



BUTLER GALLERY

Equality, Diversity & Inclusion at Butler Gallery

Equality & Diversity

Introduction:

Butler Gallery is committed to working together to maintain a workplace environment that encourages and supports the right to equality, diversity and inclusion. All employees are expected to respect the right of each individual to dignity in their working life. All employees will be treated equally and respected for their individuality and diversity.

We are committed to the inclusion of people from varied and diverse socio-economic backgrounds. This policy is informed by the Arts Council's Equality, Human Rights and Diversity Policy and Strategy (EHRD) and the **Employment Equality Act 1998, which promotes equality in the workplace and opened new potential for equality in covering the nine grounds of:** Gender / Marital Status / Family Status / Sexual Orientation / Race / Religion / Disability / Age / Traveller Community.

This policy applies to all individuals in Butler Gallery whether directly employed or contracted by the gallery. All individuals, have a duty and responsibility to uphold this policy.

Aims:

- To ensure that all employees, job applicants and visitors are given equal opportunity and that Butler Gallery is representative of all sections of society.
- To ensure diversity is embedded in our Learning and Public engagement programme, our exhibitions and residency programme and throughout our organisational culture.
- To actively consider how we understand, measure and address our audiences and participants.
- To ensure that support is given to artists in the creation of work with participants, inclusive of those with disabilities.
- All visitors will be treated with respect and dignity and support the aim that all who visit the Gallery have a positive experience.

Equality, Diversity and Inclusion in the workplace:



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- Each employee will be respected and valued and able to give their best as a result. An inclusive culture for all will be promoted through our valued and respected differences.
- Create and maintain a positive working environment that recognises and protects the rights of each individual at work whether they are:
 - a. Visiting the Gallery or using our services.
 - b. Applying for a job or already employed by Butler Gallery.
 - c. Trainee employees, interns or students on work experience or placements.
 - d. Volunteers.
 - e. Contract Staff.

Implementation of the Policy:

Each member of the Senior Management Team has specific responsibility for the effective implementation of this policy and all our employees are expected to abide by the policy and help create an environment whereby equality in the workplace is a core objective.

In order to implement this policy Butler Gallery shall:

- Communicate the policy to employees, job applicants, volunteers and relevant others.
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of employees.
- Each member of the Senior Management Team has the responsibility to develop, monitor and report on the implementation of the Equality, Diversity and Inclusion Policy.
- Incorporate equal opportunity notices into general communications practices.
- Ensure that adequate resources are made available to fulfil the objectives of the policy.
- Identify and prevent unconscious biases.
- Be aware of indirect discrimination.

Recruitment and Selection:

- Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- Job descriptions are developed in line with our equal opportunities policy. Job requirements are reflected accurately in any person specifications.
- Butler Gallery has adopted a consistent, non-discriminatory approach to the advertising of vacancies.
- All applicants who apply for jobs with the gallery will receive fair treatment and will be considered solely on their ability to do the job.



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- Short-listing and interviewing will be carried out by more than one person.
- Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
- Selection decisions will not be influenced by any perceived prejudices of other staff.

Conduct and General Standards of Behaviour

All employees and volunteers are expected to conduct themselves in a professional and considerate manner at all times. The gallery will not tolerate behaviour such as:

- Making threats or physical violence.
- Shouting or swearing at others or persistent rudeness.
- Isolating, ignoring or refusing to work with certain people.
- Telling offensive jokes, name calling or displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- Any other forms of harassment, bullying or victimisation.

Complaints:

The Gallery will thoroughly investigate all complaints of unlawful discrimination on any forbidden grounds made by employees, trustees, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the gallery's disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

Accessibility

At the core of Butler Gallery's mission is the aim to bring people together to experience art, to consistently promote high artistic standards and believe in the value of visual art to enhance society. A key objective for the gallery is to ensure that the building, collections, exhibitions, programs and services are accessible to all individuals, including people with additional needs or disabilities.



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Aims:

Building on a firm foundation of commitment to accessibility, the gallery continues to identify, prevent and remove barriers to participation on an ongoing basis.

Butler Gallery works in partnership with employees, volunteers and visitors, to meet, where possible, the requirements of the Disability Act 2005 and to serve our visitors, employees and volunteers with disabilities and visitors to the gallery by:

Implementation of the Policy:

- Creating a welcoming and respectful environment.
- Designing public spaces that can be navigated with ease.
- Presenting works of art in creative ways that can be enjoyed and understood by individuals with various types of disabilities.
- Delivering programs that enable personal connections with art and accommodate the needs of visitors with disabilities, where reasonable.
- Providing the appropriate accommodations for staff and volunteers to undertake their responsibilities.
- Activating public feedback mechanisms to respond to questions and suggestions, and enable us to continually strengthen and improve our service to individuals with disabilities.

Butler Gallery is committed to implementing, and improving on this policy

For more information

About the building and accessibility: <https://www.butlergallery.ie/visit/accessibility>

What's On:

<https://www.butlergallery.ie/whats-on>

Community Partners:

<https://www.butlergallery.ie/learn-engage/community-partners>

List of Relevant Legislation:

- The Employment Equality Act 1998.
- Equality Act 2010.
- Irish Human Rights and Equality Commission Act 2014.
- General Data Protection Regulations, 2018.
- Disability Act 2005.



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Please Note:

Butler Gallery has signed up with the **Safe To Create** Code of Behaviour and have received our certificate. <https://www.safetocreate.ie/code-of-behaviour/#code-signatories>