



# Scottish Fisheries Museum

*Boats, fish and folk...*

## SCOTTISH FISHERIES MUSEUM

### EQUAL OPPORTUNITIES, ACCESS & SOCIAL JUSTICE POLICY

#### 1. Equal opportunities

##### 1.1 For its users, the Scottish Fisheries Museum Trust aims to:

- Provide equality of access to all sections of the visiting public, paying particular attention to those who are physically, mentally or economically disadvantaged
- Consult local groups to establish whether their interests in the Fisheries Museum are being adequately catered for
- Cater for those who are not from the local area, or Scotland, and for those whose first language is not English
- Invite comments and complaints on all aspects of the Museum's service, ensuring that there is a satisfactory procedure in place for dealing with them and taking necessary action

##### 1.2 As an employer, the Scottish Fisheries Museum is committed to a policy of equality of opportunity in its employment practices. The Museum aims to:

- Ensure that there is no discrimination in employment, recruitment, training, promotion or disciplinary procedures, or industrial relations. In particular, the Museum aims to ensure that no potential or actual employee receives more or less favourable treatment on the grounds of sex, marital status, race, colour, nationality, ethnic or national origin, age, disability, sexuality, religious belief, political belief, trade union activity, responsibility for dependents or employment status
- Ensure that all members of staff understand the Museum's correct procedures in reporting complaints of harassment or unequal treatment. It is the duty of all employees to accept their personal responsibility for the practical application of the policy, but at the same time the Museum Trust acknowledges that specific responsibilities fall upon management, supervisory staff and individuals professionally involved in recruitment and employee administration.

- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in museum procedures
- Obtain *Investors In People* status

## **2. Access & Social Justice**

The Scottish Fisheries Museum Trust recognises that it is important to give full consideration to the needs of all individuals and groups within society, particularly those who find themselves marginalized or even excluded from social, cultural and economic life by physical, mental, educational or economic disadvantage.

### **2.1 For its users, the Museum Trust will:**

- Consult local groups to establish whether their interests in the Fisheries Museum are being adequately catered for
- Cater for those who are not from the local area, or Scotland, and for those whose first language is not English
- Invite comments and complaints on all aspects of the Museum's service in terms of access, ensuring that there is a satisfactory procedure in place for dealing with them and taking necessary action
- Ensure that its marketing and publicity services recognise the importance of targeting sections of the population that may be under-represented in the general museum-visiting public

### **2.2 As an employer, the Scottish Fisheries Museum is committed to a policy of equality of access in its employment practices, and will:**

- Ensure that there is adequate provision for members of staff to submit their suggestions for improvements in museum procedures
- Obtain *Investors In People* status

### **2.3 With regard to buildings and collections, the Museum Trust will ensure that:**

- As much of the Museum premises will be made, and maintained, as physically accessible as possible
- All new developments, or upgrading of areas of the current premises, are made accessible to all visitors, as far as is practically possible
- Clear information about physical access is readily available

- All displays and guided tours are planned and delivered with an awareness of the needs of people with all types of physical impairment, e.g. hearing and sight impairment as well as mobility difficulties

**2.4 With regard to intellectual access**, the Museum Trust recognises that it has an important role to play in lifelong education, and in informing local people about the history of their own communities. The Trust will ensure that:

- All printed material is clear, and that in both formal education and informal learning services are available for visitors with a variety of needs and learning styles
- Staff are aware of, and seek to address as far as possible, the intellectual difficulties of some of its users

## **2.5 Principal practical implications for Museum staff and users**

- Maintain procedures for
  - consideration of, and action following, comments and complaints
  - consideration of, and action following, staff suggestions
- Obtain and actively maintain Investors in People status
- Undertake an access audit on a regular planned basis