



Wexford Ancestry – Equality & Inclusion Policy

Document Title: Equality & Inclusion Policy
Organisation: Wexford Ancestry CLG
Approved By: Board of Directors
Version: 1.0

This policy applies to both **Wexford Ancestry CLG** (trading as **Wexford Ancestry & Heritage**) and **Wexford Ancestry Services**. It covers all directors, partners, staff, contractors, and volunteers engaged in the work of either entity.

This policy applies to all activities of **Wexford Ancestry CLG (trading as Wexford Ancestry & Heritage)** and **Wexford Ancestry Services**, including any projects, events, or commissioned work undertaken by or on behalf of either organisation.

Effective Date: 5th November 2025 Last Reviewed: 5th November 2025

Approved by: [Helen Brady, \(Chairperson\)](#) on behalf of the Board of Directors
Reviewed by: [Eddie Banville, \(Chief Executive Officer\)](#)

for and on behalf of Wexford Ancestry Services

Recorded by: [Margot Banville Hogan \(Company Secretary\)](#)

Date: 5th November 2025

Contact: wexfordancestry@gmail.com

1. Purpose

This policy ensures that Wexford Ancestry Services provides a welcoming, fair, and inclusive environment for all clients, partners, volunteers, and the public. We are committed to equality of opportunity, celebrating diversity, and preventing discrimination or harassment.

2. Scope

Applies to all partners, staff, volunteers, and contractors, as well as clients and collaborators involved in research, events, and heritage projects.



3. Our Commitment

Wexford Ancestry Services will:

- Treat every person with dignity, fairness, and respect.
- Provide equal access to opportunities and services.
- Maintain an environment free from discrimination or bullying.
- Value diversity in background, experience, and perspective.
- Comply with all Irish equality legislation.

4. Legal Framework

This policy reflects obligations under:

- Employment Equality Acts 1998–2015
- Equal Status Acts 2000–2018
- Safety, Health and Welfare at Work Act 2005
- Irish Human Rights and Equality Commission Act 2014

These laws protect against discrimination on nine grounds: gender, civil status, family status, sexual orientation, religion, age, disability, race, and membership of the Traveller community.

5. Promoting Equality and Inclusion

We ensure that:

- Recruitment and volunteering opportunities are accessible and fair.
- Decisions are based on merit and suitability.
- Research and communications respect diverse contexts.
- Events use inclusive language and imagery.
- Reasonable accommodations are made for people with disabilities.

6. Responsibilities

Partners must lead by example and embed inclusion in all practices.

Volunteers and contractors must act respectfully and without bias.

Clients and visitors are expected to treat others with courtesy; harassment or discrimination will not be tolerated.

7. Training and Awareness

All partners and volunteers will receive information about this policy during induction.

Equality, diversity, and inclusion training will be provided where appropriate.



8. Harassment and Bullying

Harassment, bullying, or victimisation is unacceptable and will be investigated promptly and confidentially in line with the Complaints Policy.

9. Accessibility and Reasonable Accommodation

Wexford Ancestry Services will ensure that facilities, events, and digital services are accessible to all and will provide reasonable accommodations as required.

10. Monitoring and Review

This policy will be reviewed annually or following legislative or organisational changes. Complaints or feedback will be recorded and addressed promptly.

11. Breach of Policy

Breaches may result in disciplinary action or termination of involvement. Clients or third parties who breach it may be refused service or excluded from events.

12. Approval & Signature

This Equality & Inclusion Policy has been approved by the Board of Directors of Wexford Ancestry.

Approved by: *Helen Brady*, Chairperson, (on behalf of the Board)

Reviewed by: *Eddie Banville*, Chief Executive Officer

Recorded by: *Margot Banville Hogan*, Company Secretary

for and on behalf of Wexford Ancestry CLG and Wexford Ancestry Services.

Date: 5th November 2025

Wexford Ancestry Services – Respecting Every Story, Welcoming Every Voice