

River & Rowing Museum (RRM)
Equality & Diversity Policy 2017

EQUALITY AND DIVERSITY POLICY

1. Overview

RRM is an organisation committed to embracing and exploring diversity in its mission to bring History & the Arts to life in Henley. Both in its provision of services and as an employer, RRM will seek not only to ensure equality of opportunity, but to develop a long term strategy to develop a greater understanding of the diversity of people that we live and work with in order to strengthen our programme, enhance our visitors' experience and enable staff to maximise their potential.

2. Our commitment to equality and diversity

RRM is open to the public 7 days a week and to maintain a environment of acceptance, accessibility and enjoyment for all and, while recognising that there are many differences within the community we serve, we strive to ensure that everyone is treated with respect and dignity.

Diversity goes beyond the requirements of the Equality Act 2010. Diversity is not about them and us. It's about all of us. The range of perspectives and experience diversity brings is an asset to our organisation, and we strive to create an inclusive, welcoming environment for visitors, partners and employees alike where individual differences and the contributions of all are recognised and valued.

Our jobs, like our Museum, are open to all. Diversity is reflected in our employment strategies, our engagement with the public, our programming and business planning. This then provides unlimited opportunities for everyone to tap into their full potential and to add to the richness of our creative programmes and services.

Discrimination is unacceptable and the Company has measures in place to ensure that no-one experiences discrimination on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex, or sexual orientation (the protected characteristics under the Single Equality Act 2010).

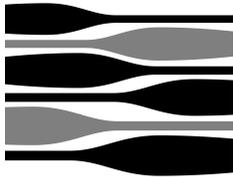
2a. Staff/Employment . All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

It is the aim of the Company to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment

Each employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

Training, development and progression opportunities are available to all staff.

Equality information is included in induction programmes.



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Training will be provided for managers on this policy and the associated arrangements. All managers who have an involvement in the recruitment and selection process will receive specialist training and/or support

Employees have a right to pursue a complaint concerning discrimination or victimisation via the Company Grievance or Harassment Procedures. Discrimination and victimisation will be treated as disciplinary offences and they will be dealt with under the Company Disciplinary Procedure.

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Chief Executive and at Board level. Managers will ensure that they and their staff operate within this policy and arrangements, and that all reasonable and practical steps are taken to avoid discrimination.

Each manager will ensure that:

Responsibility for ensuring that there is no unlawful discrimination rests with all staff and the attitudes of staff are crucial to the successful operation of fair employment practices. In particular, all members of staff should:

comply with policies, codes and arrangements;

not discriminate in their day to day activities or induce others to do so;

not victimise, harass or intimidate other staff or groups who have, or are perceived to have one of the protected characteristics.

ensure no individual is discriminated against or harassed because of their association with another individual who has a protected characteristic.

inform their manager if they become aware of any discriminatory practice.

For employees with disabilities the Company will:

make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people in employment);

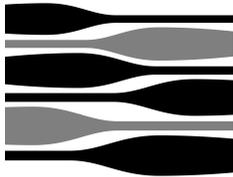
include disabled people in training/development programmes;

give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

2b. Customer Service/Interaction with the Public . In the provision of the Company's goods and services our staff will not discriminate directly or indirectly, or harass customers or clients because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Third-party harassment occurs where a Company employee is harassed, and the harassment is related to a protected characteristic, by third parties such as clients or customers. RRM will not tolerate such actions against its staff, and the employee concerned should inform their manager / supervisor at once if this has occurred. RRM will fully investigate and take all reasonable steps to ensure such harassment does not happen again.

The Company attaches particular importance to the needs of disabled visitors and making reasonable adjustments to accommodate their needs.



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2c. Programming and Planning

RRM offers a programme with flexible, engaging and accessible to a wide and growing audience. Artistic plans are part of our Business plan and are reviewed and evaluated by the staff team and RRM's Board. The commitment to diversity goes to the heart of RRM's creative processes.

3. Monitoring/Implementation

The Steering Group of Senior Managers, audits the whole of our practice and develops an action plan to improve and set out long-term aims, identifying the targets the Company needs to meet.

As part of our commitment we engage in the :
routine collection and analysis of information on employees by gender, marital status, ethnic origin, sexual orientation, religion / beliefs. Information regarding the number of staff who declare themselves as disabled will also be maintained,

Marketing & Communications will be responsible for:
review of visitor profiling and data collection to measure that our audiences reflect the demography of the area improving the accessibility of our communication channels, seeking advice and accreditation where appropriate.
provision of information and other literature in a range of accessible formats, including Braille, audio, large print, electronic formats on request, as well as making information easily available online.
ensuring that our current accessible facilities are well promoted to all visitors and that we offer to cater for people with particular requirements.
ensuring that all visual representations of our activities represent diverse communities in a meaningful and non-tokenistic fashion.

Our Visitors Services Manager will be responsible for:
directing complaints received by visitors in connection with Equality of Opportunity in public spaces and continually improving our visitor services to meet the needs of our visitors.

The Programming Team (CEO, Head of Marketing & Communication, Head of Collections & Exhibitions and Head of Education) will be responsible for:
Creating, monitoring and evaluating distinct and differentiated programmes for diverse audiences
Developing new programmes of artistic activities for audiences and participants that address areas of targeted growth in engagement from distinct and diverse groups.

4. Related Policies

This Policy should be read in conjunction with all other policies and procedures which may be used to monitor and improve Equality and Diversity within RRM.