

**EQUAL OPPORTUNITIES POLICY**

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## **EQUAL OPPORTUNITIES POLICY**

### **POLICY STATEMENT**

The Royal Armouries aims to be an equal opportunity employer. We are committed to policies that promote equality of opportunity in all aspects of employment, regardless of age, disability, ethnic origin, gender, marital status, religion, sexual orientation, or any other grounds not bearing on a person's ability or potential.

The purpose of this policy is to ensure that no job applicant or employee receives less favourable treatment, or is disadvantaged, by employment conditions or requirements that cannot be shown to be justifiable. The policy covers all aspects of employment from vacancy advertising, selection recruitment and training to conditions of service and reasons for termination of employment.

To ensure that the policy is operating effectively (and for no other purpose) the museum maintains records of employees' and applicants' racial origins, gender, marital status and disability. Ongoing monitoring and regular analysis of such records provide the basis for appropriate action to eliminate unlawful direct and indirect discrimination and promote equality of opportunity.

Royal Armouries' long-term aim is that the composition of its workforce should reflect that of the community. Therefore, as permitted by relevant legislation, the museum will take positive action to help disadvantaged and/or under-represented groups to compete for jobs on a genuine basis of equality.

This policy applies to all staff employed by Royal Armouries, as well as all volunteers and students on placement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Director General & Master**

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## 1. PURPOSE

The purpose of this policy is to:-

- Ensure that the museum has access to the widest labour market and secures the best employees for its needs;
- Ensure that no applicant or employee receives less favourable treatment and that, wherever possible, they are given the help they need to fulfil their potential to the benefit of the museum and themselves;
- Achieve an ability-based workforce in line with the working population mix in the relevant labour market areas.

## 2. PRINCIPLES

- The Royal Armouries will not unfairly discriminate against any person or group at work because of their age, disability, ethnic origin, gender, marital status, religion or sexual orientation.
- Harassment is also a type of discrimination and will be treated as such under the terms of this policy. The Royal Armouries will not tolerate any form of victimisation, harassment or bullying at work; this includes unwanted or unreciprocated attention and sexually offensive remarks or behaviour.
- All staff, volunteers and placement students of the Royal Armouries have a duty to comply with this policy and to ensure that all colleagues are treated with respect and dignity. Acts of unfair or unlawful discrimination of any kind must not be permitted or condoned and should they occur staff must exercise their right to make a complaint under the grievance procedure.
- Individuals who fail to comply with this policy may be subject to disciplinary procedure.

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### 3. POLICY

#### 3.1 Vacancy Advertising

- Wherever possible and appropriate, where a vacancy is to be externally advertised it will simultaneously be internally advertised.
- So far as is reasonably practicable, steps will be taken to ensure that knowledge of vacancies reaches under-represented groups internally and externally.
- Wherever possible, vacancies will be notified to job centres, careers offices, schools, colleges, polytechnics, etc with significant minority group rolls, as well as to minority press/media and organisations.
- All vacancy advertisements will include the statement:-

*“The Royal Armouries aims to be an equal opportunities employer. Applications are welcome from all sections of the community.”*

#### 3.2 Selection and Recruitment

- Selection criteria (I.e. job description and person specification) will be continuously reviewed to ensure that they are necessary for the job and justifiable on non-discriminatory grounds.
- More than one person must be involved in the selection and recruitment process and, wherever possible, all should have received appropriate training.
- There must be a member of the Human Resources team on every interview panel.
- Reasons for selection and rejection of candidates must be recorded.

#### 3.3 Training, Career Development and Conditions of Service

- Opportunities for training will be given to staff on the basis of organisational and individual need and in line with the personal development plans linked to appraisal.

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- Career development opportunities will be made available on the basis of organisational need and appropriate skills, knowledge and potential.
- Royal Armouries Grievance and Disciplinary Policy and Procedures will be operated without bias. Staff using or subjected to these procedures will not be unfairly discriminated against.

### **3.4 Positive Action**

Recruitment to all jobs will be strictly on merit. However,

- wherever appropriate, use will be made of lawful exemptions to recruit disadvantaged or under-represented groups;
- wherever possible efforts will be made to identify and remove unnecessary and unjustifiable barriers and provide appropriate facilities and conditions of service to meet the special needs or disadvantaged and/or under-represented groups.

### **3.5 Personnel Records**

- In order to monitor the operation of the policy (and for no other purpose) a record will be kept of the gender, racial origins and disability of all employees and job applicants.
- Employees have the right to check or correct the record of their own details only.

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