

## Equal Opportunities & Diversity Policy

### DOCUMENT CONTROL SHEET

Required Information	Definition
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#### Version Control Table

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## Equal Opportunities & Diversity Policy

### Policy

#### 1. Policy Brief and Purpose

NCAD provides equal opportunities to all employees and applicants for employment in access to employment, conditions of employment, training or experience for or in relation to employment, promotion or re-grading, or classification of job, and in other employment decisions without discrimination on grounds of gender, marital status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

NCAD is an equal opportunities employer and is committed to the continued development of employment policies, procedures and practices which do not discriminate on any of the nine grounds listed above.

This policy outlines the actions the College will take to identify and remove any barriers to accessing and participating in College as a student or staff member or service user.

#### 2. Context

This policy is developed in the context of the Employment Equality Acts 1998-2015 and Equal Status Acts 2000-2018 which prohibit direct and indirect discrimination, sexual harassment, harassment and victimisation in relation to nine equality grounds: gender, family status, civil status, sexual orientation, age, disability, religion, ethnicity and membership of the Traveller community.

The Employment Equality Acts prohibit discrimination in employment – including recruitment, promotion, pay and other conditions of employment. The Equal Status Acts prohibit discrimination in access to and provision of services, accommodation and educational establishments.

The Universities Act 1997 places obligations on universities to promote equality, including gender balance, and access.

The Disability Act 2005 places significant obligations on public bodies in terms of providing integrated access to services and information to people with disabilities, as well as promoting the employment of people with disabilities.

The College reserves the right to implement positive action programmes in accordance with the Employment Equality Acts 1998-2015 and to invoke exemptions allowed for under these Acts, including, but not limited to, taking action to comply with the Employment Permits Acts 2003 and 2006, the Protection of Young Persons (Employment) Act 1996, the National Minimum Wage Act 2000 and the Redundancy Payments Acts 1967 - 2014.

This policy reflects the College's commitment to meet its obligations under these Acts. This policy should also be read in conjunction with the following policies:

- Dignity and Respect at Work Policy (incorporating Bullying and Harassment)
- Code of Conduct for Employees Policy
- Disciplinary Policy
- Code of Practice for Employment of People with Disabilities

### **3. Scope**

This policy applies to all employees of NCAD.

### **4. Definitions**

Under employment equality legislation, it is illegal to discriminate directly or indirectly on pay or non-pay issues on any of the following nine grounds:

1. Gender
2. Age
3. Disability
4. Family Status
5. Sexual Orientation
6. Marital Status
7. Race
8. Religion
9. Membership of the Traveller Community

### **5. Guidelines**

In employment, the College aims to:

- Ensure that all applicants for employment at the College 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 employees of the College 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 staff or job applicants who feel that they have been unfairly treated can have their complaints investigated
- 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 disadvantaged staff or 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 for personal and career development
- Consult with staff and representative associations, where appropriate and practicable, on issues relating to equal opportunities and to encourage both the involvement of the College community in, and the commitment to, the promotion of equal opportunities
- Ensure that this policy is made known to all employees.

## **6. Responsibilities & Resources**

All staff are responsible for ensuring that they are familiar with and comply with the Equal Opportunities and Diversity Policy and that equal opportunities principles are respected.

Each Head School/Department, is responsible for familiarising themselves with the Equal Opportunities and Diversity policy and ensuring that educational and employment decisions are made and implemented in accordance with the College's equal opportunities policy. All persons involved in decision-making, including members of Colleges, boards and committees, shall act in a non-discriminatory manner. Heads of School/Departments are accountable for ensuring that the workplace and study environment are safe and free from discrimination on the grounds covered by this policy.

Any individual with a concern, grievance, or complaint of discrimination or retaliation under this policy should utilise the appropriate procedure from those available:

- Dignity & Respect Policy (incorporating Bullying & Harassment) or;
- Grievance Policy

Advice on which procedure is appropriate may be sought from the Human Resources Department.

Violation of the Equal Opportunities and Diversity Policy can result in disciplinary action up to and including dismissal.

Retaliation, which is conduct constituting any interference, coercion, restraint or reprisal against a person complaining of discrimination or participating in the resolution of a complaint of discrimination, is considered a violation of this policy and a disciplinary offence.

Prevailing upon management, trade unions, colleagues or students to practise unfair discrimination or to act in a way which is contrary to the spirit of this policy is considered a violation of the policy. Violation of this policy is a disciplinary offence and staff disciplinary procedures may be applied as appropriate.