

BEXHILL MUSEUM

EQUAL OPPORTUNITIES POLICY

1. The Museum recognises that discrimination occurs in society against ethnic minority groups, women, people with disabilities, age, religious belief, social class and sexual orientation.

The Museum will therefore:

- 1.1 Ensure that individuals are treated fairly and consistently or do not receive less favourable treatment on grounds which are irrelevant.
- 1.2 Provide all sections of the community with the same rights, choice, information, redress and level of safety when using services.
- 1.3 Make equal opportunities an integral part of the services provided by the Museum.

2. To support the Museum's Equal Opportunities Policy, the Museum will maintain procedures and policies in employment to ensure fair recruitment and selection and equal access to training and development opportunities.

The Museum will:

- 2.1 Adopt and maintain recruitment procedures that are fair, comply with all relevant legislation and free from discrimination.
- 2.2 Ensure all applicants are aware of the Museum's Equal Opportunities Policy.
- 2.3 Fully investigate complaints of discrimination swiftly and treat any such acts as disciplinary offences.
- 2.4 Monitor the Equal Opportunities Policy through the current workforce and new applicants.
- 2.5 Ensure all staff and volunteers receive relevant training to adhere to the policy.
- 2.6 Make training and development open to all and allow employees the opportunity to discuss their training and development needs on an annual basis.
- 2.7 Where practical, ensure physical problems, such as access to buildings or use of equipment are removed.

3. The Museum wants to provide efficient and effective services that are valued by all sections of the community. To do this it must recognise and understand the needs of all the community and ensure that everyone has equal access to those services.

The Museum will:

- 3.1 Use appropriate techniques to identify the needs of the community.
- 3.2 Ensure that those using the Museum's services, including staff and volunteers, are aware of their right to fair treatment and of their right to complain.
- 3.3 Inform all its staff and volunteers of their duty to provide a discrimination free service to the community and use whatever steps are available in law to ensure their commitment to this.

4. The Museum is committed to working in partnership with the community and listening to people. It will make sure that disadvantaged groups are not excluded from providing ideas that may benefit the Society and community as a whole.

Definitions.

Throughout this policy the term 'employees' shall include volunteers as well as salaried and seconded staff.

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