



Kerry Tourism Industry Federation (KTIF) & Kerry Convention Bureau (KCB)

Diversity, Equality & Inclusion Policy

April 2024

This policy outlines how KTIF & KCB will achieve its aims to promote diversity & inclusion across its respective organisations and across tourism businesses in County Kerry. It outlines how diversity & inclusion will underpin all areas of KTIF & KBC work and service provision, including the communities within which it operates.

1. Policy Statement

KTIF & KCB are committed to a workplace environment and a County that promotes diversity and inclusion and creates an open and inclusive culture where everyone feels valued. KTIF & KCB believe that embracing equality and diversity in the workplace and across County Kerry will benefit employees, visitors and the wider community.

KTIF & KCB commit to an open and inclusive approach to managing its people to ensure fairness and equality of opportunity for everyone.

As well as treating people with dignity and respect, KTIF & KCB 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 and the innovation it enables, this approach will assist KTIF & KCB and County Kerry to be more creative and competitive.

KTIF, KCB & the County of Kerry are committed to an inclusive 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.

Our practices will value diversity, provide equality of opportunity and ensure that no job applicant, employee, visitor, or supplier receives less favourable treatment. We commit to treating people fairly and respecting the dignity of employees, the community and visitors at all times.

2. Key Equality & Diversity Concepts

Diversity 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.



Equal Opportunities can be defined as ensuring all those involved with or wishing to be involved with KTIF & KCB, regardless of their diversity, are provided with opportunity based on their ability or potential to perform the required activity.

Discrimination can be defined as 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 visitors. This includes unconscious bias.

Harassment or bullying may be described as any ongoing torment, and it has the effect of causing undue stress on individuals and demotivating them. Harassment or bullying of any kind will not be tolerated as it only serves to undermine the safe, supportive, and welcoming environment which KTIF & KCB wish to foster.

3. Objectives

KTIF & KCB recognise that its visitors and staff come from diverse backgrounds, with varying experiences and needs and therefore commit to ensuring that diversity & inclusion is embedded into everyday procedures and actions. KTIF & KCB actively promote 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,

KTIF & KCB are committed to promoting equality and fairness and combating discrimination. In order to effectively implement their commitment to being equal, diverse and inclusive organisations, KTIF & KCB have agreed the following objectives:

- Provide the organisation's leaders with the skills and knowledge to fully embed fairness, respect, equality, diversity, inclusion and engagement into the organisations culture, strategy, and processes.
- Ensure opportunities are accessible to all, introducing reasonable accommodations to facilitate this where required.
- Create an environment where staff and visitors are treated fairly and with dignity and respect.
- Enforce a zero-tolerance approach in relation to discrimination, bullying, harassment, and inappropriate behaviour, thoroughly investigating any reported incidents and taking appropriate actions where required.
- Provide a safe, supportive, and welcoming environment where everyone can contribute and develop to their fullest potential.
- Challenge discrimination and promote diversity.



- Ensure fair treatment for job applicants, which is free from bias.
- Act as role models to partner organisations and other external stakeholders.
- Facilitate annual diversity & inclusion training to ensure commitment to zero tolerance in relation to discrimination, bullying, harassment and inappropriate behaviour.

4. Management, Delivery & Review of Policy

Fairness, Respect, Equality, Diversity, Inclusion and Engagement are the responsibility of everyone within KTIF & KCB. The Leadership teams are committed to embedding diversity & inclusion within the organisations, ensuring that all our actions and decisions consider the impact they have on our equality objectives.

We will facilitate appropriate training to ensure staff 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 KTIF & KCB at any time, including through attendance at committee meetings, external stakeholders meetings and contact with visitors, they will ensure that the diversity & inclusion principles and practices outlined in this policy are adhered to.

KTIF & KCB aim to promote diversity & inclusion as an employer and member organisation. 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 this policy.

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

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.

Responsibility for review of this policy sits with the Chairs of KTIF & KCB and a formal review of the policy will be completed every two years with the Boards of KTIF & KCB.