

| Version Control                |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Title</b>                   | KRSP Diversity and Inclusion Policy V2 011223                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Document Ref/Version No</b> | V1: 101121<br>V2: 011223                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose of Document</b>     | The purpose of the document is to protect and promote respect for and understanding of diversity and inclusion in the workplace. It will aim to promote equality and prohibit discrimination in the workplace across the nine grounds of discrimination - i.e. 1) Gender, 2) Marital status, 3) Family status, 4) Age, 5) Disability, 6) Sexual Orientation, 7) Race, 8) Religion, and 9) Membership of the Traveller Community. |
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| <b>Reviewed By</b>             | Nicola Keeshan                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Authorised By</b>           | KRSP Board                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Effective Date</b>          | 01-Dec-23                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Review Date</b>             | Biennial: 01-Dec-2025                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Comments</b>                | Type A organisations must be aware of the nine grounds of discrimination and do as much as possible to ensure discrimination is not taking place.<br><br><b>SGC:</b> Section 2.1 (g)                                                                                                                                                                                                                                             |

## Policy Statement

- Kilkenny Recreation and Sports Partnership (KRSP) recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential members.
- KRSP aims to ensure that all people irrespective of their gender, civil status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community have a genuine and equal opportunity to participate in our sport at all levels and in all roles. That is as a beginner, participant or performance athlete, and as a coach, official, manager, administrator or spectator.
- KRSP aims, in our relationships with our board and committee members, employees and volunteers, applicants and in the delivery of service/provision of sport, not to disadvantage any individual by imposing any conditions or requirements which cannot be justified.
- KRSP will never directly discriminate against any group or unintentionally indirectly discriminate, or in any way treat a person less favourably than others are treated in the same or similar circumstances.

## Definitions

### Diversity

Diversity relates to a mix of employees in the workplace, it is inclusive of all employees when it comes to gender, age, race, ethnicity, sexual orientation, family status and so forth. Diversity is a positive action from an LSP when they create an inclusive culture through their recruitment and retention practices and policies. Equality is a legal requirement to ensure that employees are protected against discrimination under the nine grounds. Diversity is a step beyond equality - it is positive commitment to create an inclusive work culture.

### Inclusion

Inclusion means people having a sense of belonging, of being comfortable in being part of something they value. Diversity means being aware of, accommodating and celebrating difference. Inclusion and Diversity in many ways go hand-in-hand. Real inclusion reflects diversity, i.e. it aims to offer that sense of belonging to everyone, irrespective of gender, marital status, family status, age, disability, sexual orientation, race, religion, and membership of the traveller community.

### Discriminatory Behaviour

KRSP recognises discrimination on one or more of nine specified grounds, namely: gender, civil status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community. KRSP accepts that discrimination may be direct, indirect, imputed or by association.

## Objectives of the Policy

The purpose of this policy and procedural guidelines is to provide guidance on all aspects of diversity and inclusion at Kilkenny Recreation and Sports Partnership. We hope to adopt a planned approach to eliminate barriers which discriminate against particular groups.

### Responsibility

The Board and the Coordinator are responsible for ensuring that the policy and procedures in this document are implemented efficiently and effectively. All Board members and the Coordinator are expected to cooperate and lead by example. All other staff, tutors and volunteers/student placements at KRSP must comply and ensure that equality principles are respected.

## Measures

These procedures outline the measures that will be taken to ensure that this policy is fully implemented.

## Training and Instruction

KRSP commits to providing or organising training or instruction to staff to facilitate implementation of these policies and procedures.

## Evaluation and Review

Constructive feedback on this document is always welcome. It should be given to the Coordinator who will ensure that it is considered by the Board. The document will be reviewed in full consultation with all stakeholders on a regular basis, or as frequently as needed if circumstances change.

## 1. KRSP Board and Committees

To govern well, Boards and Committees need to draw on diverse perspectives and generate a variety of alternative viewpoints. The common goal of the Board/Committees should be a shared commitment to achieving the very best outcomes for communities across Kilkenny. If everyone has a similar background, then it becomes hard to take decisions that are in the best interests of all our stakeholders. Kilkenny Recreation and Sports Partnership is committed to having a diverse and balanced Board/Committee comprised of women and men who equally champion all involvement in sport and physical activity.

All Board/Committee members will be selected based on their abilities and merits and according to the requirements of the Board of KRSP. Where appropriate and permissible, positive action will be taken to give under-represented groups equality of opportunity and representation on the Board of KRSP.

Gender neutral titles will be used on KRSP Board/Committee and no reference will be made to any of the other eight grounds in classifying positions.

KRSP is committed to implementing the actions outlined in the Best Practice Framework to create and maintain a more diverse and gender equal Board.

### 1.1 Recruitment and Selection

The Board, supported by the Co-ordinator, is responsible for the nomination process to the KRSP Board and is guided by our Constitution documents in ensuring diverse representation while being mindful the Board has the required skillset. Under Article 13(b)(iii) the Board can co-opt 4 additional Directors onto the board. In considering who to co-opt, the Board shall have regard to the specific skill needs of the Board, the extent to which specific areas or sectors of the sporting and active recreation community are not already represented on the Board and the objective of achieving diversity on the Board

### 1.2 Induction

Induction of all new Board members is essential to help them understand their roles and responsibilities. Induction should include awareness of the values, aims and processes of the organisation, Board effectiveness training as well as practical information. LSP is committed to ongoing CPD for all Board members e.g. training provided by Sport Ireland or arranged through other sources.

## 2. Equal Opportunities in Employment

No employee or job applicant will be discriminated against, in recruitment, selection, placement, training, career development, promotion, compensation, benefits and special leave entitlements. All individuals will be selected, promoted, and treated on the basis of their abilities and merits only, and according to the requirements of the job. All employees will have equal opportunity to show ability and to progress within KRSP. Where appropriate and permissible, positive action will be taken to give under-represented groups equality of opportunity within KRSP.

### 2.1 Recruitment and Selection

The following measures will be adopted in the recruitment and selection procedure:

- Job requirements will be non-restrictive and flexible and distinguish between essential and desirable criteria and will be open to all suitably qualified applicants.
- Recruitment decisions will be made against specified criteria as required for the particular vacancy.
- The organisation will seek to ensure that the recruitment process is free from any direct or indirect discrimination on any of the 9 grounds.
- Where an applicant indicates that they have special needs, to facilitate their participation in the recruitment and selection process, reasonable accommodation will be provided, subject to this not imposing a disproportionate burden.
- An equal opportunities statement will appear on all job descriptions and advertisement.
- Advertisements will avoid discriminatory language and images.
- The assessment process will be objective and job relevant with procedures that minimise the potential for bias.
- Where possible, selection panels will be representative of society.
- Recruitment agencies where used will be informed of our equality policy and of the requirement to be non-discriminatory.
- If a medical test is found to be necessary, KRSP will explore the outcomes with the employee, secure further medical opinion as necessary, implement a safety assessment of the workplace if needed, and make reasonable accommodations.

### 2.2 Induction

Kilkenny Recreation and Sports Partnership's induction process is designed to ensure a smooth transition to work. We will in addition undertake awareness-raising with existing staff to assist this transition.

### 2.3 Development, Promotion, Compensation and Benefits

Kilkenny Recreation and Sports Partnership will aim to achieve equal opportunities for all in training, job development and promotion. Selection for promotion will be based on defined criteria related to the requirements of the post, and no reference will be made to the nine grounds in the selection process. We will also ensure that the principles and practice of equal pay and benefits are respected.

### 2.4 Classification of Posts

Gender neutral job titles will be used and no reference will be made to any of the other eight grounds in classifying positions.

### 2.5 Work/life Balance

Kilkenny Recreation and Sports Partnership recognises the importance of having policies which are family-friendly and which recognise the need of all individuals for a work/life

balance. While balancing the needs of the organisation, we are committed to encouraging and facilitating where possible flexible work practices which enable staff to juggle competing life demands.

KRSP will ensure that individuals who avail of these arrangements are treated fairly and are not subject to discrimination.

## 2.6 Training Courses

- Training will be provided based on individual needs and the requirements of the post held by the Employee.
- Selection for training will not be based on any of the nine grounds.
- Where an individual's disability impedes their ability to fully participate and engage in training activities, reasonable accommodation will be provided subject to this not imposing a disproportionate burden.
- Although every effort will be made to arrange training to facilitate attendance by part-time Employees, there is an expectation that part-time Employees will make themselves available, from time to time, to attend training outside their normal hours of work.

## 2.7 Conditions of Employment

- Terms and conditions of employment will be applied fairly to all Employees, with no reference to any of the grounds in the Employment Equality Acts.
- KRSP seeks to provide equal pay for like work.
- KRSP endeavours to provide a work environment free from bullying, harassment or sexual harassment.

## 3. Equal Opportunities in Tutoring

There are many similarities, though much less formality between the recruitment process and day-to-day management of KRSP's tutors. Where possible and appropriate, our diversity and inclusion procedures for tutors will mirror those of KRSP employees.

## 4. Equal Opportunities in Volunteering/Student Placements

There are many similarities, though much less formality between the recruitment process and day-to-day management of KRSP's volunteers/student placements. Where possible and appropriate, our diversity and inclusion procedures for volunteers will mirror those of KRSP employees.

## 5. Equal Opportunities in Service Delivery

Kilkenny Recreation and Sports Partnership will aim to provide equal access for all to our services. Where appropriate and permissible, positive action will be taken to give under-represented group's equality of opportunity to access our services.

KRSP will not tolerate discrimination or any other inappropriate behaviour by one group against another or others for any reason. Discrimination is defined as the treatment of a person in a less favourable manner than another person is, has or would have been treated, on any of the nine grounds. Discrimination can also be taken to have occurred where a person is treated less favourably by virtue of their association with a person who is a member of one of these nine groups. Discrimination also occurs where one of the grounds is imputed to a person and the person is treated less favourably as a result.

KRSP will look to provide training on diversity and inclusion to staff and volunteers.

## 6. Accessibility

Kilkenny Recreation and Sports Partnership recognises that certain people may have specific needs to facilitate their participation in terms of employment, volunteering or use of services. Some examples of such needs may include a sign or foreign language interpreter for an interview/event, re-allocation of marginal tasks or specific equipment in employment, training materials in alternative formats such as large print/language translations, or specific dietary requirements. KRSP will endeavour to meet these needs within budgetary constraints pursuing all available grants or statutory or voluntary support schemes where financial outlay or other support is required.

## 7. Reasonable Accommodation

Reasonable accommodation shall be provided to facilitate a person to apply for positions with the Organisation, to attend for interview, to engage in employment and to participate in training activities as applicable.

This commitment is subject to such reasonable accommodation not presenting a disproportionate burden on the Organisation, unless otherwise deemed appropriate.

## 8. Harassment and Sexual Harassment

Kilkenny Recreation and Sports Partnership will treat any allegations of harassment, sexual or otherwise, with the utmost seriousness and pursue the relevant procedures without delay.

## 9. Complaints

Individuals who feel they have not been treated in accordance with the policy can pursue the matter through the relevant procedure. Anyone who chooses to take such action will not be treated adversely as a result.

## 10. Compliance

All staff and volunteers have a duty to comply with the provisions of this policy; those who do not may be subject to action under the disciplinary policy for paid staff and other relevant procedures for everyone else.

## 11. Review

The Board should consider the Policy as appropriate and approve at a meeting of the Board. Any proposed revisions to the Policy should be approved at a meeting of the Board.

This Policy is required to be approved by the Board and reviewed by the Board on a biennial basis.