

# **ROUGH**

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# **MAGIC**

**Equal Opportunities Policy**

## **Policy Statement**

Rough Magic CLG is an Equal Opportunities Employer. As such it is committed to Equality of Opportunity for existing and potential employees. The purpose of this Policy is to create a workplace which provides for Equal Opportunities for all staff and employees, and potential staff and employees, where their dignity is protected and respected at all times.

All persons regardless of gender, social background, marital status, family status, race, religious beliefs, sexual orientation, disability or age will be provided with equality of access to employment and also encouraged and assisted to achieve their full potential. We will continue to foster a genuine culture of Equality. The aim of the policy in terms of employment is to ensure that no job applicant or employee receives less favourable treatment on any grounds which cannot be shown to be justified.

Rough Magic adheres to the Employment Equality Acts 1998-2015 and the Equal Status Act 2000-2015. This applies to Recruitment and Selection, Training, Promotion, Pay and Employee Benefits, Employee Grievances and Discipline Procedures and all Terms and Conditions of Employment.

## **Company Commitments**

Rough Magic commits to:

- Encourage equality and diversity in the workplace
- Offer Unconscious Bias Training for employees as part of our commitment to the Safe to Create initiative
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued
- Make available to employees Irish Theatre Institute's Dignity in the Workplace document, which states their rights and responsibilities. It is the responsibility of Rough Magic company members to conduct themselves in a manner that provides equal opportunities in employment, and to prevent bullying, harassment, victimisation and unlawful discrimination
- Ensure that all staff and employees fully understand Rough Magic's Equal Opportunities Policy and that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow staff and employees, and the public
- Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination in the course of our work activities. Such acts will be dealt with as

misconduct under Rough Magic's grievance and disciplinary procedures, and appropriate action will be taken

- Ensure that decisions concerning staff and employees are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act 2015)
- When necessary, to review employment practices and procedures to ensure fairness; also to update them and the underlying policy to take account of changes in the law
- Offer pay rates that are equitable, transparent and non-discriminatory, with pay scale bands based on level of experience, that are commensurate across all employees including the senior management team
- Continue our practice of appointing a Baord Member to act as a contact for employees should there be any issue that cannot be resolved by the management

### **Recruitment and Selection**

Rough Magic CLG will select those suitable for employment solely on the basis of merit. Job advertisements, application forms and publicity material will encourage applications from all suitable candidates and will not discriminate intentionally or unintentionally against any group or individual on any unjustifiable grounds.

The objective is to target the widest possible pool of potential applicants and to ensure that all candidates have equality of access to all job vacancies. This practice will include stating for all artist development and employment application processes the following statement: "Rough Magic would like to encourage applications that are representative of Ireland's theatre artists in all their diversity - including but not limited to: people across the socio-economic spectrum, people of colour, members of the Traveller Community, people with disabilities and LGBTQI+ people."

We will continue to take a creative approach to our advertising that affirms Diversity and attracts the widest pool of candidates where possible; practicable efforts will be made to ensure that interview panels come from diverse backgrounds.

We will ensure that interviewers are instructed to conduct interviews in a non-discriminatory fashion and that questions will relate to the requirements of the job.

Selection will be on merit and those who are successful shall demonstrate their suitability for employment according to pre-determined job-related selection criteria which will be consistently applied throughout the recruitment process.

Equality of Opportunity will also include accommodating where possible the special needs of individuals to facilitate their participation in the Recruitment & Selection process.

**Complaints Regarding Employment Equality**

Any complaints from staff and employees in relation to employment equality or alleged discrimination will be handled in accordance with best practice procedures.

Any person who wishes to raise issues concerning alleged discrimination or unfairness should do so in the first instance by contacting either their line manager or the Executive Director.

Rough Magic is committed to ensuring that all issues concerning alleged breaches of this policy will be dealt with seriously, promptly and with appropriate regard for confidentiality.

**Review of Policy**

The Rough Magic board will review this policy at 3-year intervals or as appropriate. The Executive Director is responsible for ensuring that this policy is implemented effectively.

**History & Review**

Ratified	2021
Reviewed	2024
Next Review	2027