




Equity, Diversity & Inclusion Policy

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Responsibility: Head of Human Resources

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1.0 Introduction

The National Museum of Ireland's (NMI) workforce is made up of a wide range of people with diverse backgrounds, circumstances, and approaches which it values and views as an asset. NMI strives to create an atmosphere in which all workers should expect to thrive, be respected and have a genuine opportunity to engage in activities to reach their individual best potential. NMI is committed to equal opportunities for all its workforce and the ongoing promotion and development of employment practices that do not discriminate unfairly on the nine grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

An institution wide commitment to equality, diversity and inclusion (EDI), supported through NMI's strategic plan, Increasing Accessibility, Driving Change 2023 – 2028 will bring benefits including attracting and retaining workers leading to better performance and a sense of commitment, engagement and wellbeing leading to the achievement of excellence.

NMI provides equal opportunities to all employees, workers and applicants for employment, training or experience or in relation to working at NMI and in other work-related decisions without discrimination on grounds of gender (including gender identity and gender expression), family status, civil status, sexual orientation, religion, age, disability, race, or membership of the Traveller community.

The NMI reserves the right to implement positive action programmes in accordance with the Employment Equality Acts 1998-2022 and to invoke exemptions allowed for under these Acts, including, but not limited to, taking action to comply with the Gender Recognition Act 2015, Employment Permits Acts 2003-2020, the Protection of Young Persons (Employment) Act 1996, the National Minimum Wage Act 2000 and 2015, Maternity Protection Acts 1994-2022 and the Redundancy Payments Acts 1967-2022.

Purpose

This policy relates to how workers interact with colleagues, with service users and others with whom they come into contact in the course of their work. It is also intended to promote equality of opportunity for workers and therefore relates to recruitment and selection processes and other work practices, which must be deployed in a manner that is demonstrably based on appropriate and relevant merits, qualifications, abilities and potential of individuals.

Scope

This EDI policy applies to all members of the NMI workforce. The NMI workforce includes all employees, interns, agency workers, volunteers, facilitators and contractors in the course of their employment or interaction with the National Museum of Ireland.

2.0 Legal context

The Employment Equality Acts 1998 -2022 prohibit any less favourable treatment of a person who is an employee because of any characteristic they may have that is relevant to any of the nine grounds.

Those nine grounds are:

- Gender (including gender identity): a person's gender identity including male, female, transgender or non-binary.
- Civil status: a person's civil status be it single, married, separated, divorced, widowed, civil partnered and formerly civil partnered.
- Family status: being a parent of a person under 18 years or the resident primary carer or parent of a person with a disability.
- Sexual orientation: a person's sexual orientation including gay, lesbian, bisexual and heterosexual.
- Religion: a person's religious belief, background, outlook or none.
- Age: a person's age, this does not apply to a person aged under 16.
- Disability: includes people with physical, intellectual, learning, cognitive or emotional disabilities as well as a range of medical conditions.
- Race: includes race, skin colour, nationality or ethnic origin.
- Membership of the Traveller community: recognised as an ethnic group.

A new ground, socio-economic-status, is currently being considered by Government and it relates to a person's economic and social position in relation to others, based on the income, education, and occupation of an individual and their family.

The Equal Status Acts 2001 – 2018 extends the protections detailed in this policy to service users and to others with whom you come into contact within the course of your work. NMI's workforce are required to apply the same equality, diversity and inclusion approaches to them as to fellow workers.

3.0 Definitions

Equality is ensuring workers, or groups of workers, are not treated less favourably on the basis of one or more of the nine grounds. Equality strives to advance equal opportunities in all work-related aspects without any direct or indirect discrimination, or conscious or unconscious bias.

Diversity involves recognising and understanding differences and the practice of mutual respect for qualities and experiences that are different from the majority. It is more than tolerating difference. It is a desire to proactively ensure that the NMI workplace and its workers recognise and engage the benefits of a diverse workforce.

Inclusion is the welcoming, accepting and embracing of differences among workers. It brings a sense of belonging, feeling respected and valued.

Equity relates to promoting fairness and ensuring that everyone benefits from the same starting position. This may on occasion require positive measures in order to achieve greater equality of outcome insofar as they are appropriate.

4.0 Commitments

General

- Ensure that all applicants for employment at the NMI are treated fairly on the basis of their merits, abilities, qualifications and suitability for appointment and that appointment procedures do not discriminate on the basis of criteria, which cannot be justified by the demands of the post.
- Ensure that all workers of the NMI are trained, appraised, given access to relevant work experience, promoted and otherwise treated on the basis of their relevant merits, qualifications, abilities and experience.
- Establish and maintain appropriate mechanisms whereby workers or job applicants who feel that they have been unfairly treated can have their complaints investigated.

Strategic commitments

- Integrate principles of equal opportunities and practical examples of their application into all training programmes for staff with managerial responsibilities.
- Maintain and develop programmes to accommodate staff from a diversity of background and circumstances including staff with disabilities, adjusting the work environment and procedures where necessary.
- Identify, develop, and support positive action measures to ensure that all members of staff have equal opportunities, and, where appropriate, encouragement, to obtain employment, promotion, and further education and training.
- Consult with staff and representative associations, where appropriate and practicable, on issues relating to equal opportunities and to encourage both the involvement of the NMI workforce in, and the commitment to, the promotion of equal opportunities.
- Establish an effective data monitoring and analysis process in respect of EDI.
- Support the working of the EDI Committee, receive any issues referred from that Committee for consideration and support any awareness-raising initiative it presents where appropriate.
- Ensure that this policy is made known to all employees.

5.0 Responsibilities

Everyone in NMI has a responsibility under this policy. Each person must be responsible for their own behaviour and to carry out their role in accordance with this policy. Some workers, such as managers, have additional responsibilities to ensure that the individuals they manage behave appropriately and in accordance with this policy.

Workers

- Are responsible for ensuring that they are not only familiar with but comply with this policy in relation to all other workers, service users and other individuals with whom they interact in the course of their work.
- Are expected to take part in any training made available.

- Are expected to treat others with dignity and respect and to challenge behaviour (Bystander Intervention) considered inappropriate or discriminatory.
- Must not discriminate unfairly against fellow workers, service users, or others with whom they come into contact in the course of their work.
- Should promote equal opportunities for colleagues and contribute to the development of a harmonious environment in NMI.

Managers, in addition to worker responsibilities

Those with responsibilities for the management or supervision of other workers including but not limited to managers, deputy managers, supervisors, team leaders and service users:

- Are responsible for familiarising themselves with the provisions of this policy. As part of the performance of their role, they are required to ensure that any and all decisions are made only following the consideration of the provisions within this policy.
- Are responsible for ensuring they intervene/challenge when behaviour that is not in accordance with this policy comes to their attention.
- Are responsible for familiarising themselves with this policy and ensuring that educational and employment decisions are made and implemented in accordance with NMI's principle of equal opportunities.

Decision-makers, in addition to worker responsibilities

All persons including members of boards and committees are required to apply the provisions of this policy and to act in a non-discriminatory manner with workers, fellow committee/board members and service users.

EDI committee members, in addition to worker responsibilities¹

- EDI Committee members should lead on EDI related initiatives. While it may not be possible for NMI to support/affirm all initiatives both EDI committee members and NMI should work collaboratively in the pursuance of the provisions of this policy.
- Make recommendations to NMI Human Resources on all EDI matters.
- Ensure their support for NMI and the Access/EDI Officer with initiatives in the promotion, communication and mainstreaming of EDI such as considering ways to support National Diversity and Inclusion Day.
- In conjunction with NMI and Access/EDI Officer, promote measures and activities that enhance workers sense of wellbeing and physical health.

Heads of departments

¹ Enhancing accessibility and inclusion is a key tenet of the 2023-2028 Strategic Plan '*Increasing Accessibility, Engaging Community*'. NMI Management is in the process of seeking sanction for a post encompassing these responsibilities. It is envisaged that the post holder will play a significant role in the formation and stewardship of an EDI committee and other related tasks as referred to in this policy.

- All Heads of Departments are accountable for ensuring that all workplace environments are safe and free from discrimination for all workers in their area, and that human rights are protected for everyone affected by this policy.
- Lead by example treating all NMI workers with dignity and respect.
- Manage unacceptable behaviours.
- Increase awareness and promote a positive environment.
- Ensure due consideration is given to EDI within their area.
- Participate in EDI training to underpin an acceptance by workers that these matters are taken seriously.
- Provide appropriate monitoring data to HR.

Human Resources

- Track existing and emerging legislation to identify relevant matters that are incorporated into NMI policies.
- Monitor available data.
- Provide appropriate EDI training to the NMI workforce and further training where requirements are identified.
- Provide appropriate support and guidance.
- Strive to mainstream EDI matters within NMI.
- Ensure that the Access/EDI Officer is appointed and appropriately trained.

6.0 Complaints

Any worker with a concern, grievance or complaint of discrimination should review the Dignity at Work Policy and the Grievance Procedure to inform themselves as to whether their circumstances might fall within the scope of these provisions. Following consideration of their situation in light of those policies, the worker may decide that their particular circumstances do not relate to this policy but should they decide it does, they may seek to resolve the matter informally or, failing that, make a formal complaint in accordance with the appropriate policy. Members of the NMI workforce can contact the Access/ EDI Officer or HR should they need assistance in understanding the provisions of these policies.

Documents to reference:

- Dignity at Work Policy
- Grievance Procedure

Where a complaint has been raised about a worker, that worker should likewise inform himself or herself and review the named policies. Sometimes awareness that certain behaviour is being considered offensive is sufficient to ensure it ceases.

7.0 Related policies

- Dignity at Work Policy
- Gender Identity & Expression Policy
- Employment of Persons with Disabilities Policy

- Grievance Policy
- Disciplinary Policy

8.0 Supports

- Support and information from line manager.
- Information and guidance from NMI Human Resources and the EDI (equality, Inclusion and diversity) Officer.
- NMI Employee Assistant Programme (EAP): Inspire Workplaces - Phone: 1800 201 346.

9.0 Other resources

- Irish Human Rights and Equality Commission (IHREC) – www.ihrec.ie
- Transgender Equality Network Ireland (TENI) – www.teni.ie
- National Disability Authority (NDA) – www.nda.ie
- Workplace Relations Commission (WRC) www.wrc.ie