



**Waterford Spraoi CLG**

**Equality, Diversity**

**&**

**Inclusion Policy**



Reviewed and Updated 26/03/2025

**Discrimination** means treating one person in a less favourable way than another person. There are laws to prevent certain types of discrimination in the workplace.

**Equality** ensures that individuals or groups of individuals are not treated less favourably through discrimination either direct or indirect or bias.

**Diversity** understanding, appreciating and embracing differences and practicing mutual respect for qualities and experiences that are different from the majority.

**Inclusion** is a sense of belonging, feeling respected and valued, feeling a level of support and commitment from others so that one can achieve their best work.

**Waterford Spraoi CLG** is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating any discrimination.

The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

Waterford Spraoi recognise the provision of equal opportunities in all our activities is of benefit to the organisation, its work and programmes. Our equality, diversity and inclusion policy creates a culture and environment where artists, staff, volunteers and participants develop their full potential and talents. This culture of inclusivity and mutual respect will maximise Waterford Spraoi's effectiveness as an arts energiser in various communities; locally, nationally and internationally.

Waterford Spraoi CLG in providing goods and/or services and/or facilities - is also committed against any discrimination of customers or the public.

## **Our Policy's Purpose**

This policy's purpose is to:

1. Provide equality, fairness and respect for all in our employees, whether temporary, part-time or full-time etc.

2. Not to discriminate as set out in the Employment Equality Acts 1998 and 2015. Which defines discrimination as treating one person in a less favourable way than another person based on any of the following nine grounds:

- Gender, Transgender and Non-Binary – Man or Woman, LGBTQIA+
- Civil Status – Single, Married, Civil Partnership, divorced or widowed.
- Family Status – Parent, *In Loco Parentis*
- Sexual Orientation – Heterosexual, bisexual or homosexual and asexual.
- Religious Belief – or lack of
- Age – from 16+
- Disability
- race (including colour, nationality, and ethnic or national origins)
- Member of the Traveller community

3. Oppose and avoid all forms of discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities
- Application Forms
- Interviews
- Advertising

## **Gender Pay Gap**

Under the Gender Pay Gap Act 2021 Waterford Spraoi commits to the following:

- That an employee who is performing work that is the same, similar or of an equal value to a colleague, and who differs in respect of one or more of the nine protected grounds, has a right to be paid the same as that other person.
- Allow for differences based on length of service, working hours, differing levels of responsibility, atypical working patterns, key role differences etc, but where the differential impacts adversely on an individual or group with protected characteristics (as mentioned above) then the inference of discrimination may be appropriate.

- Will take guidance from the Gender Pay Gap Information Act 2021 to help identify pay inequality and eliminate it, including how to conduct a pay review which incorporates a rational and objective job evaluation model.

## **Our commitments**

Waterford Spraoi commits to:

- 1.** Encourage equality, diversity and inclusion in the workplace activities, policy and planning
- 2.** Take positive action where appropriate to assist in advancing equality and creating a working environment free of bullying, harassment, victimisation and discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. To ensure compliance with legislation and adherence to standards of best practice and to eliminate discrimination and provide processes for complaints and investigation.

This commitment includes educating/training managers and all other employees about their rights and responsibilities under the equality, diversity and inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and discrimination. To protect human rights of all staff, artists and associated persons and visitors.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

**3.** Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

**4.** Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.

**5.** Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

6. Review employment practices and procedures when necessary to ensure fairness and also update them and the policy to take account of changes in the law.

7. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

### **Agreement to follow this policy**

The equality, diversity and inclusion policy is fully supported by senior management and has been agreed with the board of directors and/or employee representatives.

Waterford Spraoi CLG Equality, Diversity & Inclusion Policy is underpinned by industry standards including:

- The Arts Council – Equality, Human rights and Diversity Policy
- Irish Times Institute – Stay Safe
- Theatre Form -Equality, Diversity, Inclusion Policy
- ISACS – Equality Diversity, Inclusion Policy.

## **Our disciplinary and grievance procedures**

Details of the organisation's grievance and disciplinary policies and procedures can be found in reception and each employee has been given a copy of these policies. This includes with whom an employee should raise a grievance – usually their line manager.

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

Actions	Level of Priority	Timescale	Resources Needed
Review of current EDI policy	High	Before year end 2024	Staff time and Board time
Create EDI Action Plan for 2025	High	Before year end 2024	Staff and Board time
EDI of Survey of Spraoi Board and Staff	High	Before year end 2024	Staff and Board time
Survey of Spraoi Volunteers	High	Post Spraoi Festival 2024 and 2025	Staff, volunteer coordinator time
Review, upgrade, redesign of website	High	2025	Financial est. budgeted amount 10k requested. Professional designer. Staff time.

Actions	Level of Priority	Timescale	Resources Needed
ISL Interpretation and/or provision of scripts/narratives	Medium	Spraoi Festival 2025	Financial costs for ISL interpreters, plus Staff time
Inclusive activities/workshops	Medium	Spraoi Activities 2025	Financial costs for artists, facilitators plus staff time for coordination