



Equality and Diversity Policy

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Equality and Diversity Policy

Overall Policy

No volunteer or staff member should receive less favourable treatment because of their age, disability, identified gender, marital or civil partnership status, pregnancy and subsequent maternity entitlements, race, religion or belief, sexual orientation, or through any requirement which cannot be shown to be justified by the requirements of their role.

We aim to ensure that our volunteers achieve their full potential and that all decisions affecting volunteers are taken without reference to irrelevant or discriminatory criteria. This policy will be implemented through these action points:

Equality Action Points

1	Individuals will be recruited, promoted and trained solely on the basis of their abilities and the requirements of the job
2	When recruiting, skill and knowledge requirements will be determined, and candidates will be selected accordingly
3	Reasonable adjustments will be made to remove obstacles to the recruitment of disabled persons
4	Volunteers will be made aware of their responsibilities for preventing harassment
5	Any volunteer who believes they have suffered discrimination will be encouraged to raise the matter through the grievance procedure

Preventing Bullying, Harassment and Victimisation

All volunteers have the right to work in an environment which is free from any form of bullying, harassment or victimisation.

Bullying is offensive, intimidating, malicious or insulting behaviour; an abuse or misuse of power which is meant to undermine, humiliate or injure the person to whom it is directed.

Harassment is unwanted conduct related to a protected characteristic (including but not limited to those listed above) which causes someone to feel threatened, humiliated or offended or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something intended as a "joke" may offend another person. Different people find different things acceptable. First-time conduct which unintentionally causes offence will not be harassment but it will become harassment if the conduct continues after the recipient has made it clear, by words or conduct, that such behaviour is unacceptable to them.

A single incident can be harassment if it is sufficiently serious. Harassment on any of the grounds identified in the **Overall Policy** is illegal and can result in criminal proceedings being taken against Hands on Heritage, its employees or volunteers.

Victimisation is the less favourable treatment of someone compared to their peers because they have raised a complaint or supported a complaint or given evidence in relation to a complaint in respect of bullying and harassment. Less favourable treatment could include the isolation of someone or giving them worse work, for example.

There are many forms of bullying, harassment and victimisation, including the following:

Unwanted physical contact.	Coercion, isolation, "freezing out" or exclusion from social activities.
Display of offensive material, for example posters or pin ups.	Offensive jokes or banter.
Unwelcome remarks about a person's dress, appearance, gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.	Any form of bullying, for example shouting at a person reporting to you, setting impossible deadlines or tasks or persistent unwarranted criticism.
Being denied information or knowledge necessary to undertake work and complete duties.	Humiliation in front of others or in private.
Intrusion by pestering, spying or following etc.	Physical bullying or threatening, shouting swearing or verbal abuse.
Inappropriate touching or physical contact.	Mimicking someone else's behaviour.
Talking about a subject in a way that causes offence. The subject could be sexual, racial, medical or anything which the other person may be genuinely sensitive about.	Showing inappropriate pictures.
Asking personal questions.	Sending harassing messages or e-mail.

Hands on Heritage will provide an environment where volunteers can carry out their work without fear of discrimination, bullying, harassment or victimisation. Such behaviour will not be tolerated. Anyone found to be acting in such a way will face action which could include removal from our group of volunteers or dismissal in the case of employees.

Everyone has a duty to report any such behaviour to the site manager or any other Trustee of the Charity.

Complaints procedure

All volunteers have the right to work in an environment which is free from any form of harassment, and every volunteer in this organisation has the right to complain about harassment should it occur. If you feel harassment has taken place you should, if possible, attempt to resolve the problem informally in the first instance. It may be sufficient to explain to the person engaging in the unwanted conduct that the

behaviour in question is not welcome. The person may not realise their behaviour is causing offence.

If it is too difficult to confront the individual yourself, you should request help from another volunteer or a Trustee of the Charity. If it does not prove possible to resolve the situation through these informal means, you should put your complaint in writing to trustees.

Trustees and all volunteers also have a responsibility to take action where they see unacceptable behaviour, whether or not a complaint is made.

Every effort will be made to ensure that volunteers making complaints and others, who give evidence or information in connection with the complaint, will not be victimised. Any complaints of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant removal from the group of volunteers or dismissal in the case of employees.

The Policy is based on the Equality and Diversity policies of Suffolk County Council and Suffolk Archaeology and will be updated regularly by the Trustees.