

Annex A

Core Directorates of the Scottish Government:

- Director-General Communities
- Director-General Corporate
- Director-General Economy
- Director-General Education and Justice
- Director-General Health and Social Care
- Director-General Net Zero
- Director-General Scottish Exchequer
- Director-General Strategy and External Affairs

Annex B: Grievance policy definitions

Discrimination

Discrimination can take a number of forms which include:

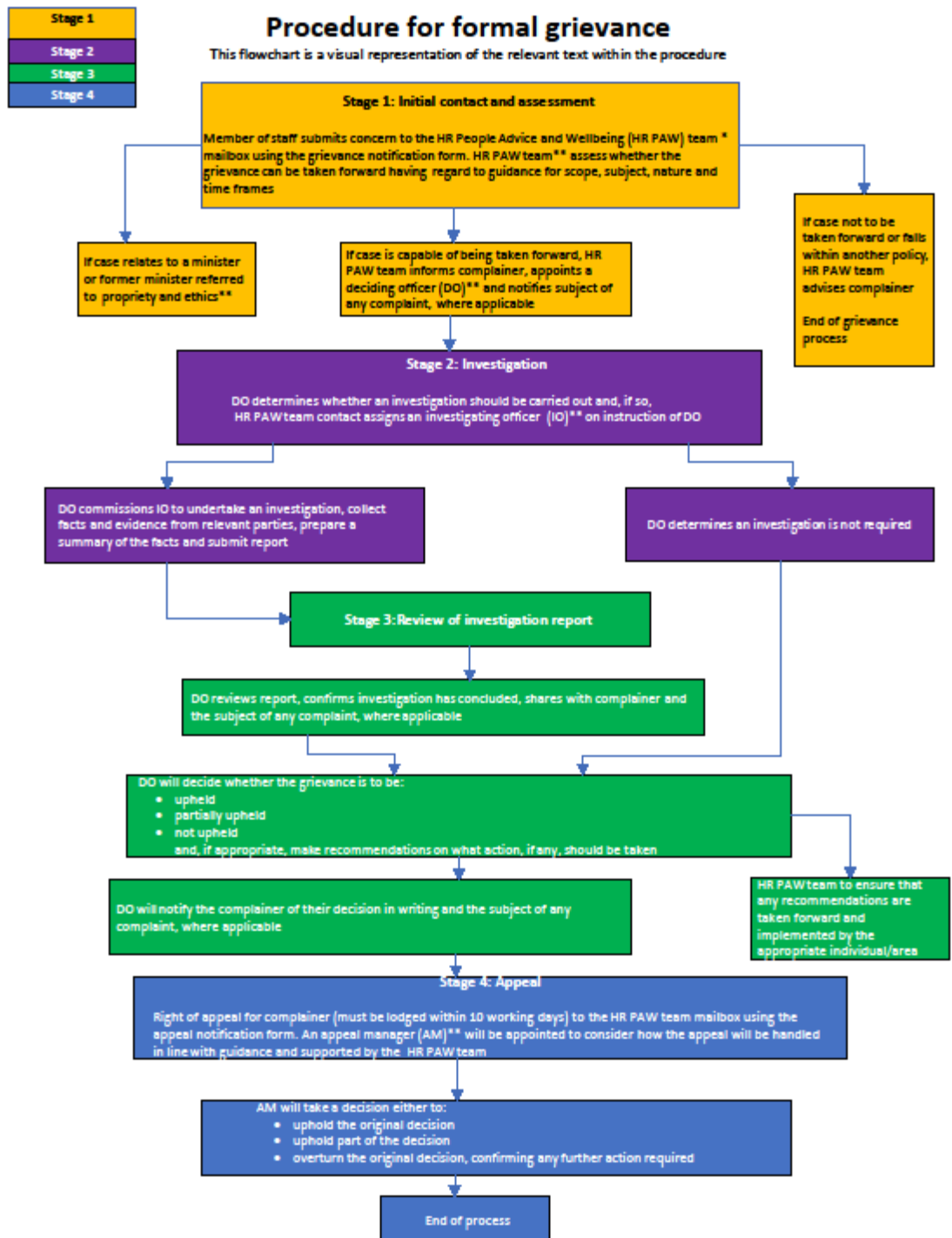
- **direct discrimination** when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination), or because they associate with someone who has a protected characteristic (see discrimination by association)
- **discrimination by association** is discrimination against someone because they are associated with another person who possesses a protected characteristic
- **perception discrimination** is direct discrimination against an individual because others think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic
- **indirect discrimination** can occur when an organisation has a condition, rule, policy or even a practice that applies to everyone but particularly disadvantages individuals who share a protected characteristic and there is no objective justification for it

Harassment

Harassment includes unwanted conduct which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. It affects the dignity of people in the workplace and can relate to somebody's age, disability, sex, race, gender reassignment, pregnancy and maternity, religion or belief or sexual orientation. This behaviour can take place as an isolated incident or over a period of time.

The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient. Anyone is able to complain of behaviour that they find offensive even if it is not directed at them.

Annex C Action taken under the grievance policy



A grievance is a concern, problem or complaint and potential areas include but are not limited to bullying and harassment, discrimination, organisational change, terms and conditions as they affect individuals, victimisation, working environment (including health and safety), working practices and working relationships

*HR People Advice and Wellbeing (HR PAW) team or local HR team, as appropriate

**Must confirm no known conflict of interest on appointment (no prior involvement with the matter being raised and no close association with the member of staff raising the grievance and/or the subject of complaint, where applicable)