

Diversity Policy – Appendix

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Aims of the Diversity Policy

The Royal BC Museum has identified Diversity as one of its' six core values. We believe Diversity in our organization, is demonstrated by sharing scientific and cultural knowledge which embraces the rich diversity of the people and environment of British Columbia.

We respect this diversity by reflecting and responding to the rights and differences of the people we serve; and by being champions of environmental sustainability. Foundational to this Value, is the philosophy and understanding that each staff member, volunteer, and Board member will ensure that the Royal BC Museum upholds its principles of equity, diversity, ecological sustainability, and inclusiveness in all its practices, including when carrying out their various roles within the Royal BC Museum and as representatives of the museum and archives in public.

The Royal BC Museum recognises and values people's differences and will assist them to use their talents to reach their full potential. The Royal BC Museum will do all it can to ensure it recruits, trains and develops people based on qualifications, experience and abilities for all roles within the organization.

The Royal BC Museum is unreservedly opposed to any form of discrimination on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (defined as Proscribed Grounds).

Using fair and objective employment practices, the organization aims to ensure that

- All employees/volunteers and potential employees/volunteers are treated fairly and with respect at all stages of their employment.
- All employees, volunteers, visitors and clients have the right to be free from harassment and bullying of any description, or any other form of unwanted behaviour. Such behaviour may come from other employees or by people (third parties) who are not employees of the Royal BC Museum, such as visitors, clients or partners.
- All employees and volunteers have an equal chance to contribute and to achieve their potential, irrespective of any defining feature that may give rise to unfair discrimination.

All employees, volunteers, visitors and clients have the right to be free from discrimination because they associate with another person who possesses a Proscribed Ground or because others perceive that they have a particular Proscribed Ground, even if they do not

Scope:

The policy applies to all employees, volunteers, and interns. The policy encompasses how our diverse workforce, visitor and client groups can expect to be treated. The application of the policy includes:

Direct discrimination: when an employee, volunteer, visitor, client or applicant is treated less favourably than someone else because of their:

- sex
- marriage or civil partnership
- gender reassignment
- pregnancy and maternity leave
- sexual orientation
- disability
- race
- religion or belief
- age

and that there is no genuine occupation requirement for it.

Indirect discrimination: where there is a working condition, practice or rule that disadvantages one group of people more than another. Even if it is done accidentally indirect discrimination is unlawful. Indirect discrimination is only allowed if it is necessary for the way the business works, and there is no other way of achieving it.

Discrimination arising from disability: where a disabled person is treated unfavourably because of something connected to their disability where it cannot be objectively justified. This only applies where the organization knew or could reasonably be expected to know that the person was disabled.

Associative Discrimination: where someone is treated worse than someone else because they are associated with someone with a protected characteristic.

Perceptive Discrimination: where someone is treated worse than someone else because there has been an incorrect assumption that they have a protected characteristic. This applies even if the person does not possess the characteristic.

Third Party Harassment: where an employee is harassed by a third party who is not an employee or volunteer. The organization becomes liable if it has happened on at least two occasions, that it is aware that it took place and have not taken steps to prevent it happening again.

Responsibilities:

Employees and volunteers of the Royal BC Museum have a duty to act within the policy, ensure it is followed and to draw attention to any suspected discriminatory acts or practices.

Responsibility for promoting awareness of this policy and monitoring that it is being followed rests with the Executive Committee and the Heads Committee.

Breaches of the Diversity Policy by employees

Breaches of this policy will be investigated and may result in disciplinary action.

Breaches of the Diversity Policy by volunteers

Breaches of this policy will be investigated and may result in loss of volunteer status.

Employees and volunteers are also personally liable under Human Rights legislation for any act of unlawful discrimination.

Diversity in Practice:

In carrying out the provisions of this policy, the organization will:

- Use selection criteria that does not unlawfully discriminate in recruitment procedures
- Ensuring recruitment is based on the Principles of Merit as defined in the Public Service Act
- Not discriminate in opportunities for training, development or transfer of employees or volunteers
- Ensuring every individual is assessed according to her or his personal capability to carry out a given job
- Ensure that all employees are given equal treatment with regard to terms and conditions of employment as defined by the Master Agreement or Terms & Conditions of Employment for Excluded Employees
- Ensure equal opportunities and non-discrimination in the operation of grievance and disciplinary procedures
- Ensure all relevant requirements of the Disability Act are met and adhered to. This will include making reasonable accommodations to ensure access to assist employees and volunteers in meeting their obligations.

The policy works in concert with existing policies and procedures governing employees of the Royal BC Museum, as BC Public Servants. These are:

- Royal BC Museum Diversity Policy
- Royal BC Museum Discrimination & Harassment Policy
- Royal BC Museum Whistleblower Policy
- BC Public Service Standards of Conduct Policy
- Oath of Employment
- Managing Reasonable Accommodation in the BC Public Service

The policy links with the United Nations Earth Charter, which also aligns with the Mission of the Royal BC Museum. The Earth Charter is an ethical framework for building a just, sustainable and peaceful global society in the 21st century. It seeks to inspire in all people a new sense of global interdependence and shared responsibility for the well-being of the whole human family, the greater community of life and future generations. It is a vision of hope and a call to action.¹

¹ www.earthcharterinaction.org

The policy links with the UNESCO – Convention on the Protection and Promotion of the Diversity of Cultural Expressions, whereby the first principle is the respect for human rights and fundamental freedoms. Cultural diversity can be protected and promoted only if human rights and fundamental freedoms, such as freedom of expression, information and communication, as well as the ability of individuals to choose cultural expressions, are guaranteed. ²

The policy links with the Canadian Human Rights Act, which give effect, to the principle that all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have and to have their needs accommodated, consistent with their duties and obligations as members of society, without being hindered in or prevented from doing so by discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

Implementation:

All staff and volunteers will be involved in creating an equality environment and one that values diversity.

COMMUNICATIONS

Communication of the policy to job applicants and employees/ volunteers through

- Inclusion in the Staff Handbook and Volunteer Handbook
- Ensuring all new hires have the opportunity to discuss the policy with their supervisor through Orientation
- Review and discussion of all policies at department meetings on an annual basis
- Include non-discrimination recruitment training for hiring managers
- Provide equality and discrimination training and guidance to all staff and volunteers

WORKING WITH PARTNERS

In selecting our partners we will consider their commitment to Equality and Diversity by:

- Requesting to review their policy
- Asking what they do, in practice, to maintain their policy

USERS OF OUR SERVICE

We will make our services accessible by:

- Considering formats for promotional materials
- Appropriate use of language, formats, fonts and size
- Considering whether information should be available in alternative formats e.g. easy read, other languages
- Considering accessibility of location from which our services are

² <https://en.unesco.org/creativity/convention/2005-convention/2005-convention-text>

- delivered/provided (box office, reference room, galleries, on-line)
- Considering the diverse make up of our staff/volunteers in relation to the public we serve

MONITORING THE POLICY

This policy will be monitored to judge to what extent it is working and identify areas for improvement.

Monitoring will relate to employees/ volunteers and visitors/clients and methods used will include:

- Capturing and reporting on diversity data from recruitment activities
- Inclusion of diversity metrics on Visitor Survey processes
- Inclusion of diversity metrics on Learning Program evaluations

Reporting Discrimination / Potential Discrimination:

Employees who feel that they have suffered any form of discrimination should raise the issue through the following means: to their Department Head, Vice-President or the Head of Human Resources to investigate the situation and if applicable, involve the Union.

Volunteers who feel that they have suffered any form of discrimination should raise the issue through the following means: to their Volunteer Sponsor or the Volunteer Services Manager.

Visitors, clients and/or partners who feel that they have suffered any form of discrimination should file a complaint with the Visitor Services Manager, or Vice President, Exhibitions Innovation, either via email, in person or through the use of a Comment Card. Any employee or volunteer who becomes aware of a situation of discrimination involving a visitor, client or partner is required to raise the complaint with the Visitor Services Manager.

Employees/volunteers/visitors/clients should also use this approach if they feel that they been the subject of harassment from someone who is not an employee of the Royal BC Museum. The Royal BC Museum will not tolerate any harassment from third parties towards its employees/volunteers/visitors/clients and will take appropriate action to prevent it happening again.

If an employee/volunteer/visitor/client witnesses behaviour that they find offensive in relation to age, marriage or civil partnership, pregnancy and maternity, disability, gender reassignment, race, religion or belief, sex and sexual orientation, even if it is not directed at them they should also use this procedure.

Review:

This policy will be reviewed every two years by the Executive Committee to ensure that it remains up to date and reflects the needs and practices of the organization.

The policy may also be reviewed if legislation changes or if monitoring information suggests that policy or practices should be altered.