

EQUAL OPPORTUNITIES POLICY



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1. Introduction

- 1.1 This policy applies to all employees of the Royal Air Force Museum and Royal Air Force Museum Enterprises Ltd ('the Museum'). Other individuals performing functions in relation to the Museum, such as agency workers, volunteers and contractors are also encouraged to use it.
- 1.2 This document sets out the Museum's policy on equality and equal opportunities. This policy does not form part of your Contract of Employment but is a policy statement describing the way in which equal opportunities issues are dealt with in the Museum.
- 1.3 The Museum has introduced this Equal Opportunities Policy as a commitment to make full use of the talents and resource of all its employees, and to provide a healthy environment which will encourage good and productive working operations within the organisation. This document describes how the policy is to be applied throughout the Museum.
- 1.4 The Museum is particularly concerned that equality of opportunity is maintained in the following areas:
- a. Recruitment and selection;
 - b. Promotion, appraisal, transfer and training;
 - c. Terms of employment, benefits and staff facilities;
 - d. Grievance and disciplinary procedures; and
 - e. Dismissals, resignations and redundancies.
- 1.5 The Museum will ensure that all Line Managers and Supervisors with responsibility for any of the areas listed above are provided with the appropriate equality and equal opportunities training where necessary, which may be updated as required. Other staff may also be required to attend equal opportunities training. Attendance at training will be compulsory if you are notified that you should attend a course.
- 1.6 The Chief Financial Officer will regularly monitor the effectiveness of this policy to ensure that it is working in practice and will review and update this policy through the Personnel Manager, as and when necessary.

1.7 This policy does not form part of any employee's Contract of Employment. The Museum may amend it at any time and decide to follow a different procedure where we consider it appropriate.

2. Statement

2.1 The policy statement will be sent to all staff on joining the Museum. A copy of this policy is available from the Personnel Department and on the Museum's website.

2.2 The Museum's statement on equality and equal opportunities is:

"The Museum supports the principles of the Equality Act 2010 and is committed to the positive promotion of equality, diversity and inclusion amongst all members of the Museum. To achieve this, the Museum will:

- Ensure that no unlawful discrimination occurs in the conduct of the Museum's work;
- Promote equality of opportunity between people who share the 'protected characteristics' that are listed below, and all other members of the Museum;
- Foster positive relations between people who share the 'protected characteristics' and those who do not.

No employee or potential employee will receive less favourable treatment because of any 'protected characteristic', namely:

- Age (or perceived age);
- Disability (past or present);
- Gender reassignment;
- Marriage or civil partnership status;
- Race, colour, nationality, ethnic or national origins;
- Religion or belief;
- Sex;
- Sexual orientation.

No member of staff or potential employee will be disadvantaged by any conditions of employment that cannot be justified, as necessary, on operational grounds".

- 2.3 The Museum recognises that equality issues are complex, and that it has responsibilities to others, including, but not limited to, visitors, official contacts and those contracted to work at, or for, the Museum, who will also be expected to comply whilst on site or in their execution of Museum business.
- 2.4 Staff are expected to work with the Museum towards these aims. In certain circumstances, an employee can be personally liable for discrimination against a colleague or a job applicant.
- 2.5 Other Museum policies, such as those dealing with harassment and bullying, maternity, paternity, adoption, emergency time off for dependants and parental leave are set out in separate documents, copies of which are available from the Personnel Department.

3. Equality Principles

- 3.1 There should be no discrimination, whether direct or indirect, because of any of the protected characteristics set out in the Museum's Equal Opportunities Policy as detailed above.
- 3.2 There are four types of discrimination that are prohibited:
 - a) **Direct discrimination:** treating someone less favourably because of his or her actual or perceived race, or because of the race of someone with whom they associate. An example of this could be refusing to employ someone solely because they are a particular race;
 - b) **Indirect discrimination:** can occur where there is a policy, practice or procedure which applies to all workers, but particularly disadvantages people of a particular race. An example could be a requirement for all job applicants to have GCSE Maths and English: people educated in countries, which do not have GCSEs, would be discriminated against if equivalent qualifications were not accepted.
 - c) **Harassment:** when unwanted conduct related to race has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual;
 - d) **Victimisation:** unfair treatment of an employee who has made or supported a complaint about racial discrimination.
- 3.3 The Museum will appoint, train, reward and promote on the basis of merit and ability.

- 3.4 All staff have a personal responsibility for the practical application of this policy, which extends to the treatment of colleagues, job applicants, visitors and official contacts.
- 3.5 Line Managers have a responsibility for the practical application of this policy in relation to recruitment, appraisal, promotion and training of employees.
- 3.6 The principles set out in this policy apply:
- a) In the workplace;
 - b) Outside the workplace in a work-related context, such as on official trips, customer or supplier events or work-related social events and at any time while a member of staff is wearing a work uniform.
- 3.7 The Grievance Procedure and Bullying and Harassment Policy are available to any employee who believes that they may have been unfairly discriminated against or may have been harassed or bullied.
- 3.8 Employees will not be victimised in any way for making such a complaint in good faith. Complaints of this nature will be dealt with seriously, in confidence and as soon as possible.
- 3.9 Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination. Serious breaches of this policy and serious incidents of bullying and harassment will be treated as gross misconduct. Unwarranted allegations that are not made in good faith may also be considered as a disciplinary matter. Confidential records of matters dealt with in accordance with this policy will be kept.
- 3.10 In the case of any doubt or concern about the application of this policy in any particular instance or situation, please consult your Line Manager as soon as possible.

4. Recruitment

- 4.1 The following principles should apply whenever recruitment or selection for positions takes place, whether externally or internally:
- a) Individuals will be assessed according to their personal capability to carry out a given job;

- b) Assumptions that only certain types of people will be able to perform particular types of work must not be made;
- c) Any qualifications or requirements applied to a role, which have, or may have, the effect of inhibiting applications from certain types of people. These should only be included if they can be justified in terms of the job to be done;
- d) Any age limits applied to a job should only be retained if they can be objectively justified in terms of the job to be done. In most cases this will not be the case and Line Managers should consult the Personnel Department if considering an age limit for any particular post;
- e) The use of years of experience as a criteria for a particular role will need to be objectively justified;
- f) Recruitment solely or primarily by word of mouth should be avoided as its effect is, or may be, to prevent certain types of people from applying;
- g) Selection tests should be specifically related to the requirements of the job, and should measure the person's actual or inherent ability to do, or train for, the work;
- h) Applications from different types of people should be processed in the same way, and the same questions should be asked at interview;
- i) Written records of interviews and reasons for appointment and non-appointment should be kept;
- j) Questions at interview should relate to the requirements of the job;
- k) Where any provision, criterion or practice for recruitment and selection puts disabled people at a substantial disadvantage due to a reason connected with their disability, reasonable adjustments should be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage. This could, for example, be making different interview arrangements for an applicant with mobility problems;
- l) Decisions regarding the method of recruitment or who is recruited should only be made by a person who has read and understood this policy and where appropriate, undergone relevant training.

4.2 The Museum guarantees to interview anyone with a disability whose application meets the minimum criteria for the post. By 'minimum criteria' we mean that you must provide us with evidence in your application form which demonstrates that you generally meet the level of competence required for each competence, as well as meeting any of the qualifications, skills or experience defined as being essential. The Museum is committed to the employment and development of disabled people (the minimum criteria mean the essential

competencies as set out in the advertisement for the post). Applicants who want to apply under the Guaranteed Interview Scheme should clearly declare this in their job application. The Museum will try to provide access, equipment or other practical support to ensure that if you have a disability, you can compete on equal terms with non-disabled people.

5. Promotion, Transfer and Training

5.1 The following principles should apply to appointments for promotion, transfer and training:

- a) Assessment criteria and appraisals should be carefully examined to ensure that they are not discriminatory, whether directly or indirectly;
- b) Assessment criteria and appraisals should be monitored on a regular basis and, where such criteria or schemes result in predominantly one group of staff gaining access to promotion, transfer or training or being awarded a particular appraisal marking, they should be checked to make sure this is not due to any hidden or indirect discrimination;
- c) Promotion and career development patterns will be regularly monitored to ensure that access to promotion, training and career development opportunities is not denied to particular groups;
- d) Traditional qualifications and requirements for promotion, transfer and training, such as length of service, years of experience or age may discriminate against certain groups and will need to be objectively justified by reference to the job requirements;
- e) Policies and practices regarding selection for training and development should not normally result in an imbalance in training between groups of staff;
- f) Where any provision, criterion or practice relating to promotion, appraisal, transfer or training puts any disabled employee at a substantial disadvantage for a reason connected with their disability, reasonable adjustments will be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage. For example, this could be making training available for a disabled employee in a different way, in a different location or at a different time.

6. Terms of Employment, Benefits and Staff Facilities

6.1 The following principles apply to terms of employment, benefits and facilities for staff:

- a) The terms of employment, benefits and facilities available to staff should be reviewed regularly to ensure that they are provided in a way which is free from unlawful discrimination;
- b) Part-time staff should receive pay, benefits and facilities on a pro-rata basis as a full-time comparator, unless otherwise objectively justified.
- c) Line Managers who are responsible for part-time and/or disabled staff should, in particular, take advice from the Personnel Department when assessing for example, appraisals, bonus payments and benefits;
- d) Where any provision, criterion or practice relating to terms of employment, benefits and facilities puts disabled employees at a substantial disadvantage due to a reason connected with their disability, reasonable adjustments will be made to eliminate or, if that is not reasonably practicable, reduce the disadvantage.
- e) Pay and bonus criteria, policies and practices should be carefully examined and regularly monitored, and if it appears that any group of staff are disadvantaged by them, they will be checked to make sure that this is not due to any hidden or indirect discrimination.

7. Grievances, Disciplinary Procedures, Dismissals and Redundancies

- 7.1 Staff who, in good faith, bring a grievance (or assist another to do so) either under this policy or otherwise in relation to an equality or equal opportunities matter will not be disciplined, dismissed or otherwise suffer any adverse treatment for having done so.
- 7.2 No member of a particular group of staff will be disciplined or dismissed for performance or behaviour which would be overlooked or condoned in another group, unless there is genuine and lawful justification for different treatment.
- 7.3 Redundancy criteria and procedures will be carefully examined to ensure that they are not applied and do not operate in an unlawfully discriminatory manner.

Monitoring:

Responsibility for the review and development of this policy lies with the Personnel Manager. Day to day operation, the implementation and monitoring of this policy is the responsibility of Line Managers and staff who should ensure that it is adhered to.