

TITLE:	EQUAL OPPORTUNITIES POLICY	REF:	NCMME6
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1 Introduction

- 1.1 The Trust recognises the need for an Equal Opportunities Policy and is committed to following the principle of equal opportunity for all. This policy aims to demonstrate to the Trust's employees, potential employees and clients that the Trust is always striving to ensure equality of opportunity in our practices and procedures.

2 Policy statement

- 2.1 The aim of this policy is to ensure that no job applicant, employee, customer or client receives less favourable treatment on the grounds of gender, disability, marital status, colour, race, culture, gender reassignment, responsibility for dependents, nationality, ethnic or national origin, age, language, spent convictions, low income, sexual orientation, trade union or political activity, social class, religion or beliefs or is disadvantaged by employment conditions or requirements that cannot be shown to be justifiable.

3 Employees and potential employees

- 3.1 All employees are given equal opportunity, and encouraged, to progress within the organisation.
- 3.2 This policy is intended to create the necessary conditions for success. For it to be successful, however, will require each employee to make his or her own contribution. To this end the policy will be brought to the attention of every employee and job applicant and will be kept under regular review. The Trust will not tolerate discrimination by any of its employees and disciplinary action may be taken against those employees who are in breach of the Trust's Equal Opportunities Policy.
- 3.3 It is the duty of all employees to accept their personal responsibility for the practical application of the policy but, at the same time, the Trust acknowledges that specific responsibilities fall upon management, supervisors and individuals professionally involved in recruitment and employee administration.

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3.4 To safeguard individual rights under the policy, any employee who believes that the Trust has applied inequitable treatment to him or her within the scope of the policy may raise the matter through the appropriate Grievance Procedure.

4 Customers and clients

4.1 All the Museum's customers and clients will be treated in accordance with the Trust's Equal Opportunities Policy. The policy is to be made available to any customers or clients who request a copy.

4.2 The Trust recognises that it may be necessary to change or modify the Museum's services to ensure that they are accessible for all sections of the community.

4.3 The Trust will endeavour to contract with clients who can provide the service the Trust requires and who themselves are committed to equality of opportunity.

4.4 To safeguard individual rights under the policy, any customer or client who believes that the Trust has applied inequitable treatment to him or her within the scope of the policy, may raise the matter through the Museum's Complaints Procedure.

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