

WEST LIMERICK INDEPENDENT LIVING CLG

Equality, Diversity and Inclusion Policy

Policy Reference	WLILP36
Category	Operational Policies — HR & Governance
Version	2.0 (Gender Pay Gap Information Act added, data protection strengthened)
Status	APPROVED — by the Board of Directors on 9 October 2026
Supersedes	WLILP36 - Equality Diversity Inclusion Policy
Policy Owner	Board of Directors, West Limerick Independent Living CLG
Applies To	All employees, clients, contractors, and stakeholders of West Limerick Independent Living CLG ("WLIL")
Related Policies	WLILP7A - Data Protection Policy; WLILP7D - Data Retention, Rectification and Erasure Policy; WLILP5 - Code of Standards and Behaviour; WLILP32 - Recruitment and Selection Policy
Review Cycle	Annually

1. Purpose & Scope

The purpose of this policy is to outline West Limerick Independent Living's ("WLIL") commitment to promoting equality, diversity, and inclusion in all aspects of its work. WLIL values the diversity of staff, clients, and the wider community and strives to ensure that no person is treated less favourably on the grounds of gender, marital or family status, sexual orientation, religion, age, disability, race, membership of the Traveller community, or any other protected characteristic. This policy applies to all employees, clients, contractors, and stakeholders of WLIL.

2. Legislative and Regulatory Framework

- Employment Equality Acts 1998 to 2015
- Equal Status Acts 2000 to 2018
- Irish Human Rights and Equality Commission Act 2014
- Gender Pay Gap Information Act 2021 — WLIL is a relevant employer under this Act (the reporting threshold fell to 50 or more employees from June 2025) and publishes its Gender Pay Gap Report on its website annually
- Safety, Health and Welfare at Work Act 2005
- GDPR and the Data Protection Act 2018 — see WLILP7A - Data Protection Policy, particularly relevant to the special category data collected in Appendix A
- UN Convention on the Rights of Persons with Disabilities (UNCRPD), ratified by Ireland in March 2018

3. Policy Statement

WLIL is committed to fostering an environment of fairness, dignity, and respect where equality and diversity are embedded in all organisational practices. WLIL will actively challenge discrimination, promote equal opportunities, and embrace diversity within its workforce and service delivery.

4. Objectives

- To provide a workplace free from discrimination, harassment, and bullying
- To ensure equal access to recruitment, promotion, and training opportunities
- To deliver services that respect the rights, dignity, and diversity of clients
- To ensure compliance with Irish equality legislation and best practice
- To promote cultural awareness and inclusivity across the organisation

5. Procedures

5.1 Recruitment and Selection

- Job descriptions and adverts will be free of discriminatory language
- Shortlisting and interviews will be conducted fairly and transparently, in line with WLILP32 - Recruitment and Selection Policy

5.2 Training and Development

- Staff will receive training in equality, diversity, and inclusion
- Opportunities for training and advancement will be provided fairly

5.3 Service Delivery

- WLIL will ensure services are accessible and inclusive for all clients
- Clients' cultural, linguistic, and personal needs will be respected

5.4 Complaints

- Any allegations of discrimination or harassment will be investigated under WLILP53 - Complaints Policy, or WLIL's Disciplinary Procedure where the allegation concerns a staff member

5.5 Reasonable Accommodation

- WLIL will provide reasonable accommodation for employees or clients with disabilities, in line with the Employment Equality Act 1998, Section 16, as amended, using the request form in Appendix B

6. Roles and Responsibilities

- All Staff — treat colleagues and clients with dignity and respect, and report breaches of this policy
- Managers — promote equality and diversity, implement fair recruitment and service delivery practices
- Board of Directors — ensure compliance with equality legislation and monitor organisational culture
- HR/Coordinators — provide guidance, support, and training on equality and inclusion

7. Training and Awareness

All staff will receive induction training on equality, diversity, and inclusion, followed by refresher training at regular intervals. Awareness campaigns and workshops will be promoted across the organisation.

8. Records Retention

Equality monitoring data, reasonable accommodation requests, and related documentation generated under this policy are retained in accordance with WLILP7D - Data Retention, Rectification and Erasure Policy, which is the single authoritative source for WLIL's retention periods. Equality monitoring data (Appendix A) is treated as special category personal data and handled accordingly, in line with WLILP7A - Data Protection Policy.

9. Monitoring and Review

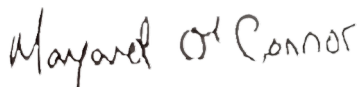
This policy will be monitored through regular audits of HR practices, staff surveys, and service user feedback. The Board will review the policy annually to ensure ongoing compliance and effectiveness.

This policy reflects the Employment Equality Acts, the Equal Status Acts, and the Gender Pay Gap Information Act 2021, checked as accurate as of drafting. It is not a substitute for legal advice.

Approval

Approved by the Board of West Limerick Independent Living CLG on 9 October 2026.

Signed on behalf of the Board, on its instruction, by the General Manager:



Margaret O'Brien O'Connor, General Manager

Date signed:



Appendix A — Equality Monitoring Form

This form is voluntary and confidential. The information requested is special category personal data under GDPR; it is collected only with your explicit consent, used only for monitoring compliance with equality legislation, and handled in line with WLILP7A - Data Protection Policy and WLILP7D - Data Retention, Rectification and Erasure Policy. You may decline to answer any question.

Gender: _____

Age: _____

Ethnicity: _____

Disability (if applicable): _____

Religion/Belief: _____

Sexual Orientation: _____

Membership of Traveller Community: Yes / No

Appendix B — Reasonable Accommodation Request Form

This form supports a request for reasonable accommodation under the Employment Equality Act 1998, Section 16, as amended.

Employee/Client Name: _____

Nature of Disability/Need: _____

Requested Accommodation: _____

Supporting Documentation (if any): _____

Manager/Coordinator Decision: _____

Signature: _____

Date: _____

Appendix C — Staff Acknowledgement Form

I acknowledge that I have read and understood the WLIL Equality, Diversity & Inclusion Policy. I agree to comply with its requirements and understand that breaches may result in disciplinary action.

Name: _____

Signature: _____

Date: _____