

## **GENDER EQUALITY POLICY**

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## **1 Introduction**

### **1.1 Statement of Commitment**

The National Gallery of Ireland (the Gallery), is committed to supporting gender equality in all aspects of its activity: employment and service provision.

The employees at the Gallery represent a talented and diverse workforce. In January 2018 the Gallery staff overall profile was:

- Sanctioned posts are represented by 43% women and 57% men
- The senior management team is represented by 50% women and 50% men
- The Board is represented by 9 women and 8 men

The Gallery will strive to identify any obstacles to full participation in employment at the Gallery and take action to redress these as appropriate.

The Gallery strives to be an inclusive employer of choice in the Arts and Cultural Community and will seek to accommodate diversity in employment where practicable.

The Gallery is committed to non-discrimination for employees, artists and visitors in relation to gender grounds specified in equality legislation (please see Section 1.3 Legislation below).

### **1.2 Strategic Plan**

The Gallery will endeavour to embed the promotion of Gender Equality in addition to equality as a whole and diversity in the overall strategy of the Museum when it is next reviewed.

### **1.3 Legislation**

This policy is developed in the context of distinct pieces of legislation which directly address equality, focusing on gender and also other grounds of discrimination. The Employment Equality Acts 1998 and 2004 address discrimination within employment (including recruitment and promotion) across nine grounds: gender, civil status, family status, age, race, religion, disability, sexual orientation, and membership of the Traveller community. Most employment issues are dealt with by these Acts, including dismissal, equal pay, harassment and sexual harassment, working conditions, promotion, and access to employment.

The Equalities Act 2006 places obligations on public bodies to eliminate unlawful discrimination and harassment in relation to gender and to promote equality of opportunity between men and women.

Employment rights are also protected by the Maternity Protection Acts 1994 and 2004, which provide for maternity leave; the Adoptive Leave Act 1995; Parental Leave Acts 1998 and 2006; the Carer's Leave Act 2001; Protection of Employees (Part-time Work) Act 2001 and the Protection of Employees (Fixed-term Work) Act 2003; and the National Minimum Wage Act 2000.

This policy reflects the Gallery's commitment to meet its obligations under all the aforementioned Acts, and also to be proactive in promoting gender equality in the spirit of Acts.

## **1.4 The case for gender equality**

Gender equality is anchored in our values. The Gallery is committed to recruiting and retaining the most talented employees and to ensuring that its employees reach their full potential. The promotion of gender equality does not give one gender a greater voice or say than the other – on the contrary, it encourages all to contribute to the Gallery. Implementing this policy is key to the Gallery’s success as a National Cultural Institution.

## **1.5 Scope**

This policy applies to:

- All employees, all applicants for employment, and all those who work on behalf of the Gallery (e.g. agency staff) and relates to all areas of employment practice including recruitment and selection, training and development, progression (including promotion), pay, employment conditions and retention.
- All members of the public, clients, visitors, customers and artists of the Gallery and relates to all services provided by the Gallery in its diverse activities both internal and external.

## **1.6 Embedding the Policy**

The Gallery seeks to embed gender equality in its planning processes so as to ensure that a gender equality perspective is incorporated into all the Gallery’s activities and policies.

## **2. Implementing**

### **2.1 Responsibility**

Overall responsibility for gender equality issues lies with the Director of the National Gallery of Ireland and with the Head of HR for workforce issues. The Directors report to the Board will include an update on gender equality measures twice yearly. The Head of HR will coordinate gender equality measures with the Senior Management team twice yearly at Senior Management Team meetings.

Responsibility for providing leadership lies with the Senior Management Team.

Line Managers, Supervisors and others in positions of authority should seek to ensure that the Gender Equality Policy is upheld in their areas.

Each member of staff is expected to abide by all applicable laws on this subject and to uphold the Gallery’s commitment to Gender Equality.

Non-compliance with this policy will be considered a breach of the policy and may be referred to the Head of HR, depending on the level of non-compliance.

## **3. Annual Implementation Plan**

The HR Department will detail the specific ways in which the Gender Equality Policy will be implemented in the following year and will include measurable objectives following on from consultation with the Director, Senior Management and feedback from employees.

#### **4. Advertising and Marketing**

Advertising and marketing strategies will be non-discriminatory and will reflect the Gallery's commitment to gender equality.

#### **5. Gender Equality in Employment**

The Gender Equality Policy applies to all employees of the Gallery. The Gallery's employment practices and procedures will be reviewed regularly to ensure that they comply with this policy.

##### **5.1 Recruitment and Selection**

In relation to recruitment the Gallery will:

- Seek to recruit from as wide a talent pool as possible, and will proactively ensure that its recruitment activity is inclusive.
- Not discriminate directly or indirectly against any applicant or candidate to employment in relation to Gender.
- Select candidates on the basis of merit – ensuring the candidate with the talent, skills, competencies and experience most suited to the post is selected.
- Identify and remove any unnecessary barriers that might impede the application or selection of an eligible candidate, across all nine equality grounds.
- Develop inclusive recruitment practices that acknowledge the diversity of applicants and candidates to the museum.
- Seek feedback and consult with applicants or other interest groups to ensure quality of service.
- Ensure transparency of recruitment procedures.

##### **Advertising**

- Ensure that job descriptions and advertisements do not directly or indirectly exclude any potential applicant or include any unnecessary requirements that would unfairly exclude an applicant in relation to the gender equality ground.
- Ensure that advertisements reach candidates across all genders (by advertising in a variety of media for example).

##### **Interviews**

- Provide training in equality and diversity (as well as recruitment skills) to all members of Interview panels.
- Use an agreed and objective system of rating candidates (by experience, skill, qualifications etc. as relevant).

##### **5.2 Training and Development**

In relation to training and development, the Gallery will:

- Ensure that every employee has equal access to training and development opportunities regardless of gender.

- Seek to ensure the programmes provided are inclusive and accommodate the diversity of staff.
- This policy will be accessible to all in the Staff Handbook and will feature in future Staff Induction Programmes.

### **5.3 Progression**

In relation to progression, the Gallery will:

- Ensure that staff enjoy equal access to progression a promotional opportunities regardless of gender.
- Monitor promotional processes and outcomes regarding gender.
- Remove any identified barriers to progression under the equality grounds and where appropriate implement measures to redress imbalances.

### **5.4 Retention and Wellbeing**

In relation to retention and wellbeing, the Gallery will in so far as is possible:

- Seek to retain and develop talent in its diverse staff - both men and women.
- Provide equal access to work-life balance practices and benefits as appropriate.
- Provide access to all employees to the Civil Service Employee Assistance Programme.
- Provide regular information to employees about benefits and entitlements through the Human Resource Department and Employee Handbook.
- Give consideration throughout all industrial relations matters (grievances, disciplinary matters etc.) to accommodating gender equality.

## **6. Monitoring and Review, Feedback and Further Information**

### **6.1 Monitoring and review**

The implementation of the policy will be reviewed on a regular basis by the Human Resource Department and the policy will be updated on foot of this review, other legal developments; or advice from government bodies, at least every three years.

The Gallery will develop systems to collect and examine information relating to gender equality in order to ensure service quality for all. Any such collection of data is conducted in compliance with the Gallery's obligations under Data Protection Legislation.

### **6.2 Feedback**

The Gallery will actively seek feedback on the implementation of this policy from its employees. This feedback will inform future development and implementation of the policy. The Gallery welcomes feedback from its employees, both men and women.

### **6.3 Queries and Complaints**

If you would like to raise an issue regarding the implementation of the Gender Equality Policy, or other gender equality matters, please contact the Human Resources Department who will log your query/complaint and either liaise with you directly or arrange for you to liaise with the relevant manager, as appropriate. You may be directed to other existing complaints procedures.

Please note that broad, non-identifying details of your query/complaint and its outcome may be recorded for monitoring purposes. This will help the Gallery continue to improve its policies and service provision.

## **7. Appendices – Other Policies & Procedures**

Other Gallery policies and procedures are developed and/or reviewed within the context of the gender policy. The gender policy should be read in conjunction with the following policies, guidelines, codes of practices and strategies, which support gender equality and inclusion at the Gallery.

### **Bullying and Harassment – Dignity at work**

Outlines the Gallery's commitment to maintaining an environment of dignity and respect where bullying and harassment is not tolerated.

### **Equal Opportunities Policy and Procedure**

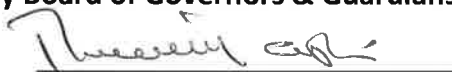
Demonstrates the Gallery's commitment to an environment of equal opportunities to both employees and potential employees regardless of gender.

### **Recruitment & Selection**

Outlines Gallery's recruitment and selection procedures and its commitment to maintaining being an equal opportunities employer.

**Approved by Board of Governors & Guardians of the National Gallery of Ireland**

Signed:



Date:

17/5/18