



Irish Jockeys' Trust

*Diversity &
Equality Policy*



The Irish Jockeys' Trust

Supporting Jockeys & Their Families





POLICY STATEMENT

As an equal opportunities organisation, the Irish Jockeys Trust (IJT) is committed to treating all its people equally, while also respecting the diverse nature and individuality of its staff and volunteers. The IJT as a beneficial Trust charged with the care and of the professional jockey community, is very conscious of its obligations to treat beneficiaries and potential beneficiaries equally and respect the diverse nature of its beneficiaries.

The purpose of this policy is to communicate IJT's commitment to Equality and Diversity in the workplace and to identify how IJT will promote best practice in Equality and Diversity throughout the organisation.

The Irish Jockeys Trust fully understands and appreciates that the provision of equal opportunities in the workplace will assist all employees and volunteers to develop their full potential and will enable the talents and resources of the staff and volunteers to be fully utilised for the benefit of the organisation as a whole.

It also appreciates that a diverse workforce, with its wide range of people with different experiences, ideas and outlooks, is one that is considerably enriched and better equipped to operate in today's ever changing environment.

This policy applies to all staff and volunteers in IJT. Everyone can contribute to making this policy a success, however, if you have a position of responsibility, you have a particular role in supporting Equality and Diversity in the Irish Jockeys Trust.





WHAT IS EQUALITY?

Equality is about developing and achieving a fair and inclusive society with equal opportunity for all

Equality in the workplace means providing equal opportunity with regard to access to employment, terms and conditions of employment, equal pay, pensions, training and development and in relation to promotion or re-grading.

The Irish Jockeys Trust is committed to providing equal opportunity to all employees, potential employees and volunteers across the nine grounds of gender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community.

The Irish Jockeys Trust will pursue equality in the workplace and seek tangible outcomes. It will also ensure that the workplace is free from discrimination, sexual harassment and harassment.

The workplace extends to events that occur outside of IJT's premises and which take place under the aegis of IJT, for example Christmas parties or off-site events such as training courses, conferences and business meetings.

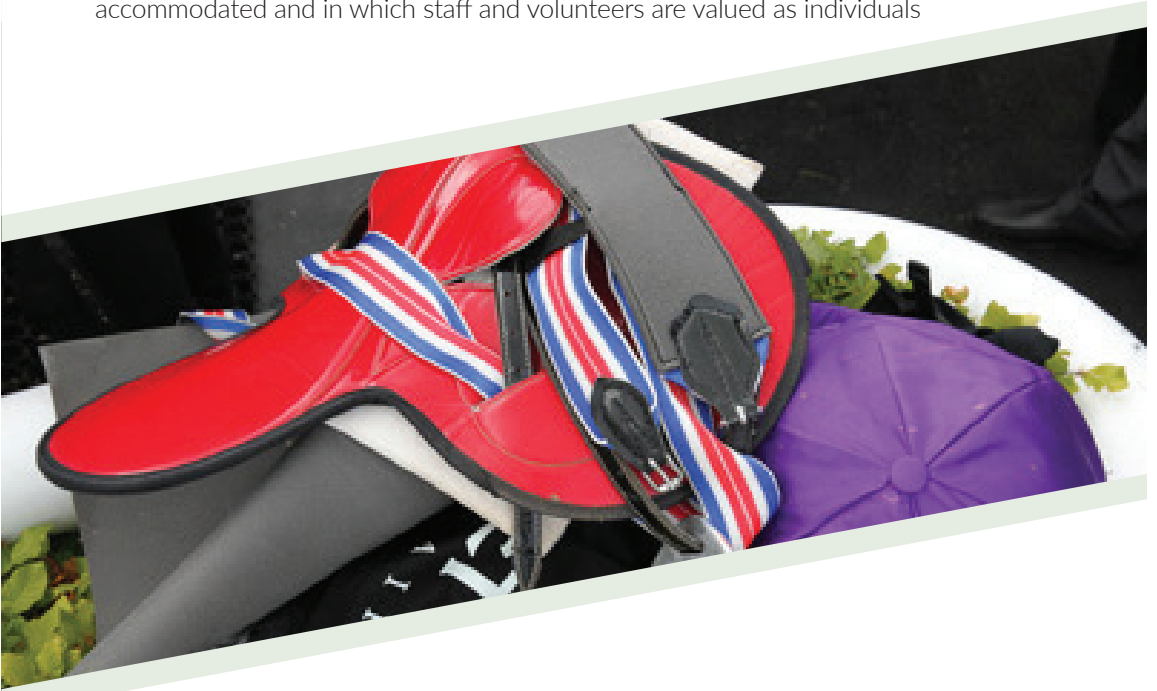


WHAT IS DIVERSITY?

Diversity is about recognising the differences in all individuals and valuing those differences.

In the workplace Diversity means accepting differences among employees and creating an environment in which difference is valued and is seen as a means of enriching the environment. The wider the range of diversity amongst employees and volunteers, the greater the range of thinking and experience from which an organisation can draw, enabling the organisation to work effectively in an ever-changing environment.

All of us – Trustees management, volunteers and staff – are responsible for creating a working environment in which differences are acknowledged, respected and accommodated and in which staff and volunteers are valued as individuals





EQUALITY LEGISLATION

The foundation of equality in the workplace is the Employment Equality Acts, 1998 and 2004, which promote equality and prohibit discrimination and harassment across the nine grounds of:

- Gender
- Civil status
- Family status
- Sexual orientation
- Religion
- Age
- Disability
- Race
- Membership of the Traveller community

The Irish Jockeys Trust will ensure that this legislation is respected and complied with at all times in the workplace and that employment practices will be free from any form of unlawful discrimination.

All IJT employees and volunteers have a role to play in ensuring that their working environment is free from unlawful discrimination and harassment. Those in roles of responsibility have a particular responsibility to ensure that unlawful discrimination and harassment do not occur and to ensure that all employees and volunteers are aware of this policy.



AN INCLUSIVE WORKPLACE

The Irish Jockeys Trust is committed to creating an inclusive workplace where different ideas, experiences and skills are welcome. People differ in many ways, from variations in age, gender, physical ability, nationality, ethnic background and socio-economic background to other differences such as intellectual ability, sexual orientation, civil status, family status and religious belief. The Irish Jockeys Trust understands that embracing these differences enriches the workplace and contributes towards creating a dynamic work environment.

RECRUITMENT AND PROMOTION

It is very important to the Irish Jockeys Trust that standards of fairness and equality are maintained in the recruitment and promotion process. All individuals are recruited and promoted on the basis of their ability to do a job.

Applicants will be assessed against the skills, knowledge and competencies required for a job. Assumptions will not be made about the suitability of an individual for a job based on their gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.





The Irish Jockeys Trust ensures employees and volunteers involved in recruitment and promotion decisions are aware of their responsibilities to ensure that the process is managed in the most appropriate manner possible.

In order to ensure fair and equitable recruitment and promotion processes for employment and promotion opportunities, the following procedures are followed:

- Advertisements for job vacancies will not contain any information that would be unlawfully discriminatory.
- Applications from all sections of the community will be welcome.
- We will advise employment and recruitment agencies of IJT's commitment to and policy position on employment equality across the nine grounds and ensure that when they are acting on behalf of IJT that they follow practices that reflect the requirements of the employment equality legislation.
- Application forms will be checked to ensure that they do not directly or indirectly discriminate against any candidate.
- If short lists are used they will be designed to give equal opportunity to all.
- IJT will aim to have a gender balance on all interview panels.
- All selection methods (interviews, aptitude tests and other methods) will be designed to assess a candidate's ability to perform successfully in the job.
- All reasonable measures will be taken to ensure that people with disabilities have equal access to employment within IJT.

The Irish Jockeys Trust policy is that no job applicant or member of staff receives less favourable treatment in the recruitment and promotion process based on their gender, family status, civil status, age, race, sexual orientation, disability, religion or membership of the Traveller community.





Recruitment of Trustees

There are particular circumstances which govern the appointments to the Board of Trustees of the IJT. These are set out in the governing document – the 1975 Deed of Trust. Nominations are taken from two nominating bodies to fill the 5 positions on the Board of Trustees. As such, the Trust itself has no direct influence on the particular make-up of the Board of Trustees or over any of the considerations that would otherwise normally be covered by this policy. In order to ensure, as far as practicable, that the policy of the Irish Jockeys Trust is respected, the nominating bodies have been made aware of the policy and have been provided with a copy of the policy. The Trustees of IJT have also sought to engage with the nominating bodies in this regard.

TRAINING AND DEVELOPMENT

It is very important to IJT and its staff and volunteers that its beneficiaries are provided with a safe, efficient and courteous service at all times.

The Trust is committed to providing the necessary training and development to staff and volunteers to ensure that they are in the position to deliver such a service. All employees and volunteers are entitled to equal access to training and development based on training needs of the employee or volunteer and the training requirements of the Trust.

No decision relating to an employee's or volunteer's access to training or development will be made on the basis of their gender, civil status, family status, sexual orientation, religion, age, disability, race or membership of the Traveller community.

Equality and Diversity will become a core topic in employee training, enabling all employees and volunteers to have an understanding of the role of Equality and Diversity in the workplace and also its role with regard to the Irish Jockeys Trust beneficiaries.





SEXUAL HARASSMENT, HARASSMENT AND BULLYING

All employees and volunteers in the Irish Jockeys Trust should be treated with dignity and respect and be able to work in a supportive and harmonious environment, free from any forms of sexual harassment, harassment and bullying.

The Irish Jockeys Trust will not tolerate any forms of inappropriate behaviour in the workplace and has clearly detailed the Trust's policy and procedure in dealing with sexual harassment, harassment and bullying in a separate document 'Dignity & Respect at work in the Irish Jockeys Trust'.

COMMUNICATION

This policy will be distributed to employees and volunteers in the organisation. It will be placed on the Trusts' website.

REVIEW

This policy will be subject to review and amendments where appropriate.

The Irish Jockeys Trust aims to create a culture that is non-discriminatory and will aim to develop policies and practices that are in line with best practice and comply with legislative changes in the area of Equality and Diversity.

The person with daily responsibility for advising on and co-ordinating the implementation of existing and new employment and Equality and Diversity programmes is the CEO.

The person with overall responsibility or employment Equality and Diversity is the Chair of the Board of Trustees.



Unlawful Discrimination

Discrimination is currently defined in Section 6 of the Employment Equality Act, 1998 as the treatment of a person in a less favourable way than another person is, has been or would be treated on the basis of any of the nine grounds. The definition of discrimination has been widened by The Equality Act, 2004 to include situations where one of the nine grounds is attributed to a person and he/she is treated less favourably than another person as a result or where a person who is associated with another person is treated, by virtue of that association, less favourably than another person.

The nine grounds are:

- **Gender:** A man, a woman or a transsexual person (specific protection is provided for pregnant employees or in relation to maternity leave);
- **Civil Status:** Single, married, separated, divorced or widowed;
- **Family Status:** A parent of a person under 18 years or the resident primary carer or a parent of a person with a disability;
- **Sexual Orientation:** Gay, lesbian, bisexual or heterosexual;
- **Religion:** Different religious belief, background, outlook or none;
- **Age:** This applies to all ages above the maximum age at which a person is statutorily obliged to attend school;
- **Disability:** This is broadly defined including people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions;
- **Race:** A particular race, skin colour, nationality or ethnic origin;
- **Membership of the Traveller Community:** People who are commonly called Travellers, who are identified both by Travellers and others as people with a shared history, culture and traditions, identified historically as a nomadic way of life on the island of Ireland.





Harassment

Harassment is any form of unwanted conduct, related to any of the nine discriminatory grounds, which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Such unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Sexual Harassment

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person.

Such unwanted conduct may consist of acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Bullying

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work.

An isolated incident of the behaviour described in this definition may be an affront to dignity at work but, as a once off incident, is not considered to be bullying.



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