

Equal Opportunities Policy

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With the introduction of the Equality Act in October 2010 there are now nine protected grounds where it is unlawful to discriminate directly or indirectly pre and during employment. They are: Age, Disability (physical or mental impairment), Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion, Sex and Sexual Orientation.

It is unlawful to discriminate directly or indirectly in the provision of goods, facilities or services to customers on grounds of Age, Disability (physical or mental impairment), Gender Reassignment, Marriage & Civil Partnership, Pregnancy & Maternity, Race, Religion, Sex and Sexual orientation. It is unlawful to discriminate, without justification, on grounds of disability or to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services.

Some types of harassment or bullying will be unlawful discrimination.

It is unlawful to victimise someone because he or she has alleged unlawful discrimination or supported someone to make a complaint, or given evidence in relation to a complaint.

Types of Unlawful Discrimination

Direct discrimination is where a person is treated less favourably than another in comparable circumstances on a protected ground. An example of direct sex discrimination would be refusing to employ a woman because she was pregnant.

Indirect discrimination is where a provision, criterion or practice is applied which is such that it would be to the detriment of a considerably larger proportion of the relevant group to which the employee belongs than to others, which is not objectively justifiable and which is to the employee's detriment. An example of indirect sex discrimination would be requiring everyone to work full time unless there is a good reason, unrelated to sex, as to why the particular job has to be done on a full-time basis, since requiring everyone to work full time will normally adversely affect a higher proportion of women than men.

Harassment is where there is unwanted conduct related to one of the prohibited grounds which has the purpose of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person, or is reasonably considered by that person to have the effect of violating his or her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him or her, even if this effect was not intended by the person responsible for the conduct.

Failure to make reasonable adjustments is where arrangements disadvantage an employee because of a disability and reasonable adjustments are not made to overcome the disadvantage.

Victimisation is where someone is treated less favourably than others because he or she has alleged unlawful discrimination, supported someone to make a complaint or given evidence in relation to a complaint.

Equal Opportunities in Housing

We aim to allocate our housing to those in the greatest need. All applications and allocations are monitored by our Board to ensure that no discrimination has taken place.

All Housing Management policies are reviewed on a regular basis to ensure that they continue to comply with our commitment to equal opportunities.

All tenants are required to comply with our Racial Harassment Policy, a copy of which can be obtained from Housing Management.

We will make publicly available a grievance procedure so that any person who feels that they have been treated unfairly is able to take action to resolve matters.

Equal Opportunities in Employment

We will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Our Board will constantly review its personnel policies and procedures to ensure that all applications for employment are considered in a manner which avoids unfair discrimination. Job descriptions, person specifications and qualifications criteria will not be unnecessarily restrictive.

Vacant posts will be advertised internally and externally simultaneously and the following statement will be included: "Cardiff Community Housing Association Limited is an Equal Opportunities Employer and welcomes applications from all sections of the community".

We will monitor the composition of the existing workforce and of applicants for jobs, and will consider and take any appropriate action to address any problems which may be identified as a result of the monitoring process.

We cannot lawfully discriminate in the selection of employees for recruitment or promotion, but may use appropriate lawful methods, including lawful positive action, to address the under-representation of any group which we identify as being under-represented in particular types of job.

Your responsibilities

Every employee is required to assist us to meet its commitment to providing equal opportunities in housing and employment and to avoid unlawful discrimination.

Employees can be held personally liable as well as, or instead of, us for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under our disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

We will provide training in equal opportunities to all employees to help them understand their rights and responsibilities under the equal opportunities policy.

Grievances

If you consider that you may have been unlawfully discriminated against, you may use our grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the Dignity at Work policy.

General

We will ensure that publications are designed to reach all groups in the communities within which it operates.

Our Corporate Plan should continually ensure that its commitment to equal opportunities is reflected in all future objectives. Special consideration will be given to ensure our offices are accessible to all persons.

Consultants, contractors and other organisations who work for us will be expected to share its commitment to equal opportunities.

Conclusions

This policy will be monitored periodically by us to ensure its effectiveness, and will be updated in accordance with changes in the law.

Although the Board has ultimate responsibility for the implementation of this policy, this is delegated to the Chief Executive on a day-to-day basis. Human Resources will regularly monitor our compliance with this policy and report to the Chief Executive any matters requiring attention, who will then report to the Board.

If we are accused of being discriminatory, this will be considered by the Board who will decide what further action is required.