

Name of Policy	Equal Opportunities Policy
Aim of Policy	The purpose of the policy is to ensure a free and open workplace
Related Organisational Aims & Objectives	
Intended Audience	Council Members, Staff and Volunteers
Approved By	NAT Council
Date Approved	09.04.2019
Review Cycle	Annual
Review Due Date	2020
Individual Responsible for Review	Co-Directors
Comments on Last Review	

Equal Opportunities

Introduction

Norfolk Archaeological Trust:

- **accepts** that in society certain groups or individuals are denied equality on the grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion/belief or any other factor irrelevant to the purpose in view.
- **welcomes** the statutory requirements laid down in:
 - ✓ the Equal Pay Act 1970;
 - ✓ the Rehabilitation of Offenders Act 1974;
 - ✓ the Sex Discrimination Act 1975;
 - ✓ the Race Relations Act 1976 and the Race Relations Amendment Act Feb 2000;
 - ✓ the NHS Community Care Act 1990;
 - ✓ the Disability Discrimination Act 1995;
 - ✓ the Asylum & Immigration Act 1996;
 - ✓ the Human Rights Act Nov 1998;
 - ✓ the Employment (Religion or Belief) and (Sexual Orientation) Regulations 2003.
- **recognises** that it has moral and social responsibilities that go beyond the provisions of the above-mentioned Acts and Regulations, and that it should support and contribute to the wider process of change through all aspects of its work and practices in order to eliminate discrimination and promote equality and diversity.
- **is committed** to taking positive steps to ensure that:
 - ✓ all people are treated with dignity and respect, valuing the diversity of all;
 - ✓ equality of opportunity and diversity is promoted;
 - ✓ services are accessible, appropriate and delivered fairly to all;
 - ✓ the mix of its employees, volunteers and management committees reflects, as far as possible, the broad mix of the population of its local community;
 - ✓ traditionally disadvantaged sections of the community are encouraged to participate in policy decisions about, and the management of the services provided.

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Policy

This policy applies to all Council Members, staff, volunteers, management committee members, users and the general public.

Commitment

Norfolk Archaeological Trust will treat all people with dignity and respect, valuing the diversity of all. It will promote equality of opportunity and diversity. It will strive to eliminate all forms of discrimination on grounds of race, gender, marital status, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation, religion/ belief, irrelevant offending background or any other factor irrelevant to the purpose in view.

Norfolk Archaeological Trust aims to embed this in all its policies, procedures, day-to-day practices and external relationships.

Aims

Norfolk Archaeological Trust aims to:

- ✓ Provide services that are accessible according to need;
- ✓ Promote equality of opportunity and diversity in volunteering, employment and development;
- ✓ Create effective partnerships with all parts of our community.

Objectives

Norfolk Archaeological Trust's objective is to realise its standards by:

- ✓ Sustaining, regularly evaluating and continually improving our practices to ensure equality and diversity principles and best practice are embedded in delivery of our work
- ✓ Ensuring staff, volunteers and Council Members are representative of the community served and the employment policies are fair and robust;
- ✓ Responding to volunteer's & employees' needs and encouraging their development to increase their contribution to effective service delivery;
- ✓ Recognising and valuing the differences and individual contribution that all people make to Norfolk Archaeological Trust;
- ✓ Challenging discrimination

Why have this policy?

Norfolk Archaeological Trust recognises, respects and values diversity in its Council Members, employees, volunteers and service users.

Norfolk Archaeological Trust has this policy because it wishes to ensure it meets the needs of the community through fair and appropriate employment and development of the people who work and volunteer for Norfolk Archaeological Trust.

PROCEDURES

Responsibility for Implementation

This policy covers the behaviour of all people employed or volunteering in Norfolk Archaeological Trust or using its services and sets out the way they can expect to be treated in turn by Norfolk Archaeological Trust. The overall responsibility for ensuring adherence to and implementation of this policy lies with the Council Members, staff and the management committee.

Method of Implementation

Norfolk Archaeological Trust intends to implement this policy by:

- Ensuring that it is a condition of paid employment in Norfolk Archaeological Trust;
- Ensuring that Council Members, Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction;
- Monitoring the services, publicity and events provided by Norfolk Archaeological Trust, to ensure that they are accessible to all sections of the population and do not discriminate

Monitoring and Reviewing

Norfolk Archaeological Trust has declared its commitment to establishing, developing, implementing and reviewing a policy of equality of opportunity. This policy will be renewed annually or sooner if legislation or best practice requires.

Date of change	Changed by	Comments
xx/xx/xx	XX	Policy approved by the Trustees