



SOCIETY OF ANTIQUARIES OF LONDON

SOCIETY OF ANTIQUARIES OF LONDON: EQUALITY, DIVERSITY AND INCLUSION POLICY

1. Introduction

The Society of Antiquaries of London is committed to encouraging an open and inclusive environment, where everyone benefits from an organisation that is free from unlawful discrimination, harassment and victimisation, actively fosters good relations between all stakeholders and pursues equality of opportunity to achieve equity.

In addition to its ethical and legal responsibilities, the Society's approach is to celebrate and champion equality and diversity in order to realise our mission to inform, involve and inspire people about antiquities and the history of this and other countries through our collections, programmes and publications.

2. Purpose and aims

This policy sets out the Society's commitment to:

- a) create a Society that is free from unlawful prejudice, discrimination, harassment, and victimisation;
- b) treat all people, regardless of their background, with dignity and respect;
- c) comply with the relevant UK legislation and good practice guidelines;
- d) make the Society's community, collectively and individually, aware of its responsibilities, and know where and how to seek support to do so;
- e) ensure the Society attracts and retains people from a diversity of backgrounds and experiences to support the Society to deliver both its mission and broader societal responsibilities;
- f) actively promote the Society's services and opportunities to a wide range of communities from all backgrounds;
- g) ensure robust diversity data collection to better understand the Society's community and stakeholders;
- h) proactively use positive action provisions in the Equality Act 2010 to enable the Society to redress under-representation to ensure our community, present and future, reflects the breadth of diversity in society.

3. Scope

This policy applies to all the Society's stakeholders including staff, volunteers, members and Fellows. It also underpins the Society's programme of activities.

4. Our commitment

- a) All Fellows, members, employees, trainees, volunteers and applicants for employment with the Society are given equal opportunity regardless of their age, disability (both seen and unseen, physical and mental), gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation, all of which



SOCIETY OF ANTIQUARIES OF LONDON

are protected characteristics under the Equality Act 2010. The Society opposes all forms of unlawful and unfair discrimination, harassment and victimisation and will proactively use the positive action provisions in the Act to redress inequalities and promote a more inclusive and representative community, both within the Society and in collaboration with others in the broader communities in which the Society works.

- b) The Society will create an environment that is harmonious and respectful, where everyone has equality of opportunity for success. The Society will treat all employees fairly and with dignity and will provide a working environment free from direct and indirect discrimination, harassment or victimisation. These commitments apply, as appropriate, to the Society's Fellows, members, trainees, volunteers and applicants for employment.
- c) The Society's services will incorporate diversity considerations into its strategic planning, processes and delivery to ensure that its services are accessible to all.
- d) The Society will strive to reflect all sections of the community, especially those from under-represented groups, within its campaigns and materials so as not to reinforce stereotypes.
- e) The Society will fulfil its commitment to equality, diversity and inclusion by:
 - i. recognising its legal obligations under the Equality Act 2010 and other associated legislation and appropriate case law;
 - ii. accepting its strategic and moral responsibility to use positive action provisions in the Equality Act 2010 to resource activities that seek to redress under-representation within the Society and in the broader communities in which the Society works;
 - iii. ensuring that all future policies and procedures, particularly regarding employment issues, are developed in strict accordance with this policy, guided by good practice on equality, diversity and inclusion;
 - iv. distributing and publicising this policy statement throughout the Society and making the broader membership and other stakeholders aware of its contents;
 - v. providing facilities for any employee who believes they have been unfairly treated to raise the matter through the grievance procedure;
 - vi. regarding any deliberate discriminatory action, including harassment or victimisation, by any employee as a serious disciplinary offence;
 - vii. ensuring that appropriate policies for Fellows, members, trainees, volunteers and applicants for employment reflect these commitments.

5. Responsibilities

a) Council

The Council of the Society (Board of Trustees) is responsible for championing equality, diversity and inclusion within the Society and for ensuring that the policy is meaningfully implemented, monitored and regularly reviewed.

The Council will nominate one of its number to be part of a Steering Group with staff to develop and drive relevant policies and procedures through all areas of the Society. The Steering Group will report once a year to Council on progress.



SOCIETY OF ANTIQUARIES OF LONDON

b) Fellowship Committee

The Fellowship Committee (a sub-committee of Council) is responsible for developing strategies to diversify the Fellowship, making recommendations to Council as required, and supporting Managers in implementing this policy in respect of the Fellowship.

c) Managers:

All managers at the Society will:

- i. undertake all relevant training to ensure their knowledge of the Society's policies on equality, diversity and inclusion and associated systems and procedures are understood;
- ii. proactively support the Society in meeting the commitments outlined in this policy;
- iii. have a duty to be aware if any employee is being discriminated against, harassed or victimised and to deal with it promptly and effectively;
- iv. understand this Society policy fully and are able to offer advice on the policy when asked;
- v. ensure that their own behaviour is consistent with this policy, and behave in a manner that upholds the dignity and respect of each employee both within their team and within the Society as a whole;
- vi. draw this policy to the attention of their team and ensure any new team members are aware of it and understand it;
- vii. are sensitive and receptive to the feelings of those who have made a complaint;
- viii. respond professionally and promptly to complaints in line with the processes laid out within this policy;
- ix. maintain confidentiality relating to all aspects of cases of discrimination harassment and victimisation. Information should only be shared between those who need to be involved in responding to a complaint.

d) Employees

- i. have a moral, legal and contractual duty not to unlawfully discriminate against, harass or victimise other employees, job applicants, suppliers, members, guests, Fellows or any other Society stakeholders. In addition, any employee's conduct outside of work that could have a bearing on their employment or could bring the Society's name or reputation into disrepute, is dealt with under the Society's Disciplinary Procedure.
- ii. have a responsibility to bring to the attention of their line manager or another manager any concerns they have about the way they are being treated. It is also the duty of all employees to bring to the attention of their line manager if they believe a colleague is being harassed. The Society's policy on bullying and harassment can be found in the Staff Handbook.

This policy is an active document and will be monitored and reviewed regularly to ensure it remains fit for purpose and in line with current legislation and guidance.

Approved by Council 8 December 2022