

Elgin Museum (The Moray Society)

Equality, Diversity and Inclusion Policy

Policy Statement

Elgin Museum (The Moray Society) is committed to encouraging equality, diversity and inclusion and eliminating unlawful discrimination.

1. The Museum aims for its team of volunteers and paid employees to be representative of all sections of society, and for every team member to feel respected and able to give their best.
2. The Museum respects the diversity and differing perspectives of all its users, in person and online, and will aim to provide an enjoyable and accessible experience for all. This applies not only to our Museum visitors, but in all contacts with other organisations, individuals, contractors and suppliers.

The Policy's Purpose

1. To provide equality, fairness and respect for all the members of our team, whether volunteers or paid employees, and all users as indicated in the Policy Statement.
2. Equality Act 2010: We will continue to meet our obligations under the Equality Act 2010. We will not tolerate unlawful discrimination on any grounds including the protected characteristics of:
 - age
 - disability
 - gender reassignment
 - marriage and civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation
3. Employment practice: We will oppose and avoid all forms of unlawful sex
 - pay and benefits
 - terms and conditions of employment
 - dealing with grievances and discipline
 - dismissal
 - redundancy
 - leave for parents
 - requests for flexible working
 - selection for employment, promotion, training or other developmental opportunities

Our commitments

The organisation commits to:

1. Encourage equality, diversity and inclusion in the workplace

2. Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all members of the team are recognised and valued.

This commitment includes training team members, from day one, about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff and volunteers conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

All volunteers and paid employees should understand that they as individuals, as well as The Moray Society as the organisation responsible for managing the Museum, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination in the course of their employment, against fellow employees, customers, visiting contractors, researchers and the public. This allows us to fulfil the aims of our Customer Charter:

https://elginmuseum.org.uk/wp-content/uploads/2024/04/Elgin_Museum_Customer_Charter_2024.pdf

3. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice for staff members. Volunteers will be asked to leave immediately if found to be in breach of our EDI policy.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

4. Make opportunities for training, development and progress available to the whole team, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation. EDI training will be included in both the annual volunteer training and for new volunteers.
5. Make decisions concerning the team members based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
6. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in

encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

8. Management of an incident considered to have contravened the Policy

It should be reported to the Convenor of the Museum Management Committee (EMMC), who is also the Line Manager for Volunteers. Staff members may also report to their Line Manager.

Agreed EMMC: 18 / 11 / 2024

If you would like more information or have any questions in relation to equality, diversity and inclusion at Elgin Museum, please email us at curator@elginmuseum.org.uk