

## **SCARBOROUGH MARITIME HERITAGE CENTRE (SMHC)**

### **EQUALITY POLICY STATEMENT**

1. SMHC recognises that discrimination and victimisation is unacceptable and that it is in the interests of the organisation and its volunteers to fully utilise the skills of all those connected to the organisation. The volunteers and all those connected to the organisation will be referred to as 'the workforce' for the purposes of this policy. SMHC aims to ensure that no prospective volunteer or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (this list being referred to as the Relevant Grounds)
2. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best.
3. We oppose all forms of unlawful and unfair discrimination or victimisation. To that end the purpose of this policy is to provide equality and fairness for our workforce.
4. All members of the workforce, whether volunteer or paid, part-time, full-time or temporary, will be treated fairly and with respect. Selection for positions within the organisation, training or any other benefit will be on the basis of aptitude and ability. Within the limitations to which the SMHC is subject, all members of the workforce will be helped and encouraged to develop their potential. This principle will be followed having regard to the relevant grounds.
5. SMHC will not discriminate directly or indirectly, and will serve and treat customers and clients equally without discrimination on grounds of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation in the provision of services.
6. This policy and the associated arrangements shall operate in accordance with statutory requirements. In addition, full account will be taken of any guidance or Codes of Practice issued by the Equality and Human Rights Commission, any Government Departments, Charity Commission and any other statutory bodies.

### **OUR COMMITMENT**

- To create an environment in which individual differences and the contributions of all our staff are recognised and valued.
- Every member of the workforce is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- To promote equality in the workplace which we believe is good management practice and makes sound business sense.
- That our practices and procedures will ensure fairness.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.

### **RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Company Directors and Committee who will ensure that they operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination. Supervisors and managers will ensure that:

- all members of the workforce are aware of the policy and the arrangements, and the reasons for the policy;

- grievances concerning discrimination are dealt with properly, fairly and as quickly as possible;
- proper records are maintained.

## **RESPONSIBILITIES OF ALL VOLUNTEERS**

Responsibility for ensuring that all customers and clients are treated equally rests with all members of the workforce. In particular, all members of the workforce should:

- comply with the policy and arrangements;
- not discriminate in their dealings with other members of the workforce or customers/clients;
- inform the committee or directors if they become aware of any discriminatory practice.

## **RELATED POLICIES AND ARRANGEMENTS**

All employment policies and arrangements have a bearing on equality of opportunity. The SMHC policies will be reviewed regularly and any discriminatory elements removed.

## **RIGHTS OF DISABLED PEOPLE**

SMHC attaches particular importance to the needs of disabled people.

Under the terms of this policy, supervisors/managers are required to:

- make reasonable adjustment to maintain the services of a member of the workforce who is or becomes disabled, for example, training or provision of special equipment
- give full and proper consideration to disabled people who apply to become a part of the workforce.
- ensure that customers and clients are provided with the assistance needed to provide a quality service having regard to the limitations of the premises for those with mobility disabilities.

## **REVIEW**

The effectiveness of this policy and associated arrangements will be reviewed annually under the direct supervision of the Trustees and Directors.

Note: References in this document to 'workforce' or 'staff' apply equally to 'volunteers'.