

CHESTER BEATTY LIBRARY

GENDER EQUALITY POLICY

1. Policy

Chester Beatty Library (CBL) is committed to supporting gender equality in all aspects of its activity; employment and service provision. CBL is committed to non-discrimination for employees, volunteers, facilitators and visitors in relation to gender grounds specified in equality legislation.

The legislation includes the Employment Equality Acts 1998 – 2015, the Equal Status Acts 2006 - 2015, Maternity Protection Acts 1994 and 2004, Adoptive Leave Act 1995 & 2005, Parental Leave Acts 1998 and 2006, Paternity Leave and Benefit Act 2016, Carer's Leave Act 2001, Protection of Employees (Fixed Term Work) Act 2003 and the National Minimum Wage Act 2000.

CBL is committed to meet its obligations under the aforementioned legislation but also will be proactive in promoting gender equality in the spirit of the Acts.

The Library will strive to identify obstacles to full participation in employment and activities at CBL and will take action to remove these, as appropriate.

The Library will endeavour to embed the promotion of Gender Equality in its strategic and operational plans, when next reviewed.

This policy will be made accessible to all employees in the Employee Handbook.

2. Scope

This policy applies to:

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

3. Responsibilities

Overall responsibility for gender equality issues lies with the Director and the Senior Management Team.

Gender Equality - Employment

The HR Manager will have responsibility to ensure gender equality is promoted in relation to all HR policy and specific HR functions, e.g. recruitment and selection.

Line Managers, Supervisors and others in positions of authority must ensure that the Gender Equality Policy is applied in their areas of responsibility.

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Each member of CBL staff is expected to abide by all applicable legislation and to uphold the Library's commitment to gender equality.

Non-compliance with this policy may be considered a breach of policy and may be subject to the Library's disciplinary procedures.

Gender Equality – Volunteers and Facilitators

The Head of Education will have responsibility to ensure gender equality is promoted in relation to all Education policy and Education functions, e.g. selection of volunteers and/or facilitators.

Gender Equality - Public and Visitor Activities

The Head of Development and Head of Education will have responsibility to ensure gender equality is promoted in relation to all public and membership policy and functions, e.g. selection of facilitators.

Gender Equality - Communications

The Head of Operations and Administration will have responsibility for ensuring advertising, marketing and PR strategies are non-discriminatory and reflect and promote CBL's commitment to gender equality.

4. Implementation:

Strategic Implementation Plans

On an annual basis and in line with the Library's Strategic Implementation Plans, the Senior Management Team and HR Manager will determine and outline specific ways in which the Gender Equality Policy will be implemented in CBL, including measurable objectives, where possible.

Gender Equality – Employment

CBL employment practices, policies and procedures will be reviewed regularly to ensure they comply with the Gender Equality Policy.

Recruitment & Selection:

In relation to recruitment, CBL 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 for employment in relation to gender
- Ensure that job descriptions and advertisements do not directly or indirectly exclude any potential applicants or include any unnecessary requirements that would unfairly exclude and applicant on the basis of their gender
- Ensure that advertisement are placed so that they reach candidates across all genders
- Provide training in equality and diversity to all members of interview panels
- Use an agreed, relevant and objective system of rating candidates (e.g. on experience, skills, qualifications etc.)
- Select candidates on the basis of merit and ensure that the candidate with the skills, competencies and experience most suited to the post is selected

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- Identify and remove any unnecessary barriers that may impede the application or selection of an eligible candidate, especially in relation to the nine equality grounds
- Develop inclusive recruitment practices that acknowledge the diversity of applicants and candidates
- Seek feedback and where possible consult with applicants or other interest groups to improve the recruitment and selection process in relation to equality and diversity
- Ensure transparency of recruitment and selection procedures

Training and Development:

In relation to training and development, CBL will:

- Ensure that every employee has equal access to training and development opportunities regardless of their gender
- Seek to ensure that programmes provided are inclusive and accommodate the diversity of employees

Career Progression:

In relation to career development and progression, the Library will:

- Ensure that all staff enjoy equal access to progression and promotional opportunities regardless of their gender
- Monitor promotional processes and outcomes in relation to gender
- Seek to remove any identified barriers to progression under the equality grounds and where appropriate, implement measures to redress imbalances

Employee Retention and Wellbeing:

In relation to employee retention and wellbeing, CBL will:

- Seek to retain and encourage diversity in its workforce
- Provide equal access to work-life balance practices and benefits, as appropriate
- Provide access to the Employee Assistance Programme/Counsellor for all staff members
- Provide information to employees in relation to benefits and entitlements through the Employee Handbook and HR Department
- Give consideration to gender equality issues, throughout any industrial/employee relations matters (e.g. grievance/discipline etc.)

5. Related Documents

- Code of Business Conduct of the Chester Beatty Library
- Employee Handbook
- Equality of Opportunity Policy – *Section 10: Employee Handbook*
- Respect and Dignity at Work/Anti Bullying and Harassment Policy – *Section 9: Employee Handbook*
- Training, Education Funding and Study Leave – *Section 15: Employee Handbook*
- CBL Volunteer Policy

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6. Forms / Documents

None applicable

Approval/Revision History

Document Name: Gender Equality Policy

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Approved By: Derval O’Carroll – Head of Operations and Administration

This Gender Equality Policy is Version 1, issued on 11 April 2018.

This policy will be reviewed on an annual basis by Head of Operations and Administration.

Date	Revision Description	Rev. Change
11 April 2018	First Release	1.0