



**World
Heritage UK**

Equality, Diversity & Inclusion Policy & Statement

Equality, Diversity and Inclusion (EDI) Policy and Statement World Heritage UK			
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<i>Signature of Chair</i>			

Amendments:		
Date	Amendment	Approval
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EQUALITY AND DIVERSITY STATEMENT

World Heritage UK (WHUK) is committed to equality of opportunity for the whole World Heritage community and believes that the diversity of this community is a major strength which contributes to the social and economic prosperity of the world and World Heritage.

WHUK commits to make sure that no Trustee, member, job applicant, volunteer, employee, or other person associated with WHUK is treated inequitably or in an unlawful or unjustifiably discriminatory manner.

WHUK recognizes that inequality, injustice, disadvantage and discrimination exist in society, and will take action to make sure that no one who deals with WHUK will be discriminated against or receive less favorable treatment because of their:

- Age
- Disability
- Financial status
- Gender, civil partnership or marital status
- HIV status
- Homelessness
- Political view
- Race, colour, ethnic or national origin
- Religion
- Sexual Orientation or gender identity
- Unrelated Criminal Convictions
- Personal identity

World Heritage UK commits to providing services to the World Heritage community that actively promotes inclusion in all its forms.

Introduction

The Equality and Human Rights Commission states:

"that every organisation should have an equality policy to ensure equal opportunity, and share it with staff and (as appropriate) with customers, clients or service users and others who may be interested in it, such as organisations considering contracting with them"

The aims of this policy and supporting action plan are to:

- Set the tone expected from the organisation and all persons engaged with WHUK
- Set out people's roles and responsibilities for eliminating discrimination, practicing equality and promoting diversity and inclusion
- Identify our commitment to learning and development for Trustees, volunteers, members, and staff
- Monitor progress towards being a more inclusive organisation

Equality refers to providing equal opportunities to everyone and protecting people from being discriminated against. Diversity refers to recognising and respecting and valuing differences in people.

Commitment

We promote equality and diversity throughout our organisation by:

- Treating everyone fairly through our policies, procedures and systems
- Creating a culture that is inclusive and welcoming to everyone to enable them to contribute to our organisation
- Actively promoting equality and diversity through our employment and volunteering policies, and management procedures
- Ensuring that all employees, volunteers and trustees adhere to the legislation and understand and follow our Equality and Diversity policy
- Adopting practices that maximise the abilities, skills and experience of all members, Trustees, staff and volunteers
- Role modelling expected behaviour
- Making sure everyone is given the chance to develop to their full potential
- Ensuring there is equal access to opportunities e.g. learning and development and promotion
- Ensuring we communicate well and by giving everyone opportunities to fully engage
- Providing training for Trustees, staff, volunteers and members to be able to identify and challenge inequality and promote equality and diversity
- Designing and providing services and facilities that meet the diverse needs of our members and enable people to be included and to participate fully
- Providing venues, spaces and materials which are accessible and inclusive
- Enforcing this equality and diversity policy



- Monitoring progress against our equality and diversity action plan and reporting progress to the Board
- Updating the action plan every 3 years (or more frequently if the need arises)

Equality Act 2010

Under the Equality Act 2010 nine characteristics are protected by law, these are:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (which includes colour, nationality and ethnic or national origins)
- Religion or belief
- Sex
- Sexual orientation

Our commitment to Equal Opportunities, Diversity and Inclusion will be demonstrated through our policies, practices and all of our work. We fully support the principles of equality of opportunity, diversity and inclusion in employment, volunteering and in the design and delivery of our services and facilities.

We oppose all forms of unlawful and unfair discrimination, even those beyond the equality act. All our employees, volunteers and Trustees have a responsibility to ensure the principles of Equality and Diversity are upheld and that best practices are implemented.

Scope

This policy applies to all prospective and current Trustees, employees, volunteers, members, agency workers, consultants and contractors.

Responsibilities

Equality of opportunity will be applied throughout WHUK. Responsibility for promoting equality within WHUK rests with the Board of Trustees, the Chief Officer, and all staff and volunteers.

WHUK can be held legally responsible for any act of discrimination in employment and in provision of its services and facilities.

WHUK has both a legal and moral obligation to ensure that no employee or potential employee, and no individual appointed to provide services is subjected to unlawful or unjust discrimination. Everyone should be treated fairly, with dignity and respect.



WHUK expects that each person should be aware of their behaviour towards others. At all times people's feelings will be valued and respected. Language or humour that people find offensive will not be tolerated.

WHUK will not tolerate any employee, volunteer, Trustee or client being discriminated against either directly or indirectly. Disciplinary proceedings may be taken against an individual employee, volunteer or Trustee found guilty of discrimination.

Trustee Responsibilities

All Trustees have a legal obligation to ensure that their staff and volunteers do not unlawfully discriminate and have a duty to promote and sustain equality of opportunity by:

- Positively promoting the principles of Equality, Diversity and Inclusion
- Ensuring members are aware of this policy and upholding its principles
- Ensuring people are aware that direct or indirect discrimination or any form of harassment or bullying is unacceptable
- Establishing and maintaining an environment free from harassment, bullying and discrimination
- Monitoring and informing lead on EDI of any instances of harassment, bullying or discrimination
- Monitor and review this policy to ensure it is fit for purpose

Designed Lead for EDI

A nominated member of the Board (usually aligned with an HR role, although not exclusively) will be appointed to monitor this policy and adherence to it. They will have a specific duty to:

- Making sure all employment practices are fair
- Ensuring all employees and volunteers are made aware of this policy during induction
- Making sure that offensive or potentially offensive material is not displayed in the workplace or other environments that members and users may congregate in
- Ensuring staff, volunteers, and members, are aware of how to report incidents of discrimination, harassment or bullying - through the Grievance Procedure
- Provide advice and support on any EDI matters that arise to the board of Trustees
- Taking prompt action to stop harassment, bullying or discrimination by arranging a disciplinary hearing where it is deemed that the matter warrants such action
- Provide access to training for all Trustees, employees, volunteers and members

Individual Responsibilities

Trustees, staff or volunteers who witness what they believe to be discrimination should report it to their line manager as soon as possible.



Trustees, employees and volunteers can be held personally liable as well as, or instead of, the organisation for any act of unlawful discrimination.

Employees who commit serious acts of harassment may be guilty of a criminal offence. Acts of discrimination, harassment, bullying or victimisation against employees or members are disciplinary offences and will be dealt with under the disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal or termination of membership without notice.

No person should behave in a way that could be regarded as offensive, harassing, bullying or discriminatory. It is essential that everyone guards against discrimination based on possible preconceptions, stereotyping and prejudice.

Members, Clients, Suppliers, Contractors, Visitors and Others

We will not discriminate unlawfully against clients, suppliers, contractors, visitors or other people involved with the organisation.

If anyone is bullied or harassed by a client, suppliers, contractor, visitor or others, or if you witness someone else being bullied or harassed, you are asked to report this to your manager who will take appropriate action.

Employment Practices

WHUK will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, access to learning and development opportunities, pay, terms and conditions and benefits, discipline and selection for redundancy.

No employee will be placed at a disadvantage by conditions or requirements which adversely affect one group more than another and cannot be strictly justified in terms of the requirements of the job description.

WHUK is committed to equal pay for work of equal value. We also aim to be a living wage employer to reduce any barriers to employment.

Part-time staff and those in job share roles will have the same rights and entitlements as full time staff. WHUK fully supports the statutory entitlements of employees to apply to work flexibly. Employees can request a change to their working pattern providing they meet the qualifying conditions set out in the Flexible Working Policy.

Equality and inclusion will be addressed in all volunteering policies and procedures.

Staff and volunteer Recruitment and Selection

WHUK endeavours to provide an application process that is fully inclusive and accessible to all.

Person specifications and job descriptions will be limited to those criteria that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for a candidate with a disability.

Where qualifications are deemed an essential part of the selection criteria, other equivalent, recognised and relevant qualifications or experience will be accepted. Interview questions and assessments will relate to the requirements of the job, and information about the interview, including potential questions will be provided prior to the interview.

WHUK is committed to ensuring that:

- No job applicant will be treated less or more favourably than another specifically with regard to the protected characteristics (Equality Act 2010)
- No job applicant will be placed at a disadvantage by conditions or requirements that adversely affect one group more than another and cannot be strictly justified in terms of the requirements of performing the job
- Consideration will be given to filling vacancies on a job share or part-time basis
- The disclosure by any job applicant of a criminal conviction will not necessarily exclude them from taking up a post. All disclosures of this nature will be referred to Chair and HR lead to consider the relevance to the organisation and the nature of the position for which they are applying. In accordance with legislation, spent convictions are not considered by WHUK unless the position is exempt

WHUK will comply with its obligations in relation to statutory requests for contract variations. WHUK will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Positive Action

To address under-representation in certain jobs within WHUK we will actively seek to encourage job applications from under-represented groups by advertising job vacancies in specific press and through networks. It will also take positive action in its application process by providing practical alternatives to reduce barriers to application.

Advertising

All advertising material, job descriptions, person specifications and supporting literature, will avoid presenting people in a stereotyped role.

Service Development and Delivery

WHUK commits to actively designing and delivering its services, projects and activities in a way that encourages and enables participation from all beneficiaries. To achieve this, we will:

- Positively promote the principles of Equality, Diversity and Inclusion in services and projects
- Keep up to date with the changing needs of beneficiaries and potential new beneficiaries
- Make reasonable adjustments to ensure disabled beneficiaries can access services
- Make sure any proposed changes to services and projects consider the equality impact of those changes
- Monitor and evaluate equality measures as part of the management of services and projects

Learning and Development

WHUK will encourage Trustees, staff and volunteers to attend training in equality and diversity to better understand their rights and responsibilities. Everyone involved in recruitment will be expected to attend equality awareness training before taking part in any recruitment and selection.

Monitoring and Review

This policy will be monitored periodically to judge its effectiveness and will be updated in accordance with changes in the law. We will report to the Board of Trustees quarterly on any actions or activities undertaken to improve equality of opportunity.

Any information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with the Data Protection legislation.

WHUK is committed to improving its equality and diversity practice. We will monitor progress in the following areas:

- Staff recruitment
- Staff learning and development
- Promotion
- Trustee recruitment

- Volunteer recruitment
- How the Equality and Diversity policy, and the supporting action plan, are working in practice

Services and projects will include relevant and appropriate Equality and Diversity Key Performance Indicators (KPI). These will be monitored as part of project monitoring and evaluation and reported to the Board of Trustees. We will monitor progress in the following areas:

- Service design – accessibility and adaptations and client feedback
- Service delivery – accessibility and client feedback
- Profile of clients

Grievances

Any persons who believe they have been or are being discriminated against or harassed in any way should pursue the allegation through the Grievance Procedure. Where there is evidence of discrimination, harassment, bullying or any deliberate act contravening this policy, the complaint will be dealt with through the Disciplinary Procedure.

Members who believe that they have been discriminated against by WHUK staff could pursue their complaint through the Complaints Policy.

Use of WHUK grievance and/or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination

Appendix 1

Definitions:

Diversity is about recognising and accepting the different elements and abilities that make us individual and understanding and respecting that we all have different beliefs and live our lives in different ways.

Direct Discrimination happens where someone is treated less favourably than another person because of a protected characteristic.

Indirect Discrimination can occur where a provision, criterion or practice is in place which is discriminatory in relation to individuals who have a protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.



Associative Discrimination is where an individual is directly discriminated against or harassed for an association with another individual who has a protected characteristic.

Perceptive Discrimination is when an individual is directly discriminated against or harassed based on a perception that he/she has a protected characteristic, even if the person does not possess the characteristic.

Discrimination arising from disability is when an individual is treated less favourably because of their disability and this treatment cannot be justified as a reasonable act in managing the business (this is different to direct disability discrimination).

Harassment is defined as unwanted, abusive or insulting behaviour towards another individual, regardless of the intent of the harasser and must be related to a relevant protected characteristic or be of a 'sexual nature'. It causes the recipient to feel threatened, humiliated or harassed, may interfere with work performance, undermine job security or create a threatening, hostile, degrading or intimidating work environment.

Harassment can occur both inside and outside the workplace and can be verbal, written or physical. Generally, harassment:

- includes bullying, nicknames, jokes, 'banter', gossip, inappropriate questions, excluding an employee, insults or unwanted physical contact
- can also apply to an employee who is harassed because they are perceived to have a protected characteristic, whether that is real or perceived
- can also apply to an employee who is harassed because they are associated with someone with a protected characteristic
- can also apply to an employee who witnesses harassment because of a protected characteristic which in turn has a negative effect on their dignity at work or the working environment, irrespective of whether they share the protected characteristic of the employee that is being harassed. While the Equality Act 2010 protects against harassment related to most protected characteristics, other legislation such as the Protection from Harassment Act 1997 may also apply

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