



Policy title	Equality and Diversity
Date issued	January 2009
Policy review	This policy will be reviewed annually by the members of the management team
Dates reviewed	

Policy objective

To make sure that all employees and potential employees are treated fairly and with respect, regardless of their differences and that the museum fulfils its obligations under equality legislation such as the Sex Discrimination Act, Disability Discrimination Act, Employment Equality (Sexual Orientation and Religion or Belief) Regulations and the Employment Equality (Age) Regulations.

Who is covered by this policy?

We want everyone who comes into contact with the Geffrye Museum to feel that they have been fairly treated, whether they are an employee, a job applicant or a visitor of any kind. We therefore require all who work for the museum to comply with this policy.

What is the policy?

At the Geffrye Museum, we respect the fact that each one of us is an individual with different beliefs, backgrounds, and appearances – the list of things that make us all individuals is endless. We value these differences and have a firm commitment to encouraging fairness and diversity in our work force.

We want people to feel comfortable in their working environment and encourage them to be open about their differences without worrying about discrimination, bullying or harassment.

The following are forms of discrimination, which are against the museum's policy:

Direct discrimination: where a person is treated less favourably on the basis of any of the discriminatory grounds.

Indirect discrimination: where a criterion, requirement or practice, which cannot be justified, is applied equally to all groups but has a disproportionately adverse effect on one particular group.

Harassment: where an employee or other person is subjected to unwelcome physical or verbal conduct or less favourable treatment on any discriminatory grounds. This includes aggressive conduct or bullying.

Victimisation: where someone is treated less favourably than others because he or she has made a complaint or taken action against any employee or Trustee of the museum for conduct or treatment in respect of the discriminatory grounds or otherwise.

Procedures

Recruitment

We will always make sure that our recruitment process is fair and make sure that there are no restrictions on job applications. Applicants will be selected on the basis of their relevant merits, experience and ability so that the sole reason for offering positions within the museum is suitability for the job.

Development and Promotion

We make sure that any decisions on training, development, and promotions are based solely on merit and on objective evidence which can be substantiated. It is our aim that in dealing with conditions of work, pay and every other aspect of employment, we do not treat any individual unfairly.

Monitoring and Review

We ask all those applying for a job with the museum to complete an equal opportunities monitoring form. This information is used purely to compile statistics on the make up of our workforce so we can monitor the effectiveness of our commitment to equality and diversity.

We will make sure that this information is treated in the strictest confidence. We recognise that some people may not wish to provide this information and they may choose not to provide this information if they prefer.

Disability

We want to make sure that the necessary adjustments are made at work for employees who have or develop a disability to enable them to be comfortable and effective at work and to fulfil our obligations under the Disability Discrimination Act 1995/2005. This act defines a disability as: 'a physical or mental impairment which has a substantial and long-term effect on a person's ability to carry out normal day to day activities'.

When an individual with a disability applies for a position with the museum, it is our policy to investigate whether they have additional requirements for attending an interview. We will respond to these requirements to ensure that the individual is not disadvantaged at the interview as a result of disability

Where an individual has a disability when they start work with us, we will consult with the person to determine whether any adjustments are required to the working environment or the way in which the work is done, to maximise the individual's comfort and efficiency.

We ask that if an individual has a physical or mental impairment which is or is likely to continue for some time during the course of employment at the museum, that he or she notifies the line manager of this. This is particularly important in circumstances where the disability is not apparent. The line manager will then work with the individual to consider any reasonable adjustments, which might be made. To enable the manager to determine suitable reasonable adjustments, the individual may be asked to undergo a medical examination by either a general practitioner or an independent practitioner appointed by the museum and will be asked to allow the museum to access any medical records and/or report produced.

Harassment and Bullying

We recognise that harassment is harmful to everyone, and we prohibit all forms of harassment, bullying or victimisation. Harassment may relate to a person's race, nationality, ethnic origin, gender, age, sexual orientation, marital or family status, disability, and religious beliefs – and many more. Harassment may come in various forms, including:

- Verbal abuse - this may include unwelcome advances, patronising titles or nicknames, propositions or remarks, innuendo, lewd comments, jokes, banter or abusive language
- Unwanted physical contact– this may include unnecessary touching, patting, pinching, brushing against another person, insulting or abusive behaviours or gestures, physical threats, assault and coerced sexual activities
- Unwanted non-verbal contact – this may include graffiti, abusive or offensive gestures, leering, display of pornographic or suggestive material or inappropriate use of computer networks or e-mails.

All employees must make sure that they are not guilty of any such conduct and have a responsibility to take action if they think any colleagues are being affected by this.

If an individual is subjected to any form of harassment or bullying or victimisation, the following action should be taken:-

- try to talk to the harasser and explain that the behaviour is unwelcome and unacceptable. Consider talking to another colleague who could be present when talking to the harasser
- if this seems inappropriate for any reason, or this action fails to resolve the situation, talk to the line manager. All concerns will be treated as confidential at this stage. Managers can only offer help if they are made aware of the problem .
- make a written record of any incident(s) with details of what occurred and when, and of any witnesses. Make a record of any initial approach made to the person believed to be harassing to help in recalling precisely what happened, and what was said.

If the situation is not resolved satisfactorily informally, or if the incident(s) complained of is/are sufficiently serious, the matter should be raised with the line manager and/or a member of the management team and a formal grievance should be lodged following the museum's grievance procedure. The matter will be addressed as sensitively and discreetly as possible.

Making malicious complaints against a fellow employee will be regarded as a serious disciplinary issue.

Breach

All employees are required to act in accordance with this policy. We will not tolerate discriminatory behaviour in any form from any of our people. If an employee discriminates unfairly against another person, we will investigate this immediately and will not hesitate to follow this up through the disciplinary procedure. Serious cases of discriminatory behaviour may be viewed as gross misconduct and may result in dismissal.

The management team will treat seriously and take appropriate action should any employee have a grievance as a result of discrimination on any of the discriminatory grounds or as a result of personal harassment or bullying.