

<p>Crawford Art Gallery</p> <p>Policy and Procedures</p>	<p>Gender Equality Policy</p> <p>Number 019</p> <p>Page 1 of 5</p>	
--	--	--

Gender Equality Policy

1. Introduction

- 1.1 Statement of Commitment
- 1.2 Strategic Plan
- 1.3 Legislation
- 1.4 The case for gender equality
- 1.5 Scope
- 1.6 Embedding the policy

2 Implementation

- 2.1 Responsibility
- 2.2 Equality Committee
- 2.3 Equality Officer
- 2.4 Equality Infrastructure and Services

3 Annual Implementation Plan

4 Communications

- Advertising and Marketing
- Business Contracts / Artist Contracts

5 Gender Equality in Employment

- 5.1 Recruitment and Selection
 - Advertising
 - Interviews
- 5.2 Training and Development
- 5.3 Progression
- 5.4 Retention and Wellbeing

6 Monitoring and Review, feedback and Further Queries

- 6.1 Monitoring and review
- 6.2 Feedback
- 6.3 Queries and Complaints

<p>Crawford Art Gallery</p> <p>Policy and Procedures</p>	<p>Gender Equality Policy</p> <p>Number 019</p> <p>Page 2 of 5</p>	
--	--	--

1 Introduction

1.1 Statement of Commitment

The Crawford Art Gallery(CAD) is committed to supporting gender equality in all aspects of its activity: employment and service provision.

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

- Sanctioned posts are represented by 13 women and 4 men
- The senior management team is represented by 7 women and nil male
- The Board is represented by 7 females and 4 males

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

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

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

1.2 Strategic Plan

CAG will endeavour to embed the promotion of Gender Equality in addition to equality as a whole and diversity in the overall mission of the Gallery and into the emerging Strategic Plan and all future plans

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 '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 core to Crawford Art Gallery's values

CAG is committed to recruiting and retaining the most talented employees and to ensuring that its employees reach their full potential. Implementing this policy is key to CAG's success as a National Cultural Institution.

1.5 Scope

This policy applies to:

- All employees, all applicants for employment, volunteers, and all those who work on behalf of CAG and relates to all areas of employment practice including recruitment and selection, training and development, progression (including promotion), pay, employment conditions and retention.

<p>Crawford Art Gallery</p> <p>Policy and Procedures</p>	<p>Gender Equality Policy</p> <p>Number 019</p> <p>Page 3 of 5</p>	
--	--	--

- All members of the public, contract for service providers, visitors, customers and artists of CAG.

1.6 Embedding the Policy

CAG seeks to embed gender equality in its planning processes so as to ensure that a gender equality perspective is incorporated into all CAG activities and policies.

2. Implementing

2.1 Responsibility

Overall responsibility for gender equality issues lies with the Director of CAG and with the Head of Operations who is the manager for workforce issues. The Director who reports to the Board will include an update on gender equality measures as required.

Responsibility for providing leadership lies with the 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 CAGs commitment to Gender Equality.

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

3. Communications

3.1 Advertising and Marketing

Advertising and marketing strategies will be non-discriminatory and will communicate CAG's commitment to gender equality.

3.2 Business Contracts / Artist Contracts

CAG will seek to ensure that artists / other companies from whom it has contracted to receive goods and services are aware that this policy is in place and that they are expected to comply with it.

4. Gender Equality in Employment

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

4.1 Recruitment and Selection

In relation to recruitment CAG 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.
- Seek feedback and consult with applicants or other interest groups to ensure quality of service if deemed necessary
- Ensure transparency of recruitment procedures.

<p>Crawford Art Gallery</p> <p>Policy and Procedures</p>	<p>Gender Equality Policy</p> <p>Number 019</p> <p>Page 4 of 5</p>	
--	--	--

4.2 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).

4.3 Interviews

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

4.4 Training and Development

In relation to training and development, CAG 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 updated Staff HR Policies & Procedures folder and will feature in Staff Induction Programmes.

4.5 Progression

In relation to progression, CAG will:

- Ensure that staff enjoy equal access to progression and 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.

4.6 Retention and Wellbeing

In relation to retention and wellbeing, CAG 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 regular information to employees about benefits and entitlements through the Human Resource Department.
- Give consideration throughout all industrial relations matters (grievances, disciplinary matters etc.) to accommodating gender equality.

5. Monitoring and Review, Feedback and Further Information

5.1 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.

5.2 Feedback

CAG will seek feedback on the implementation of this policy from its employees when required. This feedback will inform future development and implementation of the policy. CAG welcomes feedback from its employees

Crawford Art Gallery	Gender Equality Policy Number 019 Page 5 of 5	
Policy and Procedures		

5.3 **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 Head of Operations 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 CAG continue to improve its policies and service provision.