

EQUALITY, DIVERSITY & DIGNITY AT WORK POLICY

Policy Owner:				
Version	Date	Changes	Reason	Author
1.	July 2018	New - 1st iteration	1st iteration	Sharon Humphries
2.	November 2020	Various minor amendments	Enhanced reference to Diversity & Inclusion Working Group and Equality Action Plan.	Sharon Humphries
3.				

Reference	Summary of Change - November 2020
1.1	Added commitment to equality and inclusion as well as diversity. Amended “We believe in treating people the same” to “We believe in equality, fairness and respect”.
1.2	New clause “The aim is for our workforce to be truly representative of all sections of society and our visitors, and for each member of staff to feel respected and able to give their best.”
1.3	Replaced “profit” with “gain”
1.4	“Equality & Diversity Policy” amended to “Equality, Diversity & Dignity at Work Policy”.
1.7	Added that Diversity is about “everything we do”.
1.8 VII.	Added “Treat seriously any examples of harassment”
3. V11.	Added - Setting up a Diversity & Inclusion Working Group which will monitor, oversee, review and hold the Board and Executive accountable for the delivery of this policy and the Equality Action Plan.
4 I.	Amended “do our best not to” to “We will not”

4 VIII.	Added “promotion”
5.2	Added all nine protected characteristics
9.3	Changed “Account Manager” to “Diversity & Inclusion Working Group”.

1. Policy Statement

- 1.1 Watts Gallery Trust is firmly committed to equality, diversity and inclusion in all areas of our work. We believe in equality, fairness and respect for all our employees, volunteers, contractors and visitors.
- 1.2 The aim is for our workforce to be truly representative of all sections of society and our visitors, and for each member of staff to feel respected and able to give their best.
- 1.3 We believe that we have much to learn and gain from diverse cultures, experiences and perspectives, and that diversity will make our organisation more effective in meeting the needs of all our stakeholders.
- 1.4 Our Equality, Diversity & Dignity at Work Policy underpins all our policies and procedures. All organisation policies, remuneration opportunities, hours of work, performance review schemes, disciplinary or other procedures and benefits are designed to promote equal opportunity and protection for all employees, volunteers, contractors and visitors.
- 1.5 We will not tolerate any form of discrimination, bullying or harassment or victimisation because of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 1.6 We believe that equality is about ‘creating a fairer society, where everyone can participate and has the opportunity to fulfil their potential.’ We also believe that diversity is a means to achieve our ambitions.
- 1.7 Diversity is about everything we do: outreach, inclusion and service delivery as well as the people we employ and involve in our work.
- 1.8 The overall aim of this policy is to:
 - I. Eliminate unlawful discrimination.
 - II. Ensure that we treat all individuals fairly, with dignity and respect.

- III. Promote equality of opportunity in all aspects of an individual's employment including their terms and conditions.
- IV. Promote positive action – including recruitment and policy.
- V. Ensure that all potential employees can expect our recruitment processes to be free of all unreasonable barriers.
- VI. Monitor and conduct impact assessments.
- VII. Treat seriously any examples of harassment including third party harassment.
- VIII. Promote equality of access and where possible make any reasonable adjustments.
- IX. Provide a safe, supportive and welcoming environment - for employees, volunteers, contractors and visitors.
- X. Integrate our values into our work.

2. Scope

- 2.1 Watts Gallery Trust will ensure that no employee, prospective employee or volunteer receives less favourable treatment or is disadvantaged by any circumstances, conditions or requirements that cannot be justified. This policy applies to every employee, prospective employee, volunteer, contractor, visitor or person connected with Watts Gallery Trust, and to the services we provide.
- 2.2 All employees, volunteer and contractors are expected to abide by this policy and managers and staff with specific responsibilities for recruitment, selection, training, performance management and promotion should be especially mindful of the policy. Any failure to comply could result in disciplinary proceedings.

3. Implementing the policy

We will do our best to make our Equality, Diversity & Dignity at Work Policy fully effective by:

- I. Actively promoting it
- II. Regularly monitoring and reviewing all our recruitment procedures and criteria and change them if they result in unfair discrimination
- III. Making sure that all employees and job applicants, contractors and volunteers know about this policy and how to implement it
- IV. Taking appropriate action, using agreed procedures, if any employee breaches this policy
- V. Providing training and guidance, particularly for line managers, to make sure that they understand this policy and their legal responsibilities

- VI. Monitoring recruitment and employment statistics to identify under-representation, as well as monitoring and impact assessing.
- VII. Setting up a Diversity & Inclusion Working Group which will monitor, oversee, review and hold the Board and Executive accountable for the delivery of this policy and the Equality Action Plan.

4. Equality and Diversity at Work

We are committed to providing equal opportunities in employment and demonstrating that we value the diversity of our workforce. In order to ensure that equality underpins all aspects of our employment policies, procedures and practices, we will:

- I. Not unfairly discriminate against any job applicant, volunteer, contractor or employee and, when recruiting, only to consider factors which are relevant to someone's ability to perform the job
- II. Aim to create a workforce that is as diverse as the community we serve
- III. Do our best to treat all employees, volunteers, contractors and job applicants fairly in relation to all our employment policies and procedures and to meet any reasonable and appropriate additional needs they may have
- IV. Value and respect the identities and cultures of our staff, including volunteers, contractors, freelancers and students etc
- V. Do everything we can to work towards a workplace that is free from discrimination, bullying and harassment and will act promptly on any complaints of discrimination, bullying, harassment or victimisation
- VI. Provide a safe working environment
- VII. Make the workplace, and information about work, as accessible as we can for all our staff
- VIII. Give our staff clear information about job selection, promotion and training and encourage all employees to reach their full potential
- IX. Make sure that we work according to the relevant employment legislation and statutory codes of practice
- X. Continue to develop good practice employment policies and procedures over and above those required by legislation
- XI. Apply this Equality, Diversity & Dignity at Work Policy through the organisation's recruitment and selection process, training programmes, grievance procedures and all other employment policies
- XII. Do all we can to give staff and job applicants access to complaint procedures if they feel unfairly treated

5. Dignity at Work

5.1 Watts Gallery Trust believes that every person has the right to be treated with dignity and respect at work and is fully committed to ensuring that all employees, volunteers and contractors behave in a way that is consistent with this right.

5.2 Watts Gallery Trust will take steps to prevent behaviour that it considers infringes or might infringe a person's dignity and respect and have put in place procedures to deal fairly and consistently with any cases that occur.

Respect and Consideration

We expect all staff to behave at all times with due respect and consideration to their fellow employees, managers, visitors, clients and the other people they meet during the course of their employment.

Bullying

We believe that bullying infringes a person's dignity. Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour. It also includes any abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Harassment

We believe that harassment infringes a person's dignity. Harassment, in general terms, is unwanted conduct affecting the dignity of people in the workplace. It may be related to age, sex, race, disability, religion, gender reassignment, sexual orientation, marriage and civil partnership and pregnancy and maternity, or any personal characteristic of the individual, and it may be an isolated incident or more persistent behaviour. The key is that the action(s) or comment(s) are viewed as demeaning and unacceptable to the recipient.

Examples of Unacceptable behaviour

Examples of behaviour that we consider unacceptable include:

- spreading malicious rumours about someone
- insulting someone (particularly on the grounds of race, sex, disability, sexual orientation and religion or belief)
- ridiculing or demeaning someone
- picking on someone or setting them up to fail
- victimisation
- unfair treatment

- overbearing supervision
- misuse of power or position
- unwelcome sexual advances (including touching or standing too close)
- display of offensive materials
- making threats or comments about job security without foundation
- deliberately undermining someone by overloading and constant criticism
- unjustified criticism

*Further
Examples of
Unacceptable
behaviour*

Further examples of behaviour that we consider unacceptable include:

- changes in the duties or responsibilities of the employee to his or her detriment without reasonable justification
- any verbal or physical conduct of a sexual nature, which you knew or should have known might be offensive to the person to whom it was directed
- any act, comment, joke, threat or pestering a person on the grounds of race, religion, colour, creed, nationality or ethnic origin which is or could be construed as offensive
- punishment imposed without reasonable justification
- behaviour which is offensive, abusive, malicious, insulting or intimidating
- any act, comment, joke, threat or pestering a person with a disability which is or could be viewed as offensive;
- any unjust or inappropriate act which you knew or should have known might cause another to feel intimidated or which could undermine that person's confidence and/or self-esteem.

*Alarm or
Distress*

We believe that any unjust or inappropriate act, omission or conduct that causes a person to be alarmed or distressed infringes their dignity. Such conduct is not necessarily face-to-face and may be by written communications, electronic mail, telephone, or text messages.

Victimisation

We consider victimisation to be a form of bullying and will not victimise anyone who makes a complaint about breaches of this policy or anyone who investigates any such complaint or anyone called on to give information as a witness.

*Unlawful
Discrimination*

Any act of unlawful discrimination automatically infringes a person's dignity. We do not tolerate unlawful discrimination in any form.

*Management
Conduct*

Managers may have to address matters with staff that may be sensitive and/or potentially embarrassing. For example, managers may need to discuss issues concerning an employee's health, performance or conduct and may also have to conduct searches, disciplinary hearings, appeals and consider employees' grievances.

Managers are under a duty and have a responsibility when taking such actions to do so in such a way so as not to infringe an employee's dignity at work. This means respecting an employee's confidentiality, exercising discretion and not exercising their authority in an intimidating or aggressive manner.

Employees also have a duty to behave courteously towards and co-operate with managers exercising their authority and must not themselves behave in an intimidating or aggressive manner.

6. Complaints procedure

- 6.1 Any complaints or allegations regarding equality or dignity at work should be reported to the line manager in the first instance. Where the complaint involves the line manager, the complaint should be referred to a more senior manager.
- 6.2 Complaints, concerns or allegations will be regarded as a grievance and dealt with in accordance with the Grievance Policy.
- 6.3 Where staff are the subject of a complaint or allegation, they will be informed of this and the matter will be investigated to see whether action under the Disciplinary Policy is appropriate.

7. Disciplinary Action

Breach of this Policy is regarded as gross misconduct and where staff are found to have done something that has, or could well have, infringed another employee's dignity at work, they may be dismissed without notice.

8. Commitment to Visitors

Visitors to Watts Gallery Trust can expect us to aim to:

- I. Design and deliver appropriate, accessible and effective services to all members of the community (in line with Memorandum and Articles of Association)
- II. Work in partnership with others to promote equality and diversity
- III. Make sure that we provide services that comply with relevant legislation and statutory codes of Practice
- IV. Continue developing good practice policies and procedures over and above that required by Legislation
- V. Act promptly if we receive any complaints about the way we provide services

9. Responsibility for implementing the policy

9.1 The Director has lead responsibility for implementing and monitoring this policy, but all employees have a responsibility to work from it in all areas of their work, individually and collectively.

9.2 Senior Managers and all employees with supervisory responsibility, have responsibility for implementing, monitoring and promoting this policy.

9.3 The Diversity & Inclusion Working Group will monitor this policy regularly to assess how effective it is being implemented across the organisation.

9.4 All employees and volunteers must make sure they do not:

- I. Discriminate against anyone including anyone who is associated with someone who has a protected characteristic.
- II. Persuade or pressure another employee to discriminate
- III. Harass, bully or abuse other employees or the public for any reason
- IV. Condone harassment including extension to third party harassment

9.5 If anyone witnesses a discriminatory incident at work, they have a duty of care to others to challenge such behaviour and practice. If necessary further action can be taken by making a report to the appropriate line manager, any member of the Senior Management Team or to the Director.

- 9.6 If an employee does not follow these and other requirements of the Equality, Diversity & Dignity at Work Policy, we will usually deal with it under the Disciplinary Policy.
10. Monitoring
- 10.1 The Diversity and Inclusion Working Group will review this Policy, at least annually, to ensure it is appropriate and responsive to relevant legislation. Amendments to the Policy and Scheme will be made, where appropriate, in the light of experience or changes in guidance and/or legislation.
- 10.2 All aspects of HR policies and procedures will also be kept under constant review and as part of this, and in order to identify the effectiveness of Policy implementation. The employee audit will be carried out annually as part of the staff survey to establish the composition of the work force.
- 10.3 A voluntary monitoring form will also be promoted with all recruitments made. This will help the charity to identify areas of under-representation and develop strategies for improvement.