



## **EQUAL OPPORTUNITIES POLICY**

### **A) STATEMENT OF POLICY**

1. NORAH recognizes that we live in a society where discrimination still operates to the disadvantage of many groups in society.
2. NORAH believes that all persons should have equal rights to recognition of their human dignity, and to have equal opportunities to be educated, to work, receive services and to participate in society.
3. NORAH is committed to the promotion of equal opportunities, through the way we manage the organisation and provide services to the community. In order to express this commitment, we develop, promote and maintain policies that will be conducive to the principles of fairness and equality.
4. The objective of this policy is that no person should suffer or experience less favourable treatment, discrimination or lack of opportunities on the grounds of gender, race, colour, nationality, ethnic origin, religious or philosophical beliefs, health status, HIV status, age, marital status, parental status, sexual orientation, political beliefs or trade union membership, class, responsibility for dependents, physical attributes, ex-offender status as defined by the Rehabilitation of Offenders Act 1974, lack of formal qualifications where such qualifications are not formally required, or any other grounds which cannot be shown to be justifiable within the context of this policy.
5. This policy will influence and affect every aspect of activities carried out by NORAH e.g. promotional work, educational services, grant funding and other functions.

### **B) IMPLEMENTATION**

The Board of Trustees will be responsible for ensuring the implementation of this Equal Opportunities policy. In order to ensure this NORAH will:

- Communicate the policy to its members and those who apply for its support.
- Ensure that it takes equal opportunities into account when allocating grant funding.
- Incorporate equal opportunity notices into general communications practices.

## **Conduct and general standards of behaviour**

All trustees, officers and volunteers are expected to conduct themselves in a professional and considerate manner at all times. NORAH will not tolerate behaviour such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- any other forms of harassment or victimisation.

## **Complaints of discrimination**

NORAH will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by its members, grant recipients or other third parties and will take action where appropriate. All complaints will be taken seriously and investigated by the Board of Trustees. A complaint should be made in writing to the Chairman of Trustees, Norfolk Archives and Heritage Development Foundation, The Archive Centre, Martineau Lane, Norwich, NR1 2DQ or by email ([enquiries@norah-df.org.uk](mailto:enquiries@norah-df.org.uk)).

## **C) LEGAL OBLIGATIONS**

### **Equal Opportunities and Discrimination (Equality Act 2010)**

The new Equality Act came into force in October 2010 and replaces all previous equality legislation in England, Scotland and Wales – namely the Race Relations Act 1976, the Disability Discrimination Act 1995, the Sex Discrimination Act, the Equal Pay Act, the Employment Equality (Age) Regulations 2006, The Civil

Partnership Act 2004, the Employment Equality Regulations 2003 (religions and belief and sexual orientation).

The Equality Act 2010 protected characteristics are:

Age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

In valuing diversity, NORAH is committed to go beyond the legal minimum regarding equality.

The Equality Act 2010 harmonises, strengthens, and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

#### **D) AWARD OF GRANTS**

Central to the work of NORAH is the award of grants that support projects based on archives and which have a learning benefit. It will ensure that trustees and officers, when making development, selection and award decisions will not discriminate, whether consciously or unconsciously, in their judgements.

#### **E) POLICY REVIEW**

NORAH will revise and review this policy regularly. Any amendments will be subject to approval by the Board of Trustees.