

IMMA

GENDER  
EQUALITY POLICY

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## 1 Introduction

### 1.1 Statement of Commitment

IMMA, the Irish Museum of Modern Art, is committed to supporting gender equality in all aspects of its activity: employment and service provision.

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

- Sanctioned posts are represented by 64% female and 36% men.
- The senior management team is represented by 60% female and 40% male.
- The Board is represented by 50% female and 50% male.

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

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

IMMA 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

IMMA 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 IMMA'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 IMMA values. IMMA 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 IMMA. Implementing this policy is key to IMMA'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 IMMA (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 IMMA and relates to all services provided by IMMA in its diverse activities both internal and external.

## **1.6 Embedding the Policy**

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

## **2. Implementing**

### **2.1 Responsibility**

Overall responsibility for gender equality issues lies with the Director of IMMA and with the Human Resources Manager for workforce issues. The Directors report to the Board will include an update on gender equality measures twice yearly. The HR Manager 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 IMMA's 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. Annual Implementation Plan**

The Human Resources 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. Communications

### Advertising and Marketing

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

## 5. Gender Equality in Employment

The Gender Equality Policy applies to all employees of IMMA. IMMA 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 IMMA 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, IMMA 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, IMMA 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.

## **5.4 Retention and Wellbeing**

In relation to retention and wellbeing, IMMA 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 IMMA Employee Assistance Programme.
- Provide regular information to employees about benefits and entitlements through the Human Resource Department and Staff 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. IMMA 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 IMMA's obligations under Data Protection Legislation.

### **6.2 Feedback**

IMMA will actively seek feedback on the implementation of this policy from its employees. This feedback will inform future development and implementation of the policy.

IMMA 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 IMMA continue to improve its policies and service provision.

## **7. Appendices – Other Policies**

Other IMMA policies 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 IMMA.

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

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

### **Bullying and Harassment**

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

### **Recruitment & Selection**

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

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