

David Livingstone Birthplace

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## **Equality and Diversity Policy**

This policy was produced in collaboration with the West of Scotland Regional Equality Council (WSREC). WSREC are an equalities charity, based in Glasgow, who work towards an equal and human rights-based society, where everyone is valued and can take an active role. We have also been working with WSREC to develop an equalities focused Action Plan, in line with this policy, to outline various activities, focused on equality, diversity and inclusion, which will deliver over the next 2 years.

### **Policy Statement**

DLB wishes to secure genuine equity of opportunity in all aspects of its activities. This applies to job applicants, employees, volunteers, trustees and users of our services.

David Livingstone Birthplace (DLB) is the only small independent museum in Scotland that is dedicated to preserving the legacy of David Livingstone and importantly examining his work within the complex and painful realities of slavery, colonialism and Nineteenth Century European attitudes about African people and community groups.

This puts the museum in a unique position to be central to discussions around Scotland's role in slavery and colonisation and how that is represented both in our interpretation of David Livingstone's story and the objects we hold within the museum. We embrace that position, and are committed to challenging unconscious bias, privilege, apathy and ignorance in all areas of our organisation. We consider all of this in relation to understanding Scottish heritage, missionary work, colonial history, and specifically with regard to the untold and contested narratives of Black History.

### **Scope of the Policy**

This policy applies to all staff, associates and visitors to DLB, together with those contracted to work for DLB on short term assignments.

DLB recognises that within our society there are groups and individuals that have been and continue to be discriminated against. DLB also recognises that people are often subject to discrimination solely on the grounds of a specific characteristic. We are committed to achieving Equal Opportunities in all aspects of our work.

DLB will aim to ensure that no volunteer, employee, or service user, either current, past or potential, is discriminated against either directly or indirectly on the grounds of a protected characteristic as per the Equality Act 2010.



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DLB believes that all stakeholders should not be excluded from any opportunity without proper reason.

DLB is committed to a programme of action to make this Equality, Diversity and Inclusion Policy effective. Our policy aims to ensure that no job applicant, employee, volunteer or service user:

- Receives less favourable treatment on the grounds of the protected characteristics within the Equality Act 2010. **These 9 protected characteristics are as follows:**
  - **Race**
  - **Religion or Belief**
  - **Age**
  - **Disability**
  - **Sex**
  - **Sexual Orientation**
  - **Gender Reassignment**
  - **Pregnancy and Maternity**
  - **Marriage and Civil Partnership**
  
- Is disadvantaged by conditions or requirements, which cannot be shown to be objectively justifiable.

We will ensure that selection criteria and procedures are frequently reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

DLB stakeholders, including, but not limited to, staff and volunteer personnel, partners, service users and visitors will not be discriminated against in the advice, service and support they are given. Nor will they be denied access to opportunities because of their assumed abilities, skills or behaviour and each stakeholder will be judged on their own merits. DLB will actively encourage and support stakeholders to participate in the planning and implementation of our work. We will continue to ensure that our Expert Advisory Group and any future steering groups will inform our work in this regard.

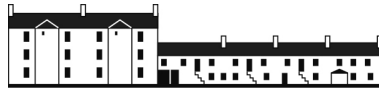
### **Aims of the Policy and Underpinning Principles**

The aim of this policy is to ensure that in carrying out its activities DLB will have due regard to:

- promoting equality of opportunity across all our activities.
- promoting good relations between people of diverse backgrounds and encouraging intercultural dialogue thus further promoting our organisational values.
- promoting best practice in anti-discrimination within the workplace

This policy is guided by principles that:

- All staff, volunteers, associates and visitors should enjoy a safe working environment free from discrimination and harassment/bullying.



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- All staff and volunteers should have equal access to quality services that are made available by DLB.
- All staff and volunteers should have equal access to opportunities for personal and professional development and career, progression and promotion opportunities.
- DLB staff, volunteers and associates should reflect the diversity of talent experience and skills from the local and national pool from which it draws its workforce.
- All relevant stakeholders, including staff, have the right to be consulted about DLB policy, procedures and practices and are encouraged to contribute to the decision-making processes.

### **Recruitment and Selection**

It is the intention of the organisation that recruitment decisions are based solely on the relevant merits and abilities of candidates. The organisation will require, therefore, that those involved in staff selection and volunteer recruitment do not discriminate, whether directly or indirectly, in the making of those decisions.

All applicants for posts with the organisation shall be given as much clear accurate information in advertisements, job descriptions and interviews as necessary to enable them to gauge their suitability for the post.

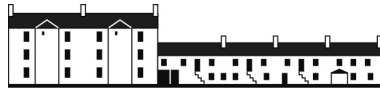
Recruitment literature shall not imply that there is a preference for one group of applicants unless this is relevant to the post and specific exemption from relevant legislation has been sought.

Vacancies will be aimed at as wide a group of suitable candidates as possible.

Application forms shall be as clear as possible and shall not be phrased in too narrow or restrictive terms.

The Staff or Management who conduct the recruitment interviews will be trained to take an unbiased approach regardless of the applicant's equality characteristic(s), and to ask only questions, which relate to the job or volunteering opportunity, that are non-discriminatory. Questions relating to the following topics will not be asked at interviews - marriage plans, marital status, occupation of spouse, number and age of children, family intentions, religious or political beliefs, race/nationality, sexual orientation, health or disability (unless it falls within the very limited exceptions permitted by equality law).

For applicants with disabilities, DLB will have regard to its duty to make reasonable adjustments to work provisions, criteria and practices or to physical features of work premises or to provide auxiliary aids or services in order to ensure that the disabled person is not placed at a substantial disadvantage in comparison with persons who are not disabled.



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## **Training**

Training and development opportunities will be given to any employee/volunteer to discuss career development and training with the Line Manager and/or the Expert Advisory Group.

Every attempt is made to ensure learning materials, where possible, portray positive images of people while also reinforcing anti-discriminatory language and images of all individuals and groups.

Equal opportunities will be considered in all activities and resources. It is crucial that all volunteers are able to participate and enjoy the activities without discrimination. DLB will actively encourage members of affiliated organisations/groups to offer themselves for election to join the Expert Advisory Group and/or other decision making or advisory sub committees.

## **Decision Making Processes**

We aim to reflect the make up of the community in the decision-making processes of DLB and will actively encourage members of groups that are discriminated against to be involved in the decision-making processes.

If the Board of Directors, Expert Advisory Group or other decision-making processes should be found to be unrepresentative DLB may consider co-options.

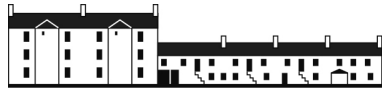
Consideration will be taken when arranging any meeting to ensure that it is as accessible as possible.

## **Discrimination**

It is imperative that employees and volunteers are aware of the legal requirements under the Equality Act 2010 and understand their role in both avoiding unlawful discrimination and positively promoting equality.

Discrimination occurs when a person with a protected characteristic is treated less favourably than others are or would be in the same circumstances.

Indirect discrimination occurs when you apply a provision, criterion or practice in the same way for all employees or a particular employee group but this has the effect of putting employees sharing a protected characteristic within the general employee group at a particular disadvantage. It doesn't matter that you did not intend to disadvantage the employees with a particular protected characteristic in this way. What does matter is whether your action does or would disadvantage such employees compared with employees who do not share that characteristic.



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### Harassment

DLB is clear that harassment is unlawful and it views harassment very seriously.

It is imperative that employees and volunteers are aware of the legal requirements under the Equality Act 2010 and understand their role in both avoiding harassment and positively promoting equality.

Harassment is unwanted behaviour that an employee, volunteer or service user finds offensive, where the other person's behaviour is because:

- the employee, volunteer or service user has a protected characteristic
- there is any connection with a protected characteristic (for example, the employee, volunteer or service user is treated as though they have a particular characteristic, even if the other person knows this is not true)

Anything that is unwelcome to an employee, volunteer or service user is unwanted. They do not need to have previously objected to it.

Harassment occurs where the unwanted behaviour has the purpose or effect of violating that person's dignity, or creating a degrading, humiliating, hostile, intimidating or offensive environment for them.

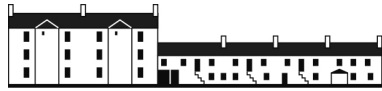
There are three types of harassment which are unlawful under the Equality Act:

- Harassment related to a relevant protected characteristic.
- Sexual harassment.
- Less favourable treatment of a worker because they submit to or reject sexual harassment or harassment related to sex or gender reassignment.

Pregnancy and maternity is not protected directly under the harassment provisions, however, unwanted behaviour (as described in this section) will amount to harassment related to sex.

Incidents can include:

- Spoken or written abuse
- Offensive emails
- Tweets or comments on websites and social media
- Physical gestures
- Facial expressions
- Physical assaults/threats against a person or group
- Insult/jokes/name calling
- Images and graffiti
- Provocative behaviour (e.g. wearing offensive badges or insignia)
- Comments in meetings conversation/workshops
- Literature (leaflets, comics, magazines) brought into the organisation's premises
- Providing a platform against any protected characteristic



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Further information on the topic of harassment can be found here:

[What is harassment? | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/what-is-harassment/)

### **Implementation of the Policy**

The successful implementation of all strands of this policy relies on the mainstreaming of equality and diversity issues within the strategic planning process. Central to this will be continual consultation with staff and stakeholders.

#### Responsibilities

The Board of Directors are responsible for ensuring:

- The effective implementation of the Equality, Diversity and Inclusion policy.
- That DLB meets its legal obligations in respect of equality law.
- The strategic development, implementation and review of the Equality, Diversity and Inclusion Policy.
- That appropriate action is taken against individuals who do not act in accordance with the policy.

Managers are responsible for:

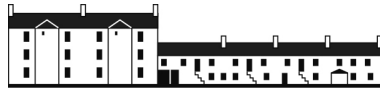
- Fostering a culture in which compliance with this policy is regarded as integral to the work of the organisation and in which equality and diversity issues are actively promoted.
- Ensuring staff are encouraged, supported and enabled to reach their full potential.
- Identifying appropriate staff development for themselves and their staff to meet the needs of their respective areas.

Individual members of staff are responsible for:

- Supporting and implementing the aims of this policy.
- Promoting equality.
- Contributing to an environment free of fear or intimidation and which celebrates diversity.
- Ensuring that their behaviour and actions do not amount to discrimination, harassment, bullying or victimisation in any way.

### **Breach of the Policy**

DLB will take seriously any instances of non-adherence to the Equality, Diversity and Inclusion Policy by staff, associates or visitors. Any instances of non-adherence will be investigated and where appropriate will be considered under the relevant disciplinary policy. With regard to any breach of the policy by visitors, DLB will take appropriate action in relation to the nature of the incident.



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**Monitoring, review and responsibility**

The Board of Directors will be responsible for implementing the Equality, Diversity and Inclusion Policy. This may be delegated to a sub group – for example, the Expert Advisory Group.

DLB will seek to assess the impact of its policies on staff to ensure that real improvements are being made in tackling discrimination and promoting diversity.

**Equal Opportunities for Learners**

As an organisation providing accredited learning opportunities DLB is a committed equal opportunities organisation.

No discriminatory barriers will be placed in the way of any individual wishing to undertake SVQ's or other SCQF awards.

DLB will ensure that no individual will be discriminated against on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or other unjustifiable factor within the constraints of available resources and current legislation.

Barriers to assessment, e.g. physical/sensory, impairment, English as a second language or learning difficulties will be removed, provided this does not give an unfair advantage over other candidates.

**Relevant Legislation**

DLB will implement its Equality, Diversity and Inclusion Policy in accordance with current legislation and codes of practice.

Helpful information can be sourced from:

Equality and Human Rights Commission: [www.equalityhumanrights.com](http://www.equalityhumanrights.com)

Scottish Human Rights Commission: [www.scottishhumanrights.com](http://www.scottishhumanrights.com)

Equality and Human Rights Commission Codes of Practice:

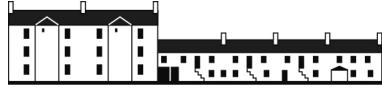
<https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-codes-practice>

Equality and Human Rights Commission Guidance:

<https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-guidance>

This policy will be reviewed 3 years from the date of adoption notwithstanding any changes which require to be incorporated in the interim. All aspects of the policy are monitored as an ongoing practice.

Issue Date:	
Version Number:	
Review Due Date:	
Signature:	



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