



EQUALITY, DIVERSITY & INCLUSION POLICY

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EQUALITY, DIVERSITY & INCLUSION POLICY

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EQUALITY, DIVERSITY & INCLUSION POLICY

1.0 Statement

1.1 Radcliffe Housing Society (RHS) aims to ensure equality, diversity and inclusion (EDI) are embedded in all internal and external services and activities, to:

- Provide high quality services meeting the current and future needs of residents, through understanding the diversity of their needs.
- Offer fair treatment in every aspect of working life, from our written procedures through to every decision made
- Promote a culture where every resident, employee and stakeholders are treated with respect and dignity and recognise the value that a diverse workforce can bring.
- Use our influence to raise awareness and demonstrate a commitment to EDI from our partners and suppliers.

2.0 Scope

2.1 This Policy applies to all Board and Committee members, employees, workers and others who work with us, through contracting arrangements. It applies to the way we deliver and receive services and to recruitment, selection, training, promotion, transfers, pay and benefits and relevant performance appraisal procedures, in addition to all terms and conditions of employment. All visitors, contractors, residents, and stakeholders are also expected to abide by this Policy.

2.2 Glossary of terms used in this Policy:

- *Associative discrimination* is the act of direct discrimination against someone because of an association with another person who has a protected characteristic.
- *Direct discrimination* occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have.
- *Inclusion* means creating environments in which any individual or group can be and feel welcomed, respected, supported and valued to participate fully; in other words, it is a sense of belonging.
- *Indirect discrimination* occurs when a condition, rule, policy or practice applied to everyone particularly disadvantages people who share a protected characteristic and that condition, rule, policy or practice is unjustified.
- *Perception discrimination* occurs when someone is directly discriminated against because other people think they possess a particular protected characteristic. It applies even if the person does not actually possess that characteristic.

3.0 Commitment

3.1 Radcliffe Housing Society is an equal opportunities employer, and we seek to ensure, within the framework of the law, that our workplace is free from discrimination. We aim to ensure our staff achieve their full potential and that all employment decisions are taken without reference to discriminatory criteria.

3.2 We are committed to providing high quality services to all residents whilst meeting the changing needs of the diverse communities in which we work; and to creating a stimulating

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and rewarding workplace, and one that is inclusive where differences and the contributions of all staff are recognised and valued.

- 3.3 We will comply with, and work within the spirit and detail of the Equality Act 2010. All staff understand, they or RHS can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, our residents, suppliers and the wider public. Radcliffe Housing Society also aims to ensure that the workforce at each office location should reflect, as far as is reasonably possible, the community within which it operates.
- 3.4 No person employed by us or acting on our behalf shall be permitted to discriminate against an individual or group, directly or indirectly, on any of the following grounds: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation
- 3.5 RHS opposes and avoids all forms of unlawful discrimination, including within our:
- Pay and benefits
 - Terms and conditions of employment
 - Dealing with grievances and disciplinaries
 - Redundancy or dismissal
 - Leave for parents
 - Requests for flexible working
 - Recruitment selection, promotion or training and development opportunities

4.0 Aims

To achieve our aims, Radcliffe Housing Society commits to the following:

- Ensure the principles of this Policy are embedded in all policies and procedures
- Provide awareness training and guidance to all Board members, employees, workers and managers to ensure Radcliffe's commitment to equality of opportunity, inclusivity and valuing diversity is understood
- Ensure all our contractors are aware of this Policy and encourage them to embed and demonstrate EDI into their own working practices
- Monitor and measure diversity at various stages of employment to remove any direct or indirect, associative or perception discrimination, as defined by the Equality 2010 Act
- Monitor and measure the profile of our customers to ensure that our services are delivered fairly and meet the needs of our internal and external communities
- Challenge and investigate discriminatory behaviour and enforce our Disciplinary Procedure, where appropriate
- Communicate to all staff, residents and other stakeholders, and review regularly the initiatives which have been implemented
- Work with external organisations and advisory bodies to keep up to date with best practice and how issues are dealt with

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- To ensure our recruitment and employment decisions are made on the basis of fair and objective criteria. Person and job specifications shall be limited to those requirements which are necessary for the effective performance of the role.

5.0 Responsibilities

5.1 Every individual is responsible for their own behaviour and actions. All employees, workers, partners and stakeholders working with us, must abide by this Policy and continually demonstrate our aims.

5.2 Individuals must ensure they do not support unfair or exclusive behaviour by ignoring what they see; nor must they incite or collude with others in unfair behaviour or actions. We expect the same of employees, outside of the work environment. Radcliffe Housing Society supports individuals who challenge these types of unwanted behaviour, providing it is done in a positive way.

5.3 A breach of this Policy is a serious disciplinary matter and may be investigated within the conditions of our Disciplinary Policy.

5.4 The Board are responsible for:

- Staying aware of national policy and legislative changes
- Acting as an advocate and raising awareness and being the voice for equality, diversity and inclusion during Board discussions
- Strategic decision-making and oversight, when setting core strategies, as well as leading by example, in all interactions with employees and residents

5.5 Our Chief Executive has overall responsibility for making sure the commitments in this Policy are fulfilled.

5.6 The Senior Management Team (SMT) will:

- Provide opportunities for training, development, and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation
- Be responsible for implementing the aims of this Policy, ensuring that their teams are clear about their responsibilities, that they are adequately trained for leading by example and managing inappropriate behaviour.
- Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.

5.7 All staff are responsible for ensuring this Policy is implemented and demonstrated, leading by example in promoting the Radcliffe Housing Society brand and reputation.

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6.0 Monitoring

- 6.1 Radcliffe Housing Society collects information with regard to sex, marital or civil partnership status, age, disability, gender reassignment, race, colour, nationality, ethnic or national origin, sexual orientation and religion or belief for monitoring purposes, to ensure this Policy is working effectively
- 6.2 Monitor the diversity of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.
- 6.3 Monitoring will also include assessing how this Policy, and any supporting action plans, are working in practice, reviewing them annually, and considering and taking demonstrative action to address any issues.
- 6.4 Any information we collect is used only for monitoring purposes and for improving our performance in respect of equality, diversity and inclusion. We hold and process all details in accordance with General Data Protection Regulation (GDPR) Act.

7.0 Complaints

- 7.1 Any resident or applicant for housing who feels that their issue or application for housing has been unfairly dealt with, shall have the right to make a formal complaint to Radcliffe Housing Society using our Complaints Policy
- 7.2 If any employee or prospective employee feels they have been treated unfairly, they should raise their complaint using the Grievance Policy and Procedure
- 7.3 Confidential complaints should be raised, in line with Radcliffe's Whistle Blowing Policy and Procedure.

8.0 Review

- 8.1 This Policy supersedes all previous policies. This Policy is non-contractual and does not form part of any employee's contract of employment. It will be reviewed from time to time and will be changed to ensure that it continues to meet the needs of RHS and is in line with current legislation.
- 8.2 This Policy is fully supported by our Board, SMT, our partnering contractors and has been agreed with our employees.