

EQUAL OPPORTUNITIES POLICY

Note: The Air Defence Radar Museum currently only has two employees (the Museum Manager & A Marketing Manager) and is mostly staffed by volunteers. This document has been tailored to reflect this.

A) STATEMENT OF POLICY

1. The RAF Air Defence Radar Museum recognises that we live in a society where discrimination still operates to the disadvantage of many groups in society.
2. The RAF Air Defence Radar Museum believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.
3. The RAF Air Defence Radar Museum is committed to the promotion of equal opportunities within the museum, and affiliated organisations, through the way we manage the organisation and provide services to the community. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality in the workplace.
4. The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.
5. This policy will influence and affect every aspect of activities carried out at The RAF Air Defence Radar Museum i.e. promotional work, educational services, casework and other functions linked to the The RAF Air Defence Radar Museum, as determined by the management committee.
6. In the provision of services and the employment of staff, both any paid employees and unpaid volunteers, The RAF Air Defence Radar Museum is committed to promoting equal opportunities for everyone. Throughout its

activities, The RAF Air Defence Radar Museum will treat all people equally whether they are:

- ♣ Seeking or using our services.
- ♣ Applying for a job or already employed by us.
- ♣ Trainee workers and students on work experience or placements.
- ♣ Volunteer workers.

B) How the policy will be implemented and who is responsible?

The Museum Manager has specific responsibility for the effective implementation of this policy. We expect all our employees/volunteers to abide by the policy and help create the equality environment which is its objective.

In order to implement this policy we shall:

- ♣ Make the policy available to employees, job applicants, volunteers and relevant others, by posting it on our website and putting a copy on the staff room notice board.
- ♣ Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into any published job descriptions and work objectives of all staff.

Conduct and general standards of behaviour

All staff and volunteers are expected to conduct themselves in a professional and considerate manner at all times. The RAF Air Defence Radar Museum will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with any person
- telling offensive jokes or name calling

- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within The RAF Air Defence Radar Museum and may lead to corrective action being taken and may lead to dismissal. The RAF Air Defence Radar Museum does, however, encourage team members to resolve misunderstandings and problems informally wherever possible, depending on the circumstances, if not the complaint should be referred to the Trustees formally.

However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

Complaints of discrimination

The RAF Air Defence Radar Museum will investigate all complaints of discrimination on any grounds made by employees, volunteers, visitors, trustees, or other third parties and will take action where appropriate.

C) Legal Obligations

Equal Opportunities and Discrimination (Equality Act 2010)

The Equality Act 2010 protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The **Equality Act 2010** harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

D) RECRUITMENT AND SELECTION

1. Recruitment and selection of volunteers (and, occasionally, of the Museum's two employees) underpins the Museum's equal opportunities policy. The Museum will ensure that the Trustees and the Museum Manager, when making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

2. The Museum's Job Descriptions are aligned with the Museum's equal opportunities policy.

4. The Museum will adopt a consistent, non-discriminatory approach to the advertising of vacancies.

5. All applicants who apply for jobs will receive fair treatment and will be considered solely on their ability to do their job.

6. Short-listing and interviewing of employees will be carried out by more than one person where possible.

7. Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

8. Selection decisions will not be influenced by any perceived prejudices of other staff.

The RAF Air Defence Radar Museum will revise and review this policy every 5 years.

Approved at the Board meeting on 4th May. 2018

Review date: Feb. 2023

Signature:

Date: