, and as a result of this work there are new policies being drafted, and existing policies are being considered and where necessary amended. The Proud network is a crucial element of this process. An example of when the Proud network has been engaged in this process and indeed influential in it relates to the new COPFS 'customer strategy'. This is a ground-breaking piece of work which will change the way that COPFS deals with its customers entirely. The network was sent a draft of this customer strategy, which has thereafter been distributed out to the network membership. The purpose of this is for the network to review the proposed customer strategy, and to offer comment on it. In this way, the network has ensured that the key policy of an organisation priority is fully LGBT compliant, but moreover that this policy which has good customer service at its heart ensures the fair treatment of our LGBT customers.</p>

ENG: Part 3

3.4 In the past year, which of the following activities has the LGBT employee network group undertaken?

Tick all that apply

GUIDANCE: ‘Awareness raising events’ here refers to activities which serve to educate or inform the wider organisation about different sexual orientation, gender identity and/or trans issues, for example panel discussions, lunch and learns or stalls during diversity events. ‘Mentoring or coaching programme’ here refers to either a specific programme run by the network, or alternatively an organisation wide programme which proactively incorporates LGBT mentoring with the aid of (and driven by) the network group. ‘Reverse mentoring’ here refers to a formal process whereby senior employees are reversed mentored by more junior LGBT employees.

- A. Social networking event for members
- B. Sexual orientation awareness raising event
- C. Trans equality awareness raising event
- D. Collaborated with other LGBT network groups
- E. Collaborated with other internal network groups
- F. Mentoring or coaching programme
- G. Reverse mentoring programme
- H. Fundraised for an LGBT charity, community group or event

Describe the activities selected and when they occurred:

A. Social networking event for members	Proud in COPFS held a social networking event for its members following the Staff Equality Conference in Glasgow on 22 August 2018. This event was held away from the main conference, in [REDACTED], Glasgow. The event was publicised on our internal forum and also within the Proud in COPFS newsletter and was open to all members of Proud in COPFS plus those who are interesting in joining or simply interested in knowing more about the network. Principally the event allowed members of the network to get together outside of the ordinary workplace environment and to relax, share stories and support one another. The event was attended by several network members including our network lead, [REDACTED] and also by the COPFS equality champion, [REDACTED] and many other friends of Proud.
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B. Sexual orientation awareness raising event

In November 2017 the Glasgow area held a training day for all staff. One of the sessions during this day, which was mandatory for all staff in the area was focussing on LGBT domestic abuse. The event was facilitated by [REDACTED] from LGBT Youth Scotland and focussed on some of the issues which are particular to domestic abuse within an LGBT relationship. As prosecutors of crime, and bearing in mind that tackling domestic abuse is a priority for COPFS, this session was hugely beneficial for attendees. The discussion highlighted aspects of an abusive LGBT relationship which are distinct from heterosexual abusive relationships, for example the additional stigma that those in a LGBT relationship may face when deciding to report to the police or not. Complexities of relationships involving a trans person/trans people were also discussed. The outcome of this session was that prosecutors (and support staff) from the Glasgow area left with an improved appreciation of the issues that are particular to victims of domestic abuse deriving from LGBT relationships. They therefore had improved their ability to prosecute LGBT domestic abuse more effectively, and more sensitively.

C. Trans equality awareness raising event

[REDACTED] is the trans ambassador for COPFS. She is also a member of Friends of Proud in COPFS and regularly attends training sessions and other LGBT events such as pride. [REDACTED] held a trans equality awareness raising event in Hamilton on 23 August 2018. During this session, which was advertised to all staff within the Hamilton office, [REDACTED] discussed trans issues such as appropriate vocabulary in addition to answering frequently asked questions. [REDACTED] made use of Proud in COPFS materials, for example our 'How to be a trans ally' document. The impact of this session was that attendees left with an improved appreciation of some of the issues affecting the trans community - leading to improved sensitivity and respect when dealing with trans staff and also trans members of the public. Attendees also left with an improved appreciation of the spectrum of gender identity and what it means to be non-binary.

D. Collaborated with other LGBT network groups

Over the last year, Proud collaborated and assisted delegates from the Scottish Court and Tribunal Service and NHS Education for Scotland. This assistance has taken the form of telephone calls discussing best practice, sharing documents in relation to LGBT specific programmes (most notably our reverse mentoring programme), and face to face meetings. In the run up to IDAHOT 2018 Proud support the SCTS in relation to how best to raise awareness of IDAHOT and what channels of publication would be likely to have the most reach.

Additionally, members of COPFS have regularly spoken at external events in order to share best practice with the wider community involved in this body of work. Examples of this

	<p>include Proud lead, [REDACTED], COPFS Equality Champion [REDACTED] [REDACTED] practice event on 08 March 2018. [REDACTED] and [REDACTED] focussed their speeches on best practice within COPFS in relation to our policies and other work on trans.</p> <p>Ultimately, this collaboration has enabled other organisations to set up programmes inspired by existing COPFS work, or to amplify the impact of their existing programmes through gaining insight into Proud in COPFS materials.</p>
E. Collaborated with other internal network groups	<p>COPFS has produced a leaflet, entitled 'Not Just Gay'. This leaflet has been drafted and promoted through the collaboration of all the 11 equality ambassadors and the two other staff network groups – "Believe in COPFS" and the Staff Disability Advisory Group "SDAG". The leaflet features role models within, and highlights that many of these role models identify not only as LGB or T, but also as BAME, or as a member of a particular religion. The leaflet also highlights the existence of and the contact details for all of the equality ambassadors so that staff will readily have the information to hand should they require to contact a particular ambassador. Also highlighted are the contact details for the Proud in COPFS network and other external sources of information or support such as Stonewall Scotland. This leaflet was officially launched at the staff equality conference on 22 August and was presented by Proud in COPFS lead, Ruairaidh Ferguson. Proud has continued to work alongside the "Believe in COPFS" and "SDAG". Support provided included advice and assistance on how to set up a network, how best to communicate with members, organisation of events and how to exert influence within the organisation.</p>
F. Mentoring or coaching programme	<p>Proud in COPFS has initiated a coaching programme specifically for members of the proud network. Through this programme, workplace coaching is provided by [REDACTED] who, in addition to himself being a member of the proud network, is also a qualified workplace coach. This has been advertised to all members of the Proud network by email, and is available to all members regardless of grade.</p>
G. Reverse mentoring programme	<p>As previously mentioned, Proud in COPFS has run a successful reverse mentoring programme for a number of years. This is continuing to run, with network member [REDACTED] currently reverse mentoring [REDACTED]. The reverse mentoring programme has been reviewed and was relaunched on 22 August 2018 (at our staff equality conference). This relaunch sees the programme being transformed into a mentoring and a reverse mentoring programme and will now involve all of the equality ambassadors (so not just LGBT staff). This will allow senior</p>

	<p>leaders to gain an insight into the lives of staff from many protected characteristics, in addition to allowing the equality ambassadors a significant opportunity to progress their own careers. This new programme has been successfully piloted between [REDACTED] (Proud in COPFS lead) and the [REDACTED]. This process is still ongoing, having started in May 2018. The revised programme is being officially launched by [REDACTED] leading this new project.</p>
H. Fundraised for an LGBT charity, community group or event	<p>In celebration of LGBT history month, a bake sale in favour of LGBT Youth Scotland was held at our office in Kilmarnock on 09 February 2018. This event involved staff coming together, purchasing some homemade goods and raising £100 in aid of LGBT Youth Scotland.</p>

3.5 In the past two years, has the LGBT employee network group held campaigns, initiatives, seminars or events engaging with the following diversity strands?

Tick all that apply

GUIDANCE: 'Initiatives' and 'campaigns' here refer to specific programmes or projects – online or offline – undertaken to achieve LGBT specific aims in the near-term. For example, creating a series of blog posts during LGBT History Month to highlight homophobia, biphobia and transphobia in sport.

Examples include raising awareness of the specific mental health challenges faced by LGBT people during mental health awareness week and profiling prominent trans women on International Women's Day.

This question is looking at how your network group engages with the intersections between LGBT identities and other diversity strands, work on LGBT identities that does not clearly engage one of these other diversity strands will not be accepted for this question

- A. Age
- B. BAME
- C. Disability (excluding disability related to mental health)
- D. Women
- E. Low income communities (for example, working class communities, people with experience of poverty or homelessness)
- F. Mental health (including disability related to mental health)
- G. Religion

Describe the campaigns, initiatives, seminars or events and when they occurred:

A. Age	<p>In August 2018 the Proud launched a new campaign called 'Not Just Gay'. This campaign, centred around a new leaflet devised by the network aims to highlight the diversity which exists within the LGBT community. The themes examined included how everyone, including people who are lesbian, gay, bisexual and trans have many different identifies, some of which are easy to see and others of which might not be quite so visible. These multiple identities mean that everyone has their own bespoke set of needs, and their own individual barriers in terms of coming out and being authentic at home and in the workplace. In order to better meet the bespoke needs of these individuals, the 'Not Just Gay' leaflet signposts organisations that provide support to individuals from a range of characteristics. These support organisations include IMAAN, Onekirk, LGBT Age, Social Care Institute for Excellence, LGBT Youth, Stonewall, Scottish Trans Alliance and the Equality Network.</p> <p>This campaign highlights a number of role models who themselves have multiple identities. This included [REDACTED]. By including [REDACTED], the network has highlighted that LGBT identities are inclusive of individuals from all ages.</p>
B. BAME	<p>As part of the 'Not Just Gay' campaign, one of the individuals who was featured was [REDACTED], [REDACTED]. [REDACTED] identifies as gay, and is black. He highlights the racial prejudice that he has faced and shares his ambition of eradicating prejudice so "we can be any faith, colour, size and shape". By including [REDACTED] in this publication, the network has highlighted that LGBT identities are inclusive of individuals, regardless of race.</p>
C. Disability	<p>In order to publicise the network's commitment to diversity within diversity, the new 'not just gay' publication was referred to in the Proud in COPFS newsletter in August 2018. As part of this launch (which follows the official launch at the COPFS equality conference on 22 August 2018). As part of this, an additional story was told – the story of [REDACTED]. [REDACTED] story reflect that LGBT identities encompass individuals from all levels of ability, but also highlight the discrimination that she has faced as a disabled lesbian.</p>
D. Gender	<p>The network has worked alongside our senior gender ambassador, [REDACTED], in running the allies session at our staff conference in August 2017. During this session, [REDACTED] challenged colleagues to not only be an ally for LGBT colleagues, but to be an ally to everyone. In her speech, [REDACTED] implored staff to be an ally, and gave the example of being an ally in terms of gender, pregnancy and maternity.</p>
E. Low income communities	<p>Proud has worked alongside colleagues within COPFS in organising and hosting our public speaking competition, mock trials events and open doors days. These events see COPFS and the Proud network engaging with pupils from</p>

	<p>local schools, some of whom are from low income communities. Pupils from these schools are encouraged to take part in these events, regardless of their socio economic background. Prouds involvement includes members of the network being on judging panels at the public speaking competition, members of the network coaching pupils as part of the mock trials programme, and topics for discussion being related to topics linked to equality and diversity. Proud has been represented at career fairs and at pride festivals which are open to the whole community regardless of socio economic background.</p> <p>The network has participated in an awareness raising campaign at ██████ High School, Edinburgh. Pupils were tasked with interviewing representatives from the Police and COPFS about hate crime. COPFS was represented by ██████, a Friend of Proud. ██████ was interviewed on video which now forms a teaching resource at T ██████ High School, which is a state school, open to all children regardless of socio economic background. This took place in March 2018.</p>
F. Mental Health	<p>The network has worked closely with ██████, our mental health ambassador, during the 'See Me' campaign in 2017. This involves members of Proud in COPFS distributing materials across various offices across Scotland, in addition to visibly wearing 'see me' badges in support of the campaign. As a follow up to this work, ██████ placed a post on the Proud in COPFS forum (which is available to all staff via our intranet) highlighting the mental health implications upon members of the LGBT community due to the former criminalisation of homosexuality. This was timed to coincide with the 50th anniversary of the de-criminalisation of homosexuality in England and Wales. This forum post signposted staff to further information available on the BBC website, in addition to signposting staff to the proud network for support.</p>
G. Religion	<p>The network has worked closely with ██████, Assistant Procurator Fiscal who has recently set up an internal network within COPFS to bring together members of staff in relation to religion (not religion specific). This network is still in its infancy. Proud has assisted ██████ by providing advice in how to bring together the members of the network, how to publicise to the organisation the work of the network and how to increase membership. Additionally Proud has offered to speak at events of "Believe in COPFS" in order to address the fact that there are many members of staff who may be LGBT and also religious. Proud in COPFS is committed to working with "Believe in COPFS" to ensure that any such staff members are properly represented and appropriately supported. In this way, Proud has collaborated with ██████ in a national initiative. Additionally, the 'Not Just Gay' campaign features ██████, Church of Scotland Minister, who speaks about this</p>

experience of being gay and being a Christian. In the Proud , September 2017 newsletter [REDACTED] was also featured as a role model. In this way the network has highlighted that LGBT identities are not limited by faith.

ENG: Part 4

3.6 In the past year, what initiatives has the LGBT employee network group undertaken to ensure the membership is as diverse as possible?

Tick all that apply

GUIDANCE: Examples provided should clearly demonstrate that the LGBT employee network group is driven in ensuring the membership is representative of many different types of people.

- A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)
- B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities (for example, BAME LGBT people or LGBT people with experience of mental health problems)
- C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities
- D. Other

Describe the initiatives selected:

A. Implemented a formal mechanism or process to ensure bi and trans issues are covered and engaged with (for example, bi or trans reps)

COPFS had created equality ambassador roles to promote protected characteristics across COPFS. The Proud network worked closely with the Equality Board in promoting and recommending committed and proactive individuals to become equality ambassadors. Currently, COPFS has equality ambassadors relating to the following characteristics relevant to the LGBT community; LGB (x2 ambassadors) and trans (x1). These ambassadors ensure that their respective characteristic is covered, considered and engaged with. This is particularly true in terms of the role our equality ambassadors have in terms of evaluating proposed new COPFS employee policies - as part of the EQIA process, all equality ambassadors have the chance to review proposed policies with a view to ensuring their characteristic is not discriminated against or adversely affected by the policy. The equality ambassadors also work alongside the network to ensure that network activities are inclusive of all

	<p>members of the LGBT community.</p> <p>██████████ is our new trans ambassador. She has expanded her knowledge of issues faced by the trans community in Scotland by attending various training events that she has then cascaded internally within COPFS. ██████████ has also attended at Edinburgh Pride and has been actively involved in organising and facilitating awareness raising events internally within COPFS.</p>
B. Promoted the LGBT employee network group as being open to all employees and inclusive of LGBT people with multiple identities	<p>Proud in COPFS regularly publishes a newsletter. In this newsletter it is clearly stated that the Proud in COPFS network is open to all employees, in addition to being inclusive of LGBT people with multiple identities. In addition to this being explicitly stated, the newsletter also features a number of role models in each issue. Many of these role models who are featured in the newsletter are members of multiple identities. In this way, the network has actively attempted to improve the diversity of its membership and while it is not possible for every characteristic to be represented from employees within COPFS, the use of external role models and influencers has expressly indicated to members that the network is inclusive of all.</p>
C. Reviewed and evaluated past and future activity to remove barriers to engagement from LGBT people with multiple identities	<p>When organising this year's social networking event (to follow to Staff Equality Conference on 22 August 2018), former social events were evaluated and considered. In organising this event, the network was keen to a) involve as many people as possible and b) make sure those people felt comfortable engaging in a manner that was removed from the professional environment. Former events have taken place within the working day and at work premises. In planning this years event, it was decided to hold the event within an external location (██████████ in Glasgow) after the working day had concluded. This resulted in the uptake for the event being much greater than in previous years and all those who attended appeared relaxed and engaged.</p>
D. Other	<p>The network has held events outwith formal COPFS premises. This was done in an attempt to ensure that everyone within COPFS feels comfortable engaging with the network. In deciding to hold events outwith COPFS premises, the network recognises that those of multiple identities may face additional barriers in terms of their ability to engage with the network. Holding these events elsewhere enables the maximum number of people as possible to engage with the network, in turn increasing the diversity of the network itself.</p>

3.7 Has the LGBT employee network group undertaken any additional work in the past year to advance LGBT equality in both your organisation and the wider community?

GUIDANCE: The work detailed here should be additional to the work already covered in other questions.

Yes

Describe the activity and impact:

- Proud has actively encouraged staff at COPFS and network members to actively engage with the Scottish Government review of the Gender Recognition Act 2004. An awareness raising post onto the Proud forum to alert staff. Within the Proud newsletter, there was an article on the review in which full information was given about the review.
- In recognition of the former difficult experiences by trans people kept in custody within the justice system, Proud met with justice partners from the Scottish Prison Service and Scottish Court and Tribunal Service at a roundtable discussion which took place in January 2018. This discussion aimed to improve data sharing between COPFS, SPS and SCTS in order to ensure that the remand of trans prisoners is as efficient as possible and also to ensure that all staff from the three organisations are trained sufficiently in order to deal with these complex situations.
- Proud attended an event held by Police Scotland and the Centre for Youth and Criminal Justice in May 2018 entitled LGBTI youth crime. This event aimed to raise awareness of diversionary methods of dealing with LGBT youth within the criminal justice system and how to remove LGBT accused from the criminal justice cycle.