



Córas Iompair Éireann

CIÉ Holding Company

CIÉ Diversity & Inclusion Policy

Approved by the CIÉ Board on 6th December 2023

Contents

Introduction	3
Purpose	3
Scope	3
What is Diversity & Inclusion	4
Objective.....	4
Complaints	5
CIÉ Board.....	6
Training.....	6
Communication	6
Review.....	6

Introduction

CIÉ recognises, respects, promotes, and celebrates the value of diversity. We will adopt and implement inclusive policies and strategies which advance diversity as a positive force in the life of our company. CIÉ appreciates that diversity and inclusion bring substantial benefits to the workplace to ensure all employees develop to their full potential and the talents and resources of the workforce are fully utilised.

CIÉ is committed to creating an inclusive workplace where different ideas, experiences and skills are welcome. People differ in many ways, from variations in age, gender, physical ability, nationality, ethnic background and socio-economic status to other differences such as intellectual ability, sexual orientation, civil status, family status and religious belief. CIÉ understands that embracing these differences enriches our workplace and contributes towards creating a dynamic work environment.

Purpose

The purpose of this policy is to demonstrate CIÉ's commitment to equality of opportunity for existing and potential employees by promoting a work environment free from discrimination.

We are privileged to have fantastic employees from many diverse backgrounds who bring diverse knowledge, skillsets and thinking styles to CIÉ. Through a wide range of policies and practices, CIÉ strives to create a diverse and inclusive work environment.

Scope

This policy applies to all employees of CIÉ (temporary and permanent), we must all support an environment where colleagues, Board Members, suppliers, customers and clients are respected and treated with dignity and respect.

What is Diversity & Inclusion

Diversity simply means difference, in CIÉ we aim to recognise those differences and value them. It is up to us all to create a working environment in which our differences are acknowledged, respected and accommodated and where all staff are valued.

Inclusion is where these differences are valued and used to enable everyone to thrive at work. At CIÉ we want to have a working environment where everyone feels they are involved without having to conform, that their contribution matters and they are able to perform to their full potential, no matter their background, identity or circumstances.

As an inclusive workplace we will use our policies and procedures to ensure our diverse work force work together effectively.

In Ireland gender, civil status, family status, sexual orientation, religion, age, disability, race, and membership of the travelling community are the 9 distinct grounds covered by our equality legislation that give us all protection against being treated unfairly.

Objective

CIÉ is a workplace where everyone is encouraged and supported to participate fully, to make their contribution and progress their careers. We aim to create and maintain a workplace which is free of discrimination and prejudice. Through our Policies and training programmes we expect everyone to be treated fairly, with respect and be given equal opportunity in every aspect of their role.

To achieve these objectives, we will:

- Ensure that our promotion processes are open, transparent, competency based and free from discrimination and follow best practice.
- Ensure that remuneration and working conditions are free from discrimination. Roles are evaluated against a set criteria to determine the appropriate grade and related salary, terms and conditions.

- Ensure advertisements for jobs vacancies do not contain any information that would be unlawfully discriminatory. Applications from all sections of the community are welcome.
- Aim to have a gender balance on all interview panels.
- We will train employees involved in recruitment and promotion decisions to ensure that the process is managed in the most appropriate way.
- Provide working arrangements and conditions that recognise the diversity of our employees.
- Monitor and continue to develop Work Life Balance initiatives to meet the needs of our employees within operational requirements.
- Promote the dignity and respect of all employees and ensure a safe and secure workplace free from harassment, including sexual harassment, and bullying through the implementation of this policy and our policy, Protecting the Workplace, the CIÉ Policy on Discrimination, Harassment, Sexual Harassment and Bullying.

Complaints

This overall policy is supported by appropriate harassment and bullying policies, and disciplinary and grievance procedures. Employees who believe they have suffered discrimination, harassment or victimisation are entitled to raise matters through the appropriate grievance procedures or the bullying and harassment policies. A copy of these policies/procedures can be obtained by contacting HR or alternatively in the Organisational Handbook.

Complaints will be treated seriously and will be dealt with in a confidential, expeditious manner in as far as reasonably practicable. Employees who make complaints will not be victimised for doing so. Victimisation, if proven, may result in disciplinary action which could result in a sanction of up to and including dismissal. Employees should be aware that making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary

procedure. Pursuance of complaints through these internal procedures does not prejudice an employee in pursuing matters through other available means.

CIÉ Board

The Code of Practice for the Governance of State Bodies, 2016, states that “Appointments to State Boards should be made against objective criteria with due regard for the benefits of diversity on the board. The chairperson of the Board, in assisting the Department in drawing up the specification for the Board appointment should have due regard for the benefits of diversity on the Board including gender. Chairpersons should maintain a focus on those Boards on which either women or men are significantly under-represented and should actively seek to appoint candidates of the under-represented gender from the Public Appointments Service short list where possible.” The annex to the Code of Practice published in September 2020 adds that “The current gender composition of a Board should be highlighted when making submissions to the Minister on Board appointments and re-appointments. When the Chair is writing to the Minister in connection with Board appointments and reappointments, the Chair should draw attention to the current gender balance on the Board.”

Training

CIÉ will provide all employees with the necessary training to implement this policy and integrate this it into their day to day responsibilities.

Communication

This policy will be distributed to all employees and Board Members of CIÉ, it will be placed on the company's website and intranet site.

Review

This policy will be reviewed on an annual basis to ensure it reflects best practice in the area of equality, diversity and inclusion and that the objectives are being met.



Córas Iompair Éireann

