



EQUAL OPPORTUNITIES, DIVERSITY AND GENDER BALANCE POLICY

All staff, volunteers, Fellows and Trustees should be treated equally irrespective of their sex, marital/civil partnership status, age, race, ethnicity, colour, nationality, sex, sexual orientation, gender identity, disability, religion or belief, working pattern, employment status, caring responsibility, or trade union membership or non-membership or any other protected characteristic under the Equality (2010) Act.

The Society of Antiquaries of Scotland is committed to the principle of equal opportunity.

Accordingly, policies for membership, recruitment, selection, training, development and promotion are designed to ensure that no volunteer, applicant or employee receives less favourable treatment on the above grounds. The objective of this policy is to ensure that individuals are selected, promoted and otherwise treated on the basis of their relevant aptitudes, skills and abilities.

However, it is recognised that persons who have a relevant minority protected characteristic (as per the Equality (2010) Act) are often under-represented in the heritage sector and beyond and the Society will encourage persons who have a relevant minority protected characteristic (as per the Equality (2010) Act) and remove barriers to their participation in any Society activity in which participation by such persons is disproportionately low.

The Society of Antiquaries of Scotland is committed to increasing the diversity of staff, Fellows and Trustees within the organisation. Furthermore, we will positively value the different perspectives and skills of all staff, Trustees and Fellows and make full use of these in our work.

All members of staff and Trustees of the Society will proactively seek to ensure that any relevant public event they participate in will also align with this Society policy to encourage participation by such persons that have disproportionately low participation and to discourage any activity that would be detrimental to the positive encouragement of such persons. Any work carried out on behalf of or for the Society will also be required to either adhere to this policy or provide an ethical policy which is similarly aligned.

To be clear, this may require difficult decisions regarding attendance or participation in such events that would prove detrimental to this policy. It would also require that staff, volunteers and Trustees proactively seek to encourage participation by those with minority protected characteristics.

The Society of Antiquaries of Scotland is also committed to achieving gender balance in the Council (Board of Trustees) by 2020.

The Director has the primary responsibility for the successful implementation of the policy by:

- providing leadership in promoting and upholding this policy
- not discriminating in the course of employment against fellow employees or job applicants
- not inducing or attempting to induce others to practise unlawful discrimination
- bringing to the attention of employees, volunteers and Trustees this policy with regards to any activity they undertake
- monitoring employees', volunteers' and Trustees' activity regarding this policy
- bringing to the attention of employees that they may be subject to disciplinary action for failure to adhere to the policy

Trustees have the responsibility for the successful implementation of the policy by:

- providing leadership in promoting and upholding this policy
- not discriminating against Fellows, fellow Trustees, employees or applicants
- not inducing or attempting to induce others to practise unlawful discrimination
- bringing to the attention of employees, volunteers and fellow Trustees this policy with regards to any activity they undertake



- monitoring employees', volunteers' and Trustees' activity regarding this policy
- bringing to the attention of employees and fellow Trustees that they may be subject to disciplinary action for failure to adhere to the policy

Individual volunteers and employees have the responsibility to ensure that they assist the Society in achieving these objectives by:

- not discriminating in the course of their work against fellow volunteers, employees, clients, suppliers, Fellows or members of the public with whom they come into contact during the course of their duties
- reporting to Trustees and/or the Director instances where they have been required to consider their position relative to any activity which might contravene this policy
- not inducing or attempting to induce others to practise unlawful discrimination
- reporting any discriminatory action to the Director

The successful operation of this policy necessitates a contribution from each Trustee, Fellow, volunteer, and employee and all have an obligation to report any act of discrimination known to them.

Anyone in the Society who considers that they are a victim of unlawful discrimination may raise the issue through the Grievance Procedure.

AGREED BY COUNCIL TRUSTEES 16 March 2020