

EQUAL OPPORTUNITIES POLICY

Equal Opportunities Statement

The Museum of Cambridge is committed to promoting equal opportunities in employment, volunteering opportunities, and all activities. We are committed to creating a safe and thriving environment for employees, visitors, and stakeholders and expect all to be treated fairly and without discrimination. All involved with the Museum will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

This policy sets out our approach to equal opportunities and the avoidance of discrimination at work. It applies to all aspects of employment with us, including recruitment, pay and conditions, training, appraisals, promotion, conduct at work, disciplinary and grievance procedures, and termination of employment, meeting the Equality Act 2010. It applies to all aspects of employment, visitation, and interaction with us and as such, all paid staff, volunteers, trustees, contractors, and freelancers are expected to share this commitment.

The following characteristics are protected under the Equality Act 2010:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

The Board of Trustees is responsible for this policy and any necessary training on equal opportunities.

It is the responsibility of every individual member of staff and volunteer within the museum to uphold these values and act accordingly. We expect our staff and volunteers to be treated with the same respect and dignity that we offer our visitors.

This policy applies to:

- Trustees
- Employees
- Volunteers
- Representatives of external organisations working with or for the Museum
- Freelancers and Contractors working with or for the Museum
- Groups or individuals hiring spaces within the Museum

This policy does not form part of any employee's contract of employment and we may amend it at any time.

Discrimination

The Museum must not unlawfully discriminate against or harass other people including current and former employees, job applicants, clients, customers, suppliers, and visitors. This applies in the workplace, outside the workplace (when dealing with customers, suppliers, or other work-related contacts), and on work-related trips or events including social events when representing the Museum.

The following forms of discrimination are prohibited under this policy and are unlawful:

- a. Direct discrimination: treating someone less favourably because of a Protected Characteristic.
- b. Indirect discrimination: a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified.
- c. Harassment: this includes sexual harassment and other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-Harassment and Bullying Policy.
- d. Victimisation: retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- e. Disability discrimination: this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

Employment Practices

Recruitment, promotion, and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting should be done by more than one person if possible.

Vacancies will generally be advertised to a diverse section of the labour market. Advertisements will avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants will not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants will not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

Disabilities

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

Part-time and Fixed-term Work

Part-time and fixed-term employees should be treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is justified.

The Museum also encourages and supports flexible working.

Actions

To make sure we fulfil the statements in this policy, we as a Museum will:

- Manage our recruitment and selection processes free from any discrimination and diversify our talent pool to reflect our community
- Collect equality and diversity data securely from our staff and volunteers to inform progress and highlight areas for development
- Manage our volunteering opportunities ensuring equality of opportunity
- Ensure equality and diversity training is available for all trustees, employees, and volunteers at the beginning of their role, and at key stages throughout their time with the Museum.
- Work with partner organisations from the local community, region, and nation-wide to engage a diverse audience and workforce
- Ensure job requirements are based on competencies and skills rather than academic qualifications or sector exclusive experience
- Support successful candidates with on-the-job training and sector knowledge
- Have flexible working practices
- Ensure all employment practices are managed with fairness and equity

Complaints

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Complaints Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Complaints Procedure or Anti-Harassment and Bullying Policy. Complaints will be treated in confidence and investigated as appropriate.

Review

The effectiveness of our Equal Opportunities Policy will be reviewed yearly.

Approved by the Board of Trustees on 15th April 2021.

Next review due in April 2022.