

EQUALITY, DIVERSITY & INCLUSION POLICY

Approved by Management Committee: December 2017

Responsible for Implementation: All Staff

Review Date: December 2020

1. Statement of Policy

1.1 Causeway values and encourages a diverse workforce that reflects both our tenant group and the local communities in which we work.

1.2 The aim of this policy is to ensure that no tenant, applicant for housing, employee, applicant for employment, or Management Committee member 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 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 members of the Management Committee, staff, contractors, volunteers, consultants and agents employed by Causeway.

1.4 To try to ensure that all single people in housing need have access to Causeway housing provision, the Association will:

- i) publicise Causeway and accept referrals from a wide range of agencies which work with people from diverse backgrounds;
- ii) monitor the policies and procedures of Causeway and, where necessary, take positive action to rectify any inconsistencies that might be revealed. Targets will be set at the Management Committee meeting and monitored;
- iii) 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, Sex Discrimination Act 1975, the Race Relations Act 1976 and the Race Relations Amendment Act 2000 as well as the Trade Union Reform and Employment Rights Act 1993 and the Disability Discrimination Act 1995.

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 All employees involved in the recruitment process will periodically review their selection criteria 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 where possible.

3.6 Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.

3.7 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.

3.8 Selection decision will not be influenced by any perceived prejudices of other staff.

3.9 All potential employees and Management Committee members will be assessed on their understanding of and attitude to 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 Training and staff development will be provided on an equitable basis.

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 agreements either issued by Causeway Irish Housing Association or by us on behalf of another landlord, must 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.

Name	Position	Signature	Date
