

# DEI Policy

This policy sets out how The Shannon Region Conference and Sports Bureau will achieve its aims to promote diversity & inclusion as an employer and supplier of services.

It outlines how diversity & inclusion will underpin all areas of the organisation's work and service provision, including the communities within which it operates.

## 1. Policy Statement

The Shannon Region Conference and sports Bureau is committed to a workplace environment that promotes diversity and inclusion and creates an open and inclusive culture where everyone feels valued. We believe that embracing equality and diversity in the workplace benefits not just Shannon Region Conference and Sports Bureau but also individual employees, our customers, and our wider community.

All our employees bring their own background, work style, distinct capabilities, experience, and characteristics to their work. We recognise that a “one-size-fits-all” approach to managing people does not achieve fairness and equality of opportunity for everyone.

**Karen Ronan has a postgraduate diploma in EDI from University of Limerick  
Karen Ronan and Danielle Devaney have undertaken An ESG Leadership Course that is UPEACE accredited.**

As well as treating people with dignity and respect, Shannon Region Conference and Sports Bureau strives to create a supportive environment in which all employees can flourish and reach their full potential, regardless of differences, experience, or education. Harnessing the wide range of perspectives this diversity brings, promotes innovation, and helps make us more creative and competitive.

Shannon Region Conference and Sports Bureau is committed to an inclusive working environment which respects diversity of characteristics including, but not limited to, the following: sexual orientation, age, gender, race, ethnicity, family status, disability, civil status, and religious beliefs.

We will formulate and implement policies and practices that value diversity, provide equality of opportunity and ensure that no job applicant, employee, customer, or supplier receives less favourable treatment.

We will also ensure that other policies and practices reflect our commitment to treating people fairly and respecting the dignity of employees at all times.

<b>Key Equality &amp; Diversity Concepts:</b>
<b>Diversity</b> can be defined as the visible and non-visible differences between individuals. These differences can be related to race, ethnicity, religion, age, disability, sexual orientation, and gender, as well as the many differences in values, attitudes, beliefs, cultural views, skills, knowledge, education, background, employment, parenthood, marital status, and life experiences of every individual.
<b>Equal Opportunities:</b>
can be defined as ensuring all those involved with or wishing to be involved with the organisation, regardless of their diversity, are provided with opportunity based on their ability or potential to perform the required activity
<b>Discrimination :</b>
is unequal treatment of an individual because of their membership of a particular class or group, such as sex, race, or trade union. Discrimination may be subtle and unconscious and may not be easy to identify. For example, discrimination sometimes results from general assumptions about the capabilities, characteristics and interests of particular groups or individuals, which are allowed to influence the treatment of staff or job applicants or clients. This includes unconscious bias.
<b>Harassment or bullying:</b>
has the effect of causing undue stress on individuals and of demotivating them. Harassment or bullying of any kind will not be tolerated and serves to undermine the safe, supportive, and welcoming environment which Shannon Region Conference and Sports Bureau wishes to encourage.

### 3. Objectives

Shannon Region Conference and Sports Bureau recognises that its customers and staff come from diverse backgrounds, with varying experiences and needs. We are committed to ensuring diversity & inclusion is embedded into our day-to-day working practices.

Shannon Region Conference and Sports Bureau actively promotes fairness, respect, equality, diversity inclusion and engagement and is committed to continuous improvement.

Through our policies and in our day-to-day work and fulfilment of our legal responsibilities, Shannon Region Conference and Sports Bureau is committed to promoting equality and fairness and combating discrimination.

In order to effectively implement its commitment to being an equal and diverse organisation, Shannon Region Conference and Sports Bureau has identified the following objectives:

1. Provide the organisation's leaders with the skills and knowledge to fully embed fairness, respect, equality, diversity, inclusion and engagement into the organisation's culture, strategy, and processes.

2. Ensure opportunities are accessible to all, introducing reasonable accommodations to facilitate this where required.
3. Create an environment where staff and customers are treated fairly and with dignity and respect.
4. Enforce a zero-tolerance approach in relation to discrimination, bullying, harassment, and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions.
5. Provide a safe, supportive, and welcoming environment where everyone can contribute to their fullest potential.
6. Challenge discrimination and promote diversity.
7. Ensure fair treatment for job applicants, which is free from bias.
8. Act as role models to partner organisations and other external stakeholders.
9. Provide annual training to staff on Shannon Region Conference and Sports Bureau's approach to diversity & inclusion, its commitment to zero tolerance in relation to discrimination, bullying, harassment and inappropriate behaviour and the contents of this policy.

#### **4. Management and Delivery of this policy**

Fairness, Respect, Equality, Diversity, Inclusion and Engagement are the responsibility of everyone within Shannon Region Conference and Sports Bureau. The Leadership team of Shannon Region Conference and Sports Bureau is committed to embedding diversity & inclusion within the business, ensuring that everything we do and the way it is done, makes reference to and considers the impact upon our equality objectives.

Our staff will receive appropriate training to ensure they understand their responsibility not to discriminate and to treat everyone with respect and dignity. Staff are expected to be aware of personal prejudices, unconscious bias and stereotypes and avoid labels at all times.

It is expected that when staff or Board Members represent Shannon Region Conference and Sports Bureau at any time, including through attendance at committees, meetings with external stakeholders and contact with customers, they will ensure that the diversity & inclusion principles and practices outlined in this policy are adhered to. When representing Shannon Region Conference and Sports Bureau on the committees of other agencies, each staff member or Board Member will endeavour to ensure that diversity & inclusion principles and practices are adopted by those agencies.

## **5. Selection, Recruitment and Retention**

5.1. Shannon Region Conference and Sports Bureau aims to promote diversity & inclusion as an employer. It also aims to ensure that no job applicant or employee receives less favourable treatment or is disadvantaged by conditions or requirements that cannot be shown to be justifiable within the context of the policy.

5.2. Selection, recruitment, training, promotion, and employment practices generally will be subject to regular review to ensure they comply with this policy.

5.3. We recognise that employees have different needs at different stages during their career, for example to balance work and caring responsibilities. We will attempt to accommodate staff requests to work flexibly, whether part-time or some other working arrangement, for whatever reason, so long as agreement is consistent with the needs of the organisation.

## **6. Review Cycle**

6.1. Responsibility for review of this policy sits with the General Manager of Shannon Region Conference and Sports Bureau.

6.2. A formal review will be completed every two years with the Board of Shannon Region Conference and Sports Bureau.

<b>Adopted:</b>	21 May 2024
<b>Contact Officer:</b>	Karen Ronan
<b>Last Amended/Reviewed:</b>	First Version of Policy
<b>Version/Reviewed by:</b>	V1 – 1 <sup>st</sup> version
<b>Next Formal Policy Review:</b>	2 Yearly (Next Review Due: May 2026)
<b>Formal Review of Policy by:</b>	Shannon Region Conference and Sports Bureau Board