

## West Cork Music Equality, Diversity and Inclusion Policy



<b>Adopted:</b>	1 April 2023
<b>Contact Officer:</b>	Helen Dawson
<b>Last Amended/Reviewed:</b>	First Version of Policy
<b>Version/Reviewed by:</b>	V1 – 1 <sup>st</sup> version 1 April 2023 by Helen Dawson
<b>Next Formal Policy Review:</b>	2 Yearly Next Review due – April 2025
<b>Formal Review of Policy by:</b>	<a href="#">Irish Centre for Diversity</a>
<b>Policy References</b>	This policy references and supplements West Cork Music's Grievance & Disciplinary Procedure

#### **Brief Policy Summary:**

This policy sets out how West Cork Music will achieve its aims to promote diversity & inclusion as an employer and supplier of services.

It outlines how Diversity & Inclusion will underpin all areas of the organisation's work and service provision, including the communities within which it operates.



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## **1. Purpose**

### **1.1. Policy Statement**

West Cork Music recognises that its customers and staff come from diverse backgrounds, with varying experiences and needs. We are committed to ensuring diversity & inclusion is embedded into our day-to-day working practices. West Cork Music actively promotes fairness, respect, equality, diversity inclusion and engagement and is committed to continuous improvement.

- 1.2. Through our policies and in our day-to-day work and fulfilment of our legal responsibilities, West Cork Music is committed to promoting equality and fairness and combating discrimination. This applies to everyone, regardless of Gender, Civil status, Family status, Sexual orientation, Religion, Age, Disability, Race (includes race, nationality or ethnic or national origins) or Membership of the Travelling Community.

## **2. Objectives**

- 2.1. In order to effectively implement its commitment to being an equal and diverse organisation, West Cork Music has identified the following objectives:

- Provide the organisation's leaders with the skills and knowledge to fully embed fairness, respect, equality, diversity, inclusion and engagement into the organisation's culture, strategy, and processes.
- Provide diversity & inclusion training to all staff and Board members, which will include content on their responsibilities, relevant legislation, and this policy.
- Ensure that no customer or potential customer receives less favourable treatment than any other, providing reasonable adjustments to services where necessary in order to facilitate this.
- Ensure opportunities are accessible to all, introducing reasonable accommodations to facilitate this where required.
- Create an environment where staff and customers are treated fairly and with dignity and respect
- Enforce a zero-tolerance approach in relation to discrimination, bullying, harassment, and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions.
- Ensure fair treatment from job application to interview, which is free from bias.
- Make the best possible use of our existing and potential workforce through effective talent management.
- Provide a safe, supportive, and welcoming environment where everyone can contribute to their fullest potential.
- Challenge discrimination and promote diversity.



### 3. Scope

- 3.1. This policy applies to the organisation, its Board members, employees, partners and to any external stakeholders which are supported by or engage with the organisation.
- 3.2. Diversity & inclusion imposes rights and responsibilities on every member of staff. All employees and the Board of Directors will be informed that a Diversity & inclusion Policy is in operation and that they are bound to comply with its requirements. The policy will also be drawn to the attention of external stakeholders, job applicants and customers.
- 3.3. The policy ensures that our statutory equality duties outlined in the [Employment Equality Acts 1998–2015](#) and the [Equal Status Acts 2000–2018](#) are met.
- 3.4. The 9 Grounds are defined as being:
  - Gender
  - Civil status
  - Family status
  - Sexual orientation
  - Religion
  - Age
  - Disability *Could be non-visual neurodivergent* - Covering a wide range of impairments and illnesses and physical, sensory and intellectual disabilities.
  - Race (includes race, nationality or ethnic or national origins)
  - Membership of the travelling community



#### 4. Key Equality & Diversity Concepts

- 4.1. **Diversity** can be defined as the visible and non-visible differences between individuals. These differences can be related to race, ethnicity, religion, age, disability, sexual orientation, and gender, as well as the many differences in values, attitudes, beliefs, cultural views, skills, knowledge, education, background, employment, parenthood, marital status, and life experiences of every individual.
- 4.2. **Equal Opportunities** can be defined as ensuring all those involved with or wishing to be involved with the organisation, regardless of their diversity, are provided with opportunity based on their ability or potential to perform the required activity or engage in activities provided by the organisation.
- 4.3. **Discrimination** is unequal treatment of an individual because of their membership of a particular class or group, such as sex, race, or trade union. It may be direct, for example, refusing to send someone on a training course because they are married or have children. It may be indirect, for example, declaring a post as being suitable only for a full-time member of staff without proper justification (i.e. establishing the need for a full-time member of staff rather than for part-timers or job sharing).
- 4.4. Discrimination may be subtle and unconscious and may not be easy to identify. For example, discrimination sometimes results from general assumptions about the capabilities, characteristics and interests of particular groups or individuals, which are allowed to influence the treatment of staff or job applicants or clients. This includes unconscious bias.
- 4.5. **Harassment or bullying** has the effect of causing undue stress on individuals and of de-motivating them. [Harassment or bullying](#) of any kind will not be tolerated and serves to undermine the safe, supportive, and welcoming environment which West Cork Music wishes to encourage.
- 4.6. **Victimisation** is when an individual is treated badly or subjected to a detriment because of a complaint he/she/they made about discrimination or helped someone who had been the victim of discrimination.

## **5. Management and Delivery of this policy**

- 5.1. Fairness, Respect, Equality, Diversity, Inclusion and Engagement are the responsibility of everyone within West Cork Music.
- 5.2. The Leadership team of West Cork Music is committed to embedding Diversity & inclusion within the business, ensuring that everything we do and the way it is done, makes reference to and considers the impact upon our equality objectives.
- 5.3. It is the responsibility of West Cork Music Chief Executive to implement, monitor and evaluate the diversity & inclusion policy in terms of employment practices (selection, recruitment, and retention) and service delivery. The Chief Executive is also under a duty to ensure that the Board of Directors is regularly kept updated in terms of the policy's implementation. Additionally, the implications for the Board arising from the decisions it makes and the policies it introduces must be made clear to the Board.
- 5.4. The Policy Statement (at paragraph 1.1) will be communicated to all staff, visitors, customers, and other stakeholders using a variety of methods such as email, the website, displayed in offices and where appropriate included in publications.
- 5.5. Staff are expected to be aware of personal prejudices, unconscious bias and stereotypes and avoid labels at all times.
- 5.6. It is expected that when staff or Board Members represent West Cork Music at any time, including through attendance at committees, meetings with external stakeholders and contact with customers, they will ensure that the diversity & inclusion principles and practices outlined in this policy are adhered to.
- 5.7. We will use an Equality Impact Assessments framework to regularly review our policies, to minimise the possibility of directly or indirectly discriminating against any group or individual as a result of our working methodologies.
- 5.8. Existing processes will be used to review and investigate any complaints in relation to discrimination, harassment or bullying as follows:
  - staff - [Disciplinary and Grievance procedures](#)
  - customers (those using our services) - Complaints procedure ([contact WCM office](#))
- 5.9. The Equality, Diversity and Inclusion Policy will be considered and will be a significant factor when considering partnering, collaborating and contracting with other businesses, suppliers and organisations. The extent will be dependent on the work and degree of association with the business, supplier or organisation.

## 6. Selection, Recruitment and Retention

- 6.1. West Cork Music aims to promote diversity & inclusion as an employer. It also aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy. Employees involved in the selection and recruitment process, and in the management of staff, will review this policy prior to the start of the process and will be encouraged to consider unconscious biases and stereotypes in order to avoid any discriminatory practices in the way in which they shortlist, recruit or manage employees.
- 6.2. We will take whatever positive action is required where it can be shown that under-representation of any particular group has occurred in recruitment. Where appropriate and legally permissible employees from under-represented groups will be given training and encouragement in order to promote diversity & inclusion within West Cork Music.
- 6.3. We regard discrimination, harassment, abuse, victimisation or bullying of staff, customers or of others in the course of work as disciplinary offences that could be regarded as gross misconduct. Condoning such behaviour could also be treated as a disciplinary offence. As well as disciplining the perpetrator(s), we will give appropriate support to people who complain of harassment of themselves or others.
- 6.4. West Cork Music actively considers the working practices it has in place to address inequality, and discrimination and how it promotes fairness for all. Examples of these against each of the protected characteristics are given below but is not a definitive list of all that West Cork Music does:
  - 6.4.1. We recognise that employees have different needs at different stages during their career, for example to balance work and caring responsibilities. We will attempt to accommodate staff requests to work flexibly, whether part-time or from home.
  - 6.4.2. We recognise that organisations are obliged, under the Employment Equality Acts 1998–2015 to make reasonable accommodations to support disabled people and enable them to do their job without unnecessary difficulty. We will make accommodations which are reasonable, whether or not we are obliged to do so by law, and whether or not a disabled applicant or employee is covered by the definition of ‘disabled’ under the Employment Equality Acts 1998–2015
  - 6.4.3. Our terms and conditions of employment allow for paternity and partner leave in addition to standard maternity leave, in accordance with current legislation. Allowance is also made for compassionate and dependant’s leave to deal with domestic emergencies through our family friendly policies.
  - 6.4.4. We are committed to ensuring employees do not experience discrimination (or less favourable opportunities/treatment) based on their race, religion or belief by: -



- Allowing time and, if possible, a place for prayers during the working day and at the workplace as appropriate.
  - Considering employees' dietary requirements in catering for staff, and when providing facilities for staff to eat and store food.
  - Allowing staff of particular faiths to take their holidays for religious festivals and other religious observance.
  - Trying to arrange job interviews or other important work meetings at times when they do not clash with important religious festivals.
  - Not imposing a dress code with which people of a particular religion cannot comply.
- 6.4.5. We will not discriminate on grounds of age in recruitment, promotion, training, or the availability of benefits - such as pension contributions or health insurance.
- 6.4.6. We will not discriminate on the grounds of gender, where an individual is in the process of gender reassignment or where an individual has completed this reassignment.
- 6.4.7. We will not discriminate on the grounds of marriage or civil partnership and will support individual needs as required.
- 6.4.8. We will not discriminate on the grounds of an individual's sex or on the grounds of the sexual orientation providing everyone, whether a member of staff or an artist, with exactly the same opportunity to achieve their goals.
- 6.5. As part of its talent management strategy, West Cork Music will offer training or education development to enhance potential within the existing job, arising out of needs identified through appraisal or from other circumstances, will, where appropriate or possible, be provided. We may, in certain circumstances, allow for paid or unpaid leave for training or educational purposes. In all training opportunities we will pay due regard to the need to eliminate discrimination on the grounds set out in this policy.
- 6.6. West Cork Music's retention, reward and progression processes are fair and take account of the social, domestic, cultural, and physical obstacles to people progressing. We seek to identify where these exist for individuals and take actions to limit these where necessary.

## 7. Service Delivery

- 7.1. We will make public our commitment to combating discriminatory attitudes where these are encountered by publishing this policy widely amongst staff, partners, recognised trade unions and external stakeholders and in a variety of formats.
- 7.2. We will use a variety of methods to regularly consult with our customers. We will gather their views on existing and planned services, including changes to provision.

## 8. Monitoring, Evaluation and Review

- 8.1. West Cork Music will systematically evaluate its services and the effectiveness of its diversity & inclusion policy by a variety of means.
- 8.2. Information gathered through the complaints, grievances, disciplinary or other appropriate processes will be analysed by the nine grounds of discrimination where this information is available to identify any particular trends. Where any negative trends are identified, these will be investigated fully, and recommendations made to the Board.
- 8.3. Responsibility for review of this policy sits with West Cork Music's General Manager.
- 8.4. A formal review will be completed 2-yearly.
- 8.5. Additionally, an interim review would be conducted in the following circumstances:
  - A change is made to relevant legislation, including but not limited to the Employment Equality Acts 1998–2015 and the Equal Status Acts 2000-2018
  - The investigation into a negative trend indicates a review of this policy is appropriate
  - An external review of our services identifies the need for a policy review

For further details, questions or clarification about this policy contact the West Cork Music Office at [festivals@westcorkmusic.ie](mailto:festivals@westcorkmusic.ie)

