

Sherborne Museum

Equality & Diversity Policy - December 2018



# SHERBORNE museum

**EQUALITY & DIVERSITY POLICY**

**December 2018 – December 2021**

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## **Mission Statement**

*Our mission is to increase public awareness, appreciation and understanding of Sherborne's natural, historic and cultural heritage through the acquisition, preservation and display of a unique collection of items that are particularly relevant to the area.*

*We will play an active role in the community, creating a centre of inspiration, education and enjoyment for all, while providing excellent standards of customer service. We will endeavour to reduce all physical, cultural, social, intellectual, financial and psychological barriers to access. Bearing in mind our commitment to future generations, our policies will be governed by the principles of resilience and sustainability and governed by the Museum Association's Code of Ethics.*

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## 1. Introduction

Sherborne Museum recognises and values people's differences and will assist them to use their talents to reach their full potential. The organisation will do all it can to ensure it recruits, trains and promotes people based on qualifications, experience and abilities for all roles within the organisation.

This policy is designed to ensure that Sherborne Museum complies with its obligations under equality legislation and demonstrates our commitment to treating people equally and fairly.

Sherborne Museum is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Protected Characteristics).

Using fair and objective employment practices, the organisation aims to ensure that:

- All volunteers, potential volunteers and service users are treated fairly and with respect at all stages of their employment.
- All volunteers and service users have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other volunteers or by people (third parties) who are not volunteers at Sherborne Museum, such as visitors or clients.
- All volunteers and service users have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.
- All volunteers and service users have the right to be free from discrimination because they associate with another person who possesses a Protected Characteristic or because others perceive that they have a particular Protected Characteristic, even if they do not.

## 2. Policy statement

As an organisation, we value the variety of different views, outlooks and approaches that a diverse volunteer workforce brings. This assists us to provide improved services and increase our understanding of our service users/clients.

We will do all we can to ensure no-one receives less favourable treatment or be disadvantaged by requirements or conditions, which cannot be shown to be justifiable.

The policy applies to:

- paid workers

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- volunteers/potential volunteers
- visitors/service users of all ages
- Sherborne Museum members
- students on work experience or placements
- clients of the Museum

The policy applies to all stages of volunteering including recruitment and selection, promotion and training.

### 3. Definitions

**Direct discrimination** is when an employee or applicant is treated less favourably than someone else because of their:

- sex
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- religion or belief
- age

and where there is no genuine requirement relating to the occupation.

#### **Indirect discrimination**

Where there is a working condition, practice or rule that disadvantages one group of people more than another. In other words, it is more difficult for people from one group to comply with the requirement. Even if it is done accidentally, indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

#### **Discrimination arising from disability**

Where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organisation knew or could reasonably be expected to know that the person was disabled.

#### **Associative Discrimination**

Where someone is treated worse than someone else because they are associated with someone with a Protected Characteristic.

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## **Perceptive Discrimination**

Where someone is treated worse than someone else because there has been an incorrect assumption that they have a Protected Characteristic. This applies even if the person does not possess the characteristic.

## **Third Party Harassment**

Where an employee is harassed by a third party who is not an employee, e.g. volunteers or service users. The organisation becomes liable if it has happened on at least two occasions, that it is aware that it took place and has not taken steps to prevent it happening again.

## **Responsibilities**

Volunteers of Sherborne Museum have a duty to act within this policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Curator and Chair.

## **4. Implementation of the policy**

All volunteers/employees of Sherborne Museum will be involved in creating an equal environment and one that values diversity. In carrying out the policy, the organisation will carry out the following actions:

- Use selection criteria that does not unlawfully discriminate in recruitment and promotion procedures.
- Require entry to volunteering or progression within it to be based on merit.
- Not discriminating in opportunities for recruitment, training, promotion or transfer of volunteers.
- Ensure that every individual is assessed according to his or her personal capability to carry out a given job/role.
- Ensure that all volunteers are given equal treatment with regard to their working terms and conditions, provided they do the same or broadly similar work, or work of equal value.
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures.
- Ensure that all relevant requirements of the Equality Act in relation to disability are met and adhered to. This will include making reasonable adjustments to ensure access to volunteering tasks and opportunities.
- Ensure that any amendments to any legislation relating to discrimination are met and adhered to.

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This policy is reflected in the following policies within the organisation:

- Volunteering Policy
- Customer Care Policy

### **Communications:**

Communication of the policy to potential volunteers through:

- Making a copy of the policy available to prospective applicants.
- Ensuring all new starters have the opportunity to discuss the policy with the Curator, Steward Coordinator and colleagues.
- Making use of team meetings, Trustee meetings and Forward Planning meetings to discuss the policy and defining areas where practice could be improved.
- Providing Equality and Diversity training and guidance to staff and volunteers (including trustees).
- Including reference to abiding by the policy in volunteer agreements.
- Incorporating specific responsibilities into job/role descriptions.

### **Working with partners:**

In selecting our partners, we will consider their commitment to Equality and Diversity by:

- Asking to see their policy
- Asking what they do in practice, including monitoring the policy

### **Users of our service:**

We will make our services accessible by:

- Considering formats for promotional material
- Appropriate use of language/formats/fonts/size
- Considering whether information should be available in alternative formats, e.g. easy read/other languages
- Considering locations where the organisation's services are promoted/advertised
- Considering accessibility of locations from which the service is provided
- Considering the diverse make-up of our staff/volunteers in relation to service users
- Considering the impact of proposed new services on the user group

## **5. Reporting discrimination or potential discrimination**

Volunteers and service users who feel that they have suffered any form of discrimination should raise the issue either by personally contacting the Curator or Chair or using the complaints system.

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Volunteers/service users should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of Sherborne Museum. Sherborne Museum will not tolerate any harassment from third parties towards its volunteers/service users and will take appropriate action to prevent it happening again.

If a volunteer/service user witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them, they should also use this procedure.

All complaints will be treated seriously, promptly and confidentially.

### **6. Breaches of the Equality and Diversity Policy**

Should a volunteer or trustee not follow this policy, their position within Sherborne Museum may be jeopardised.

Volunteers and trustees are also personally liable under equality legislation for any act of unlawful discrimination.

### **7. Monitoring the policy**

This policy will be monitored to judge to what extent it is working and identify areas for improvement. Monitoring will relate to volunteers and service users and methods used will include:

- Capturing diversity data against recruitment
- Discussion at team meetings, Trustee Meetings and Forward Planning meetings

### **8. Review of policy**

This policy will be reviewed every 3 years by Sherborne Museum Trustees to ensure that it remains up to date and reflects the needs and practices of the organisation.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.