

EQUALITY AND DIVERSITY POLICY

1. Overview

The River & Rowing Museum (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.

The current document is an interim policy which will be reviewed in six months. This is necessary due to a restructure of the organisation resulting from the impact of the Covid pandemic, 2020 – 2022.

2. Our commitment to equality and diversity

RRM is open to the public five days a week. To maintain an 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

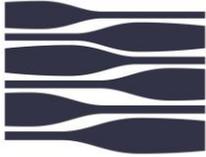
All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents 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:

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:

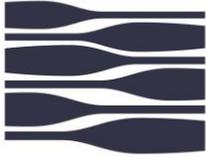
- make reasonable adjustments to maintain the services of an employee who becomes disabled, for example, training, provision of special equipment, reduced working hours. (NB: managers are expected to seek advice on the availability of advice and guidance from external agencies to maintain disabled people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

- a 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 Visitor Operations Manager will be responsible for:

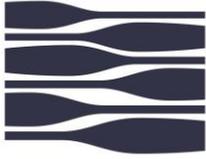
- directing complaints received by visitors in connection with Equality of Opportunity in public spaces and continually improving our visitor services to meet the needs of our visitors.

Our curatorial team and our new Education Team 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.



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Diversity Action Draft Plan 2022

The following action plan breaks down considerations by area of activity, and is intended to cover every area of our work

a) Policy development, governance & decision making

- **Objectives**

- Publicly commit & deliver on the promotion of diversity and equality of opportunity in all areas of activity.
- Ensure that the Trustees are representative of the communities and audiences we serve.

- **Current provision**

With the exception of an Equal Opportunities policy that predominantly relates to employment and is not publicly available, the Foundation makes no statement on Equality & Diversity issues.

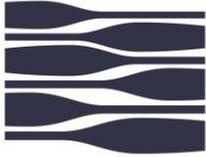
The RRM Foundation currently has 13 Trustees which include those nominated Henley-on-Thames Town Council, of whom 6 are women.

To date, we have not asked Trustees for information regarding their ethnicity, age or disabilities, however the group would appear to be mono-cultural and over the age of 30.

The appointment of Trustees has been a closed process with existing Trustees nominating potential future Trustees.

- **What we are going to do to deliver our objectives**

- Publish our Equality & Diversity Policy.
- Undertake an equal opportunities and skills audit of our Trustee board.
- Following the audit, create a more robust recruitment process for Board representation, based on the creation of a role description for Trustees, and being mindful of protected characteristics as well as skills.
- Publicly advertise for Trustees against role description using a range of media and appropriate networks.
- Annual discussion/monitoring of diversity issues with Trustees/Senior staff.



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b) Staff and volunteer recruitment retention & training

- **Objectives**

- To elicit job and volunteer applications from a diverse range of people reflective of the communities we serve.
- To have a suitably qualified and trained staff reflective of the communities we serve.
- To have a diverse pool of volunteers with diverse interests, qualifications and training who are reflective of the communities we serve.

- **Current provision:**

Whilst potential employees complete an Equal Opportunities monitoring form as part of the application process, nothing is currently done with the information obtained.

Equal Opportunities monitoring has not been undertaken with volunteers.

Equal Opportunities monitoring has not been undertaken on the current workforce.

A Training Needs analysis has not been undertaken with staff or volunteers.

Advertising for staff has been predominantly through local newspapers, LinkedIn, Indeed and social media, as well as museum networks, the Arts Council website and the local Museum Development Officer.

The Museum has small pool of volunteers; however, recent recruitment has been minimal.

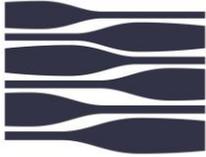
- **How we are going to do to deliver our objectives**

- Monitor Equal Opportunities information gained from the recruitment process.
- Review recruitment for staff/volunteers to include more diverse networks.
- Undertake Equal Opportunities audit of existing staff/volunteers.
- Annual Equality/Diversity discussion with staff/volunteers.
- Undertake Training Needs analysis for staff/volunteers.

c) Audience Development, Fundraising and Communications

- **Objectives**

- Improve understanding of current audiences, creating a baseline to evaluate progress.
- Conduct regular audience research and evaluation.
- Ensure marketing and communications materials relate to diverse audiences.
- Ongoing assessment and action to remove barriers to attendance.
- Research and submit funding applications to support increased access to RRM, building, programme and services.



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- **Current provision**

We currently:

- charge for admission to the museum and its education services
- utilise diverse communication tools
- distribute promotional literature across a wide range of communities and locations
- work in partnership with local schools, colleges and universities
- seek funding from charitable trusts supporting formal and informal learning

- **What we are going to do to deliver our objectives**

- Undertake analysis of current/potential service users.
- Review print/website
- Extend Outreach programmes
- Develop new partnerships with local community groups
- Develop and effectively communicate, a programme targeting the local aging population.
- Support development of building and services to broaden audiences.

d) Building & Services

- **Objectives**

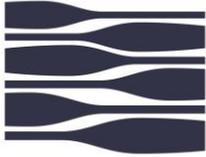
- To make our premises and services accessible and flexible, always seeking to meet the needs of a diverse audience and workforce.
- To train staff to meet the needs of a diverse audience, including visitors with disabilities.
- To support the diversification of the team by considering job roles and requirements, flexible working, apprenticeships and mentoring schemes.

- **Current provision**

- Premises has overall good physical accessibility, including exhibitions and displays.
- Staff awareness of Diversity issues has not been assessed or extended.

- **What are we going to do to deliver our objectives?**

- Use the Visit England VAQAS accreditation to help guide, measure and improve accessibility.
- Ensure that Equality and Diversity measures are adopted as routine when change /improvement to premises or services are considered.



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e) Programme (Learning & Curatorial)

• Objectives

- To build partnerships with relevant communities to plan and deliver a diverse programme.
- To reflect more diverse cultures in our marketing of exhibitions, collections and educational services.

To broaden perceptions of the sport of rowing reflecting the international dimension of rowing, rivers and our communities.

• Current provision

- A commitment to equality and diversity is written into the Collections Policy.
- Learning Department is committed to working with formal education groups from all backgrounds including special needs groups.
- Exhibition programme represents diverse communities.
- Gallery updates have begun to be made with a view to including broader communities

• What we are going to do to deliver our objectives

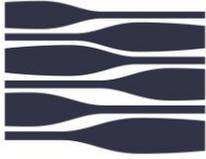
- Further integrate para-rowing, women's rowing, international rowing, club rowing and professional rowing into the interpretation in the main galleries.
- Ensure diversity and equality re considered where updates are made to the permanent collections.
- Deliver at least 1 exhibition per year that looks at different cultures and/or under-represented audiences.
- Deliver at least 1 event per brochure period that reflects or represents different cultures and/or under-represented audiences.

D McFadyen

Visitor Operations Manager/Interim Designated Safeguarding Officer

May 2022 (To be reviewed in 6 months (November 2022) or before if there are major changes in legislation or the organisation.

Reviewed May 2022



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Equality and Diversity Monitoring Ethnicity

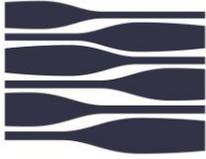
Please state what you consider your ethnic origin to be. Ethnicity is distinct from nationality and the categories below are based on the 2001 Census in alphabetical order.

Name.....

Staff member /Trustee /Volunteer (please delete as appropriate)

Asian <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Any other Asian background (please write in)	Black <input type="checkbox"/> Caribbean <input type="checkbox"/> African <input type="checkbox"/> Any other Black background (please write in)	Chinese or other ethnic group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group (please write in)
Mixed <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Asian <input type="checkbox"/> Any other mixed background (please write in)	White <input type="checkbox"/> English <input type="checkbox"/> Irish <input type="checkbox"/> Scottish <input type="checkbox"/> Welsh <input type="checkbox"/> Any other White background (please write in)	<input type="checkbox"/> Rather not say

Age: _____ Rather not say



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Disability

The Disability Discrimination Act 1995 (DDA) defines a person as disabled if they have a physical or mental impairment which has a substantial and long term (i.e., has lasted or is expected to last at least 12 months) adverse effect on one's ability to carry out normal day-to-day activities. This definition includes conditions such as cancer, HIV, mental illness and learning disabilities.

Do you consider yourself to have a disability according to the above definition?

Yes No Rather not say

Gender

<input type="checkbox"/> Male	<input type="checkbox"/> Rather not say	Transgender
<input type="checkbox"/> Female		<input type="checkbox"/> F to M <input type="checkbox"/> M to F

Faith

Which group below do you most identify with?

<input type="checkbox"/> No religion	<input type="checkbox"/> Baha'i	<input type="checkbox"/> Buddhist
<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jain
<input type="checkbox"/> Jewish	<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh
<input type="checkbox"/> Other (please write in)	<input type="checkbox"/> Rather not say	

Sexual orientation

How would you describe your sexual orientation?

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay man	<input type="checkbox"/> Heterosexual or 'straight'
<input type="checkbox"/> Lesbian	<input type="checkbox"/> Other	<input type="checkbox"/> Rather not say