



Policy Title: Equality & Diversity Policy

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ARABIC هذه المعلومة متوفرة تحت الطلب بلغات أخرى، طباعة بأحرف كبيرة ، بطريقة برايل و على شريط صوتي. إذا أنت ترغب في الحصول على هذه المعلومة بأي من هذه الصيغ، الرجاء أن تتصل بفريق سياسة جمعية آلاسكو للإسكان Cadder HA على الرقم **0141 945 3282**

SOMALI Warbixintaan waxaa, haddii la dalbado lagu heli karaa luuqaddo kale, daabacaad weyn, Farta ay dadka indhaha la' akhriyaan (Braille) iyo qaab cajaladdo maqal ah. Haddii aad doonayso inaad warbixintan ku hesho mid ka mid ah qaababkaas, fadlan kala xidhiidh Kooxda Xeerarka ee Cadder HA telefoonka **0141 945 3282**

Farsi این مطالب را می توانید به زبان های دیگر، به شکل چاپ با حروف درشت یا حروف بریل (برای نابینایان) و بر روی نوار صوتی درخواست نمایید. در صورتی آه مایل به دریافت این مطالب به یکی از شکل های فوق هستید لطفاً با دفت Cadder HA تماس تلفن شماره .آنیید حاصل **0141 945 3282**

RUSSIAN Данная информация может быть предоставлена по требованию на других языках, крупным шрифтом, шрифтом Брайля и в аудиозаписи. Если вы хотите получить данную информацию в одном из этих форматов, обратитесь в Cadder HA по телефону **0141 945 3282**

1. Introduction

- 1.1 Cadder Housing Association (Association) is committed to promoting an environment of respect, understanding, encouraging diversity and eliminating discrimination by providing equality of opportunity for all. Throughout Cadder Housing Association there will be a consistent approach in promoting equality and diversity across all areas within the Association through our recruitment and employment of staff, contractual arrangements with contractors and service providers, and our partnerships with consultants and others.
- 1.2 All employees are required to abide by this policy. This policy covers discrimination by and towards members of the public, governing body members, contractors and staff from other agencies.
- 1.3 Cadder Housing Association opposes all forms of unlawful discrimination and will take a zero-tolerance approach and take appropriate action against any individual or organisation displaying such behaviour.

2. Background

- 2.1 Tackling inequality is not something new. UK Governments have been addressing equality and diversity issues for many years. Although progress has been made inequalities still exist in Scotland and within the UK. As the Government continues to tackle discrimination, promote equality, address inequalities and inconsistencies that were present in the previous discrimination legislation, the Equality Act 2010 was introduced. The introduction of this Act saw previous discrimination legislation abolished and replaced with one single piece of legislation.

This Policy will be compliant with the current legislation and promote a culture of dignity and respect for all.

- 2.2 Lack of equal opportunities is not only a serious moral issue but has had a significant impact on business performance. Studies have shown that high levels of motivation are achieved in an environment of respect and fairness. Cadder Housing will aim to ensure that all employees, governing body members, all customers and contractors are treated with fairness and respect and not be discriminated on the grounds of marriage & civil partnership, sex, race, disability, age, religion or belief, gender reassignment, pregnancy and maternity and sexual orientation or disadvantaged by any conditions or requirements which cannot be shown to be relevant to performance. Cadder Housing Association will therefore ensure equality of opportunity will be provided to all.

3. Legal Framework

3.1 This Policy takes account of legal, regulatory and best practice requirements, including (but not limited to):

- a) The Equality Act 2010
- b) Human Rights Act 1998
- c) The Housing (Scotland) Act 2010
- d) Section 9 of Raising Standards in Housing
- e) The Scottish Social Housing Charter Outcome Number 1
- f) Section 5.3 of the Regulatory Standards of Governance and Financial Management
- g) "Getting the Balance Right"¹

4. Types of Discrimination

4.1 The Equality Act 2010 (Act) outlines types of discrimination, as well as positive action that organisations can take in certain circumstances.

a) Equality

Is making sure people are treated fairly and given fair chances.

Equality is not about treating everyone in the same way, but recognises that their needs are met in different ways. Equality focuses on those areas covered by the law, and described as the Protected Characteristics of race, sex, disability, age, gender reassignment, marriage & civil partnership, pregnancy & maternity, religion or belief and sexual orientation

b) Diversity

Is about valuing individual differences. Cadder Housing Association is committed to valuing and managing people's differences to enable all employees to contribute and realise their full potential. Cadder Housing Association recognises that people with different backgrounds, skills, attitudes and experiences can bring fresh ideas and perceptions that will benefit Cadder Housing Association, and its customers.

c) Protected Characteristics

The grounds on which discrimination claims can be made:

Age, Disability, Gender Reassignment, Marriage, and Civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex, and Sexual Orientation.

¹ Published by the Scottish Federation of Housing Associations in November 2011.

Types of Discrimination

a) Direct Discrimination

Treating someone less favourably than others based on a protected characteristic.

b) Indirect Discrimination

A policy, practice, procedure, provision or criteria that applies to everyone in the same way but might disadvantage a particular protected group, and which cannot be objectively justified in relation to the job.

c) Associated Discrimination

Discrimination against someone because they are associated with another person with a particular protected characteristic. For example, a non-disabled person is discriminated against because they need to take care of disabled dependent.

d) Perceptive Discrimination

This is discrimination against a person because the discriminator thinks the person possess a particular protected characteristic. For example, a person is not shortlisted for a job on the basis that the recruiter assumes the applicant does not have the correct visa to work in the UK as they have a foreign looking name on their application form.

e) Harassment

Conduct that violates a person's dignity or creates an intimidation, hostile degrading, humiliating or offensive working environment. The intention of the perpetrator is irrelevant, it is the impact on the individual which determines whether harassment has taken place.

f) Harassment by a Third Party

As an employer, the Association is potentially liable for the harassment of their staff or customers by people they do not themselves employ, for example a contractor or consultant.

g) Victimisation

This occurs when treating someone less favourably and discriminating against them because they have pursued or intend to pursue their rights relating to alleged discrimination, complained about the behaviour of someone harassing them or given evidence in someone else's discrimination complaint.

h) Institutionalised Discrimination

This was first defined in the context of racism and exemplified in the Macpherson report on the inquiry into the death of Stephen Lawrence as “the collective failure of an organisation to provide an appropriate and professional service to people because of their colour, culture or ethnic origin. It can be seen or detected in processes, attitudes and behaviours which amount to discrimination through unwitting prejudice, ignorance, thoughtlessness and racist stereotyping which disadvantage minority ethnic people.”

The Association extends the above to cover all actions where these are related to a protected characteristic.

4.2 Positive Action

Cadder Housing Association will address imbalances in the workplace, by encouraging members of underrepresented groups to apply for employment with the Association. Positive action may be applicable in setting equality targets. No quotas will be set by Cadder Housing but equality targets may be set to encourage people from a particular group or groups to apply for a vacancy in Cadder Housing Association in comparison to the local community where they are underrepresented.

4.3 Other Equality Definitions and Considerations

a) Failure to make Reasonable Adjustments

Where arrangements disadvantage an individual because of a disability and reasonable adjustments are not made to overcome the disadvantage.

5.0 Policy Principles

5.1 The aims of this policy are

- to ensure that no person, group of persons or organisation who deal with the Association in any way or who requires a service, assistance or advice from the Association, or who is employed by (or serves) in any capacity by the Association (This includes Committee members, contractors, consultants, agents and anyone attending in a voluntary capacity for work experience), is treated less favourably than any other person, group of persons or organisation – put more simply, anyone who has any contact with the Association.
- To promote the policy so that anyone dealing with the Association in any capacity is made aware that the Association has a policy and that there is a zero tolerance of any act which contravenes the policy/policy principles in any way

- Ensure integration with equality and diversity practices into all the Association's work and activities, and ensure that employees are treated with fairness and respect from each other and from members of the public, committee members, and contractors.
- Require the Association to implement fair and just employment practices ensuring that no job applicant or employee will receive less favourable treatment on any grounds.
- Ensure people are recruited to the Association's staff team, Management Committee and other groups solely on the basis of their own merit, experience, ability and potential.
- Provide an environment appropriate to the needs of those from all walks of life, and offer a culture that respects and values each other's differences and promotes dignity, equality and diversity.

5.2 To help achieve the main Policy aims and principles, the Association has devised the following six statements, which will form the basis of the separate Action Plan.

- a) ensure that no one is discriminated against on the basis of any of the nine protected or seven other characteristics as noted in sections 4.2 and 3.3 of this policy, respectively;
- b) ensure equality of opportunity and treatment for all people in relation to the provision of housing and non-housing services;
- c) actively assist disadvantaged minority groups within the local community to benefit from its housing and community services;
- d) ensure equality of opportunity and treatment for all people in relation to the employment of staff;
- e) ensure that all Committee and staff are aware of the Association's commitment to, and obligations in relation to, equality and diversity; and
- f) be mindful of its equality's commitments in relation both to the procurement of contractors/consultants and to the composition and operation of the Management Committee

6. Equality Impact Assessments

6.1 An Equality Impact Assessment (EIA) will be prepared for all new policies within the Association and will also be prepared when a policy is being reviewed if required.

7. Publicising the Equality and Diversity Policy

- 7.1 The policy is publicised to our stakeholders to ensure it is successfully implemented.
- 7.2 All employees, applicants for employment and contractors will be notified of the existence of the policy and will be asked to familiarise themselves with it within a reasonable period e.g. 5 working days from the date of receipt.
- 7.3 New employees and Committee members will be provided with a copy of this policy as part of the Induction process.
- 7.4 Regular training events will be arranged for all staff members and Committee to ensure they are kept up to date with any changes in equality and diversity law and regulations.

8. Implementation of the Policy

- 8.1 Ultimate responsibility for ensuring that the Association conforms to the principles outlined in this policy and strives to achieve the targets set lies with the Management Committee. The Director is responsible for the policy's day to day implementation.
- 8.2 The Association will ensure that all new employees and Management Committee members will receive induction on this policy. The policy will be widely promoted and integrated into all policies and procedures within the Association.
- 8.3 Training and refresher awareness sessions on equality and diversity will be a standard feature of individual and organisational training plans through the appraisal process.
- 8.4 This policy applies to everyone in the Association and all stakeholders have a responsibility to be alert to discriminatory behaviours and practices should they occur. Unacceptable behaviour and practices must not occur, however if a situation arises, it will be dealt with immediately. The Association's approach to breaches of the Equality and Diversity policy is outlined in section 9 of this policy.
- 8.5 The Director has responsibility for ensuring that Committee is kept adequately informed of progress and alerted to any areas of underachievement. It will therefore be the Director's responsibility to ensure the quality and completeness of information and recommendations being presented to the Committee.
- 8.6 The roles and responsibilities of the Management Committee and the Staff team are listed in appendix 2 to this policy

9. Breaches of the Equality and Diversity Policy

- 9.1 The Association has a policy of zero tolerance as far as discriminatory practices and breaches of equal opportunities are concerned.
- 9.2 Any allegations against a member of staff or committee member will be investigated thoroughly by the Associations in accordance with the Association Disciplinary policies.
- 9.3 Before the investigation begins, the Association will seek advice from Employers in Voluntary Housing or its Employment Lawyers.
- 9.4 The member(s) of staff/Committee member(s) should be advised of the allegations and informed of what action the Association is planning to take by way of investigation. The staff/ Committee member(s) should be advised of their right to be accompanied as outlined in the Terms and Conditions of Employment or Code of Conduct, respectively.
- 9.5 A breach of the Equality and Diversity Policy will be regarded as misconduct and may lead to disciplinary action through the Terms and Conditions of Employment for employees and the Code of Conduct for Committee members. In these situations, it could lead to dismissal from the Association.
- 9.6 The Association's will follow the disciplinary procedures as outlined in the Terms and Conditions of Employment or Breach of the Code of Conduct for staff and Committee members, respectively.
- 9.7 In the event that our tenants or other customer displays unacceptable behaviour towards staff, Committee members or consultants, the Association will consider initiating appropriate action e.g. taking action against the tenancy; reporting the matter to Police Scotland; or reviewing communication arrangements with the Association. The Association would investigate these matters in keeping with its Unacceptable Actions Policy.
- 9.8 In breaches of this policy by consultants, contractors or service providers the Association will consider the level of breach and any recurrence to inform its decision on whether to terminate the contract.
- 9.9 In situations where a Committee or Senior Staff member is alleged to have breached this policy, this would constitute a notifiable event as outlined by the Scottish Housing Regulator. The notifiable event would be reported to the Regulator by the Director or Chairperson of the Association.

10. Policy Review

- 10.1 As a strategic document, the Association's Equality and Diversity Policy will be reviewed every three years. The next review will therefore take place in December 2025 or earlier to take account of:
 - Legislative, regulatory and good practice requirements;

- Association performance; or
- the views of tenants or other customer, staff and our members of the Management Committee.

Appendix 1- Roles & Responsibilities Roles

<u>Management Tier</u>	<u>Role</u>
<ul style="list-style-type: none"> Management Committee 	<p>To support the organisation and its service functions in the effective development, implementation and review of the Equal Opportunity & Diversity Strategy.</p> <p>To oversee the effective management of the aims of this strategy by senior staff.</p>
<ul style="list-style-type: none"> Director 	<p>Ensure that the organisation manages equal opportunities and diversity effectively through the development of a comprehensive strategy and share experiences for successful implementation across the organisation.</p>
<ul style="list-style-type: none"> Senior Staff Team 	<p>To manage equal opportunities effectively in their particular service areas.</p>
<ul style="list-style-type: none"> Departmental Teams 	<p>To ensure that equality of opportunity is managed effectively in each service area within the agreed strategy.</p>
<ul style="list-style-type: none"> Employees 	<p>To manage equal opportunities effectively in their jobs.</p>

Table 2 – Responsibilities

	Develop the Equal Opportunity & Diversity Strategy	Agree the Equal Opportunity & Diversity Strategy	Provide Advice & Support on Strategy Development & Implementation	Implement the Equal Opportunity & Diversity Strategy	Share Experience of Equal Opportunity & Diversity Issues	Review the Effectiveness of Equal Opportunity & Diversity Strategy
Management Committee		•	•			•
Director	•		•	•	•	•
Senior Staff Team			•	•	•	•
Departmental Teams			•	•	•	•
Employees				•	•	•
External Partners (e.g. Contractors, other housing associations etc.)					•	