

Introduction:

Stills is committed to providing opportunities for all, recognising diversity and being an inclusive organisation. This supports our vision to become one of the world's leading centres for photography. We aim to ensure that all employees, potential employees, artists, speakers, visitors and participants are treated with equity and as individuals regardless of the 'protected characteristics' covered in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation. The company and its employees will act at all times to ensure that everyone is treated with dignity and respect.

The Stills staff and Board of Directors take the responsibility, as part of a general duty under the Equality Act 2010, to promote a fair and more equal society and show 'due regard' to:

- Eliminate unlawful discrimination, harassment and victimization, as well as other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share protected characteristics and those who do not.

Our EDI Policy and Action Plan covers the following areas of activity:

• **Governance & Leadership**

Stills is governed by a Board of Non-Executive Directors currently comprising ten individuals selected for their professional skills, relevant background and experience to ensure that the Board is suitably equipped to support the governance and strategic business needs of Stills. The Board of Directors have ultimate responsibility for ensuring that our commitments under the Equality Act 2010 are implemented effectively.

• **Programme of work**

We are committed to providing opportunities for all through a programme of exhibitions, events, creative learning and the provision of production facilities, equipment hire, courses and training. These will promote equity and diversity and encourage and enable the advancement, understanding, practice and enjoyment of photography.

• **Audience Development & Communications**

Stills' programme attracts local, national and international audiences and these are monitored and developed through our Audience Development plan, Business Development plan and Marketing strategy. We launched a new website in December 2019.

• **Premises**

Stills is based in the centre of the city of Edinburgh and we are committed to operating from a fully accessible premises that is free to enter and open all year round (except for Dec/Jan holiday period).

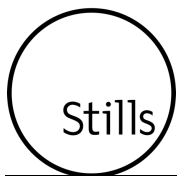
• **Recruitment, Retention and Training**

Stills operates a transparent recruitment process and an equal opportunities recruitment policy. Training and professional development opportunities are available for all staff.

This policy and action plan will be reviewed annually in order for us to make amendments in response to audience feedback or changes to best practice or government legislation.

Our EDI Action Plan for 2020-21:

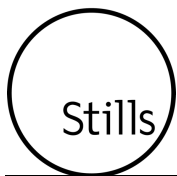
	Objective	Task	Deadline/ frequency	Lead staff member	Measure of success
Governance & Leadership					
1	Ensure our EDI policy and action plan accessible and visible to public audiences.	Have up to date EDI policy and plan on the website.	Year-round	Director	Our audiences are aware of our commitments to EDI and Stills is recognised as an advocate for best practice.
2	Ensure that the commitments outlined in our Anti-Racism policy are delivered and that the policy is reviewed on a quarterly basis.	Add Anti-Racism policy to website. Review policy quarterly with staff.	Quarterly	Director	Our audiences are aware of our commitments to Anti-Racism and Stills is recognised as an advocate for best practice. Our audiences and our programmes demonstrate balanced representation of BAME people and histories.
3	Ensure the Business Plan and organisational policies fully reflect our EDI commitments.	Annual review of Business Plan and all policies by staff and Board.	Annual (Aug/Sept)	Director	Business Plan and policies enable us to effectively progress with our EDI actions and ambitions.
4	To ensure that the Stills Board has a diverse make-up and is representative of people that share protected characteristics as well as those that don't.	Undertake EDI training for Board members and update Board recruitment procedures as necessary.	April/May	Director	Board recruitment includes a review of EDI representation. The Board becomes more representative of people that share protected characteristics.



5	Establish a Stills Youth Panel to offer better representation for the young people that we work with.	Host meetings of the Youth Panel each year and investigate funding for the recruitment, development of training of its members.	3-4 meetings per year (approx. Feb, May, Sept, Dec) Apply for funding and review status of funding in September.	Creative Learning Manager	The Stills staff and Board are better informed of the needs and concerns of young people. The young people we work with understand and are involved in organisational development.
Programme of work					
6	Ensure that the programme addresses the historic underrepresentation of women in photography.	Present a majority of content by/about women artists and photographers, particularly those whose histories have been hidden or neglected.	Year-round	Director (in discussion with the Programme Research Group)	70% of Stills' exhibition programme is on or about women artists and photographers. Stills presents a body of work by a female artist or photographer that has not been represented in Scotland before.
7	Provide in-house exhibition interpretation for those that are visually impaired.	Offer a large-print version of exhibition interpretation with every exhibition.	Year-round	Programme Manager	Exhibitions are accessible for visually impaired visitors.
8	Deliver a programme of events to widen audience perspectives on the subject of photography in relation to EDI.	Host 10 events, such as talks, in collaboration with 5 external partners.	10 events spread throughout the year.	Director	10 unique events are delivered covering a variety of subjects that celebrate and explore diverse ideas and perspectives on photography.



9	Deliver dedicated events that provide for people with disabilities.	Offer an accessible tour and an event to mark Disabled Access Day	Two dedicated events (approx.. Sept and Oct)	Creative Learning Manager	Delivery of an accessible exhibition tour, such as for visually impaired visitors. Deliver an accessible tour or event to mark Disabled Access Day.
10	Deliver the Stills School	Provide an alternative photography school for young people aged 16-25 who face barriers to engaging with the arts due to social, financial or health related concerns.	Year-round	Creative Learning Manager	The Stills School is delivered in two-parts, Contact and Stills Academy, for 50 participants.
11	Provide dedicated opportunities for older audiences	Pursue funding to run a pilot session of a new Stills Senior School in 2020/21	Fundraising Jan-Apr with activity in approx. Sept/Oct.	Creative Learning Manager (with support from Development Manager)	Delivery of Stills Senior School activity.
12	Develop dedicated Creative Learning activities for audiences with protected characteristics	Deliver one Creative Learning activity each year, in partnership with an external organization or group, for audiences that represent one or more of the protected characteristics.	Annual photography workshop/project in approx. Sept.	Creative Learning Manager	Stills has delivered an activity specifically for an audience that falls within one or more of the protected characteristics.
Audience Development & Communications					
13	Work to an Audience	Update and monitor the	Monitor monthly	Development Manager	Audiences from new and diverse



	Development & Communications Plan to ensure that our work engages and influences broad and diverse audiences.	Audience Development & Communications Plan monthly.		(with Marketing & Communications Assistant)	backgrounds and locations engage with our work in-house and online.
14	Maintain an accessible online presence via our website and social media platforms.	Maintain access to our work through social media channels on Twitter, Instagram and Facebook. Maintain our newly launched website which is mobile optimized and is visually clear and easy to navigate for people with visual impairments.	Year-round	Technical Manager	The audiences for and engagement with Stills' work increases via our online presence.
Premises					
15	Maintain a fully accessible premises.	Maintain step-free access to building with ramp in gallery space and lift servicing all floors. Maintain inhouse signage for ramp, accessible toilet, baby-change facilities and gender-neutral toilets.	Year-round Access audit in approx. June	Director	Premises remains fully accessible for audiences year-round and access requirements are audited.



		Request an access audit for premises and follow-up on any recommendations.			
16	Provide low-cost, accessible production facilities, equipment for hire, courses and training.	<p>Offer concessionary rates on all pay-in courses and events.</p> <p>Review pricing of pay-in activity at the start of each course term to remain affordable, competitive and in line with any market trends.</p>	Year-round with review three times per year (approx. Feb, June, Sept).	Technical Manager	Stills' production facilities and equipment are as accessible and affordable as possible for the creative practitioners that use them.
Recruitment, Retention & Training					
17	Maintain professional development opportunities including a dedicated entry-level position for applicants that share protected characteristics.	<p>Continue to apply to Community Job Scotland for a funded front of house post.</p> <p>Maintain a pool of approx. 10 voluntary Gallery Assistants for each exhibition</p>	<p>Application to CJS in July.</p> <p>Volunteer recruitment in Oct, March and June.</p>	Programme Manager	Stills provides professional development opportunities for all, including those that share protected characteristics.
18	Ensure that Stills staff and Board receive up to date EDI training.	Training to be organized for staff and Board.	April/May	Director	Stills staff and Board are confident about our EDI commitments and objectives.