



The Horniman Museum and Gardens Equality and Diversity Policy

Policy Statement

The Horniman welcomes all visitors to the Museum and Gardens and is fully committed, both as an employer and as a service provider, to implementing its obligations to its diverse range of visitors and to all those who work at the Horniman.

We are committed to developing an organisational culture which supports equality of opportunity and promotion of diversity. We do not tolerate discrimination or unfair treatment.

The diversity of our collections, workforce and audiences are central to our values and the delivery of our objectives.

Objectives

The aim of the Horniman is to use our worldwide collections and the Gardens to encourage a wider appreciation of the World, its peoples and their cultures, and its environments. To achieve this, the Horniman has 3 key objectives:

- **Access**
to use the collections and Gardens to stimulate curiosity and wonder, promoting opportunities for people of all ages, abilities and backgrounds to participate in and enjoy exhibitions, educational programmes, activities and events - both face to face and on-line
- **Collections**
to safeguard and develop the collections so that they can be made as accessible as possible now and into the future
- **Shaping the future**
to effectively manage our resources and become more financially resilient so that we can continue to develop and share our collections, estate and expertise for the widest possible public benefit.

Values

The core **values** which give the Horniman its character and shape the way in which it goes about the achievement of its objectives are:

- **Respect** for the World's diverse cultures, environments and resources
- **Valuing difference** by working toward a diverse workforce and audience
- **Enrichment** through learning and understanding

- **Enjoyment** for our visitors
- **Excellence** in the research, interpretation and care of our collections
- **Stewardship** of our collections, Gardens and historic buildings
- **Sharing** and developing our expertise
- **Efficiency and effectiveness** in the way we work

Equality and Diversity Framework

The principle policies, processes and working practices which contribute to the delivery of our equality and diversity policy are:

1. Equal opportunities policy which underpins our employment practices and is part of our staff handbook - Commitment to a policy of equal opportunities for all employees and ensuring within the framework of the law that our workplaces are free from unlawful discrimination.
2. Developing diversity in the workplace including staff, volunteers and trustees, aiming to have a workforce which reflects the diversity of the job markets from which we recruit (local or national as appropriate). We review the diversity of our workforce annually.
3. Developing and improving access to our collections and services – both physically and intellectually
4. Training and development of staff and volunteers to promote knowledge and awareness of equality and diversity. Our Training Plan is updated and monitored on an annual basis.
5. Our Code of Conduct which shapes the way we conduct our business and how we expect people to behave at work.

Responsibilities:

- All managers are responsible for ensuring that their staff understand our Equality and Diversity Policy and conduct themselves accordingly
- All staff are expected to behave in accordance with the Equality and Diversity Policy and Framework
- Our Visitor Experience and Equality Group will set and monitor an Action Plan which identifies and moves forward improvements to the visitor experience and equality for visitors, staff and volunteers
- Human Resources will draw-up and monitor an annual Training Plan
- Senior Management will monitor workforce and visitor diversity annually with reference to local and national diversity data.
- The Board of Trustees will take an overview of the delivery of our Equality and Diversity Policy.

