

STRATEGY NAME	EqIA LAST COMPLETED	Does the Strategy have any EqIA Actions?	EqIA ACTIONS	How will the equality impact of this document be monitored?
Collections Development Strategy 2022 - 2027	05/12/2022	No	No specific actions	Monitor and review through departmental reports, through analysis work of acquisitions
Research Strategy 2022 - 2027	05/12/2022	Yes	To make research information available in alternative formats as necessary.	Monitor and review through departmental reports. Assessing our reach and outputs
Sustainable Development Strategy 2023 - 30	31/08/2023	No	No specific actions	Monitor and review through the SDG Steering Group
National Strategy 2023 - 27	27/04/2023	Yes	Ensure our national programmes continue to be accessible and inclusive through regularly assessing the impact of our activities on protected characteristics.  Monitor engagement with our national programmes and projects	Impact will be monitored as part of the planning, delivery and reporting of activities.

Development Strategy 2024 - 28	18/12/2023	Yes	<p>This EQIA to be circulated to Development team to raise awareness of potential impacts.</p> <p>Launch new Under 26 &amp; Student membership</p> <p>Consider inclusion when making image and design choices.</p> <p>Provide alternate formats where requested.</p> <p>Consider timing / description of planned events and activities to avoid clashes with religious festival and to avoid exclusion of people from different religious groups. se barriers for example accessibility, timing, cost.</p>	We will review this document when launching major projects and new initiatives, and when developing our annual departmental plan.
POLICY NAME	EqIA LAST COMPLETED	Does the Policy have any EqIA Actions?	EqIA ACTIONS	How will the equality impact of this document be monitored?
Acceptable Use of ICT Facilities Policy	23/08/2024	No	No specific actions	n/a
Acceptance of Gifts, Rewards & Hospitality offered to NMS Employees Policy	08/04/2024	Yes	Ensure all employees understand the policy by means of an effective communication plan and monitoring of the operation of the policy.	Through review of any case examples that arise during the policy period and as part of completing the triennial review.
Alcohol, Drugs and Substance Misuse at Work Policy	18/09/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in	The impact of this document will be monitored based upon feedback from colleague and managers. The “lessons learned” from any

			place actions/amendments to resolve any issues that arise.	individual casework or issues raised on a collective basis by the trade unions will also be considered.
Business Continuity  - Business Continuity Protocols - Responsibilities and Accountabilities for Action Plans - Major Incident Procedure (under 24 hours) - Major Incident Procedure (over 24 hours) - FM On Call Procedure	n/a	No		
Career Break	27/10/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be considered. The regular mainstreaming report will allow analysis of trends over time.
Code of Conduct	05/09/2022	No	No specific actions	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the “lessons learned” of any individual casework or issues raised on a collective basis by the trade unions.

Collections Care & Conservation Policy	04/09/2023	No	No specific actions	Monitor and review through an analysis of acquisitions to ensure that protected groups are represented in the collections as we develop them.
Collections Information & Access Policy	04/09/2023	No	No specific actions	n/a
Data Protection Policy	22/10/2024	No	No specific actions	Monitor and review in line with policy revision.
Discipline Policy	07/10/2019	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of the policy. It will also be considered as part of the “lessons learned” of any individual casework or issues raised on a collective basis by the trade unions.
Donor Recognition Policy	22/05/2024	Yes	<p>If a visually impaired donor is to be recognised in print (such as in the Annual Review or in a donor stewardship publication), we will make an effort to ensure that provision is made for their needs. This is in line with the organisational position on corporate publications.</p> <p>If a donor should undergo gender reassignment, the Donor Recognition policy makes provision for updating donor acknowledgement boards at the donor’s expense.</p>	This document will be reviewed when donor recognition is being considered in the context of planned campaigns or publications.

Equality, Diversity & Inclusion in Employment Policy	15/01/2023	Yes	Maintain an awareness and overview of the operation of this policy statement, putting in place actions/amendments to resolve any issues that arise.	The Equality, Diversity and Inclusion Steering Group have a key role to play in monitoring the impact of this document through the production and publication of the statutory reporting documents. Each policy has its own impact assessment and their impact will be considered from an equality perspective as part of the “lessons learned” of any individual casework or issues raised on a collective basis by the trade unions.
Family Leave Policy	13/06/2024	Yes	<p>Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.</p> <p>Review annually the number of maternity cases where a colleague does not meet the service eligibility criteria for enhanced maternity pay.</p>	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be considered as part of the “lessons learned” of any individual casework or issues raised on a collective basis by the trade unions.
Fire Safety Management Policy	22/06/2022	Yes	The needs of staff and visitors with disabilities who visit our premises will be continually monitored and improvements embedded as part of the ongoing delivery of this policy and as part of the review cycle.	Feedback from museum colleagues, trade unions, all other visitors to our museums.
First Aid Policy	15/03/2021	No	No specific actions	Although not relevant we will continue to monitor the effectiveness of the policy
Flexible Working Request Policy & Procedure	13/06/2024	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be taken into account. The regular

				mainstreaming report will allow analysis of trends over time.
Fraud	01/10/2025	Yes	No specific actions required, however it should be ensured that all employees understand the policy by means of an effective communication plan focused on including the policy as mandatory reading at employee induction and monitoring of the operation of the policy.	Via the reporting of grievances/complaints.
Gift Acceptance Policy	23/06/2022	Yes	Our commitment to equalities should be considered when reviewing a gift. This should be reflected in:  1) The information provided by Development. 2) The report provided by the Gift Review Group to inform Gift Acceptance.	It is proposed that the Gift Review Group review Gift Acceptance decisions each year, to ensure consistent application of the recommendations in this assessment.
Grievance Policy & Procedure	07/10/2019	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of the policy. It will also be considered as part of the “lessons learned” of any individual casework or issues raised on a collective basis by the trade unions.
Hazardous Materials in Collections Policy	20/04/2023	No	No specific actions	n/a

Health & Safety Management Policy	19/04/2022	Yes	Will keep under continual review in line with statutory requirements and on a case by case basis.	Feedback from National Museums Scotland colleagues, visitor comments and correspondence, review of relevant incidents. The new Health and Safety management system now has options for emotional / psychological and verbal abuse incident reporting. These will be monitored and fed through to annual reports where appropriate.
Human Remains in Collections Policy	14/08/2024	Yes	<p>The information on Human Remains in Collections policy is available in other formats when requested.</p> <p>Working in accordance with best practice regarding the retention, storage and care for human remains attempt to address different practices and beliefs concerning the dead.</p> <p>To respond promptly to all requests regarding the retention of historic collections of human remains to ensure that the process is open and transparent, while maintaining good relations.</p>	Through related requests.
Hybrid Working Policy	26/05/2022	Yes	<p>Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.</p> <p>A formal review of hybrid working arrangements will take place after six months</p>	The impact of this document will be monitored by the People Team as part of the “lessons learned” of any individual recruitment campaigns, trend analysis from equalities monitoring, issues raised by colleagues or managers, or on a collective basis by the trade unions.

Induction Policy	17/09/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by HR, particular in the feedback received from new colleagues and their managers during the new colleagues' probation periods, including at Welcome Events.
Information Security Policy	23/08/2024	No	No specific actions	n/a
Intellectual Property Policy	01/02/2021	No	No specific actions	n/a
Leave Policy	17/09/2020	Yes	<p>To continue to record applications for Dependant and Special leave so that we can continue to monitor and report on which groups of individuals are making use of this policy.</p> <p>Maintain an awareness and overview of individual cases providing coaching support to both management and employees as required.</p> <p>Decisions regarding special leave and dependant leave applications are made by the HR Department with an appeal process provided should a request be refused.</p>	The impact of this document will be monitored on an annual basis during analysis of equality statistics and upon review of any of the policies concerned. It will also be reviewed once statistics on requests made and outcomes of requests become available to inform if revisions are required in terms of delivery of the policy.
No Smoking Policy	13/12/2022	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by the People Team as part of the "lessons learned" of any individual casework or issues raised on a collective basis by the trade unions. The Healthy Working Lives Group will also have a role to play raising awareness of smoking cessation support.



On-Call Policy	28/11/2023	Yes	People Partners and managers who manage on-call rota monitor the operation of on-call arrangement.	<p>Through the observations of colleagues and managers operating on-call rotas</p> <p>From informal and formal (grievance) complaints from colleagues</p> <p>From feedback from TUS representatives</p> <p>From feedback from People Partners supporting specific business areas.</p>
Outside Interests Policy	05/11/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this policy statement will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be taken into account.

Payment of Pay Policy	13/07/2024	Yes	<p><b>Occupational Gender Segregation</b> We continue to be proactive in ensuring there is no bias in our recruitment and selection practices through regular reviews of the process against best practice and monitoring and analysing statistics, including progression, at the different stages of the process.</p> <p><b>Gender Pay Gap</b> We are committed to monitoring and analysing pay information on an ongoing basis and addressing any issues that become apparent.</p> <p><b>Pay analysis for protected characteristics beyond sex</b> is not currently possible due to low numbers and those employees not wishing to declare their protected characteristics. This is not currently required under legislation but steps should continue to be taken to improve information gathering so that should the legal position change, information is available.</p> <p><b>Information relating to trends in Promotions and Additional Responsibilities</b> requires more detailed analysis</p>	<p>Through the observations of colleagues and managers about pay</p> <p>From informal and formal (grievance) complaints from colleagues</p> <p>From feedback from TUS representatives</p> <p>From feedback from People Partners supporting specific business areas.</p> <p>Annual Gender Pay Gap</p> <p>Equality Mainstreaming Report Data.</p>
Probation and Performance	06/02/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in	The impact of this document will be monitored by HR as part of the “lessons learned” of any individual recruitment campaigns, trend

Management Policy and Procedure			place actions/amendments to resolve any issues that arise	analysis from equalities monitoring or issues raised on a collective basis by the trade unions
Procurement Policy	18/02/2022	Yes	<p>The policy includes a section on “Equality, Diversity and Non-Discrimination”. The policy requires procurers to consider equality throughout the tender processes and comply with the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.</p> <p>Suppliers are required under our standard terms and conditions not to discriminate unlawfully against any person within the meaning of the Equality Act 2010 in its activities relating to the Contract or any other contract with the Purchaser.</p>	Through review of any case examples that arise during the policy period and as part of completing the triennial review.
Records Management Policy	15/10/2024	No	No specific actions	n/a
Recruitment & Selection Policy	07/02/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by HR as part of the “lessons learned” of any individual recruitment campaigns, trend analysis from equalities monitoring or issues raised on a collective basis by the trade unions.
Respect and Dignity Policy	06/02/2020	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by HR as part of the “lessons learned” of any individual recruitment campaigns, trend analysis from equalities monitoring or issues raised on a collective basis by the trade unions.
Risk Management Policy	17/1/2025	No	No specific actions	n/a

Safeguarding Children, Young People & Vulnerable Adults Policy	05/10/2021	Yes	<p>Inclusion of Safeguarding Children Young People And Vulnerable Adults Policy in induction information for all staff.</p> <p>Training for all relevant staff (e.g. Visitor Experience, Enablers)</p> <p>Training/support for named Child Protection Officer</p> <p>Ongoing monitoring of safe systems of work for working with online platforms used to engage with children, young people and vulnerable adults.</p>	Named Child Protection Officer would report to Executive Team on an annual basis, as well as when/if issues arise.
Social Media Policy	31/08/2017	Yes	Ongoing monitoring of external complaints and internal grievances and discipline cases with a view to investigating further the impact of the application of this policy on employees and users of social media	Complaints by users of social media against employees' postings
Stress at Work Policy	03/11/2020	Yes	<p>Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise</p> <p>Amend sickness absence categories to allow more accurate stress related sickness absence recording. Codes to be amended to Stress – Work Related and Stress – Not Work Related.</p>	The impact of this document will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be considered. The regular mainstreaming report will allow analysis of trends over time as will monitoring of sickness absence reasons.

Supporting Attendance Policy and Procedure	07/03/2025	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by the People team as part of the “lessons learned” of any trend analysis from equalities monitoring, issues raised by colleagues or managers, or on a collective basis by the trade unions.
Training & Development Policy	21/06/2022	Yes	Maintain an awareness and overview of the operation of this policy, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored by Human Resources, both from the feedback of training and development activities and in our published Equality reports.
Transgender Policy	28/10/2020	Yes	Maintain an awareness and overview of the operation of this policy statement, putting in place actions/amendments to resolve any issues that arise.	The impact of this document will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be considered. The regular mainstreaming report will allow analysis of trends over time.
Travel & Subsistence Policy	06/04/2022	Yes	<p>Ensure all employees understand the policy by means of an effective communication plan and monitoring of the operation of the policy.</p> <p>Ensure policy includes exceptions to travel rules which don’t discriminate against employees with protected characteristics.</p>	Through review of any case examples that arise during the policy period and as part of completing the triennial review.
Wellbeing at Work Policy	04/11/2020	Yes	<p>Maintain an awareness and overview of the operation of this policy statement, putting in place actions/amendments to resolve any issues that arise.</p> <p>(These actions/amendments may not be in this specific policy statement or EQIA</p>	The impact of this policy statement will be monitored based upon feedback from colleagues and managers. The “lessons learned” from any individual casework or issues raised on a collective basis by the trade unions will also be considered. The regular mainstreaming report will allow analysis of

			but in the document relevant to where improvements are identified).	trends over time as will monitoring of sickness absence reasons
Whistleblowing Policy	01/10/2025	No	No specific actions required; however it should be ensured that all employees understand the policy by means of an effective communication plan focused on including the policy as mandatory reading at employee induction and monitoring of the operation of the policy.	Via the reporting of grievances/complaints.
<b>DEPARTMENT PLAN</b>	<b>DATE LATEST PLAN &amp; EqIA WERE COMPLETED BY</b>	<b>NEXT PLAN &amp; EqIA UPDATE DUE BY</b>		
Collections Services	03/04/2025	31/03/2026		
Global, Arts, Culture & Design	01/04/2025	31/03/2026		
Natural Sciences	04/04/2025	31/03/2026		
Science & Technology	04/04/2025	31/03/2026		
Scottish History & Archaeology	04/04/2025	31/03/2026		
Estates	30/06/2024	31/03/2025		
Facilities Management	30/06/2024	31/03/2025		
Information & Communications Technology (ICT)	30/06/2024	31/03/2025		
Development	30/06/2024	31/03/2025		
Digital Media	30/06/2024	31/03/2025		

Marketing & Communications	30/06/2024	31/03/2025		
National & International Partnerships	30/06/2024	31/03/2025		
Corporate Policy & Performance	03/04/2025	31/03/2026		
Information Knowledge Management	30/06/2024	31/03/2025		
Finance	24/03/2025	31/03/2026		
People	30/06/2024	31/03/2025		
Exhibitions & Design	01/04/2025	31/03/2026		
Learning & Engagement	01/04/2025	31/03/2026		
Visitor Operations	30/06/2024	31/03/2025		