

## CAUSEWAY IRISH HOUSING ASSOCIATION EQUALITY, DIVERSITY & INCLUSION POLICY

**Approved by Management Committee:** January 2020

**Responsible for Implementation:** All Staff

**Review Date:** January 2023

### 1. Statement of Policy

- 1.1 Causeway values and encourages a diverse workforce that reflects both our cohort of residents and the local communities in which we work. We have a zero tolerance approach towards discrimination.
- 1.2 The aim of this policy is to ensure that no resident, applicant for housing, employee, applicant for employment, or Management Committee member or other stakeholder is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origins, age, marital status, sex, sexuality, disability, class, gender identity, marriage, religion and civil partnership, pregnancy or maternity, or is disadvantaged by conditions or requirements which cannot be seen to be justifiable.
- 1.3 This policy applies to CIHA residents, members of the Management Committee, staff, contractors, volunteers, consultants and agents employed by Causeway.
- 1.4 In order to ensure all relevant applicants (single people) are aware of our services and have the opportunity to access our services the Association will:
  - publicise Causeway to and accept referrals from a wide range of agencies which work with people from diverse backgrounds;
  - target specific agencies who work with groups who have protected characteristics such as Lesbian, Gay, and Bisexual (LGB) organisations;
  - monitor the policies and procedures of Causeway;
  - make this policy available to all employees, Management Committee members, tenants, volunteers and contractors who will be required to comply with its content.
- 1.5 We will endeavour to always use gender neutral language.

### 2. Legislation

- 2.1 Causeway will at all times observe the provisions of the Equality Act 2010, Human Rights Act 1998, as well as the Trade Union Reform and Employment Rights Act 1993.

### 3. Employment

- 3.1 Recruitment and selection procedures will be regularly reviewed to ensure equality of opportunity to all job applicants and prospective applicants.
- 3.2 Causeway adopts a consistent, non-discriminatory approach to the advertising of vacancies.
- 3.3 All applicants who apply for a position with Causeway will receive fair treatment and will be considered solely on their ability to do the job.
- 3.4 Recruitment processes will review their selection criteria as and when we recruit to ensure that they are related to the job requirements and do not unlawfully discriminate.
- 3.5 Shortlisting and interviewing will be carried out by more than one person. All staff members carrying out interviews will receive training and at least one member of the panel will have completed safer recruitment training.
- 3.6 Interview questions will be related to the requirements of the job and the person specification.
- 3.7 Reasonable adjustments will be made to accommodate interviewees and employees.
- 3.8 We will not disqualify any applicant because he/she is unable to complete an application form unassisted, unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.

- 3.9 All potential employees and Management Committee members will be assessed on their understanding of and attitude towards equality issues, and given training where necessary to enable them to undertake their responsibilities and discharge their obligations in accordance with the policy.
- 3.10 Adherence to and implementation of this policy is a condition of service for all staff.
- 3.11 Any breach of this policy may be the subject of disciplinary proceedings.

#### **4. Training and Promotion**

- 4.1 Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
- 4.2 All staff complete Equality and Diversity Training as part of their core training.
- 4.3 Senior staff will receive training in the application of this policy to ensure that they are aware of its content and provisions.

#### **5. Contractors, Consultants and Agents**

- 5.1 Causeway will only use the services of individuals or organisations that operate in accordance with this policy.

#### **6. Management Committee**

- 6.1 The Management Committee has the overall responsibility for the implementation of the Equality, Diversity & Inclusion Policy and will carry out all aspects of its work with due regard for the policy.

#### **7. Tenants**

- 7.1 All tenancy or licence agreements either issued by Causeway Irish Housing Association or by us on behalf of another landlord contain a clause forbidding racial or other harassment.

#### **8. Harassment**

- 8.1 Causeway has a separate Harassment Policy which will always be implemented with due regard to this policy.

#### **9. Monitoring and Review**

- 9.1 In order that the implementation of the policy can be assessed, Causeway will collect and monitor records of the age, ethnic origin, sex, sexuality and disability of all those seeking employment and housing from Causeway and report these to the Management Committee annually.
- 9.2 Causeway will review the content and monitor the performance of its Equality, Diversity & Inclusion Policy at least once every three years and develop the policy as necessary.

#### **10. Relevant Policies**

- Grievance Policy
- Code of Conduct