



CYMDEITHAS TAI CANTREF

EQUALITY AND DIVERSITY POLICY

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1. General Statement

Cantref is fully committed to the principle that equality of opportunity is fundamental to the delivery of its services to the client base and the association's staff. Person or persons applying for a job, contract or housing or applying for Board membership will not be treated less favourably on the grounds of:

- Age
- Social Status
- Marital or family status
- Physical or Mental Disability
- Gender
- Race
- Culture
- Ethnic or national origin
- Colour
- Nationality
- Religion or philosophical belief
- Sexual orientation
- Language preference except, as required by a Job Description

2. Policy Implementation

This policy will be implemented in accordance with statutory provisions and legislation

Equal Pay Act 1975

Sex Discrimination Act 1975

Employment Rights Act 1996

Employment Equality (Sexual Orientation) & (Religion and Belief) Regulations 2003

Sex Discrimination (gender re assignment) Regulations 1999

Part Time Workers (prevention of less favourable treatment) Regulations 2000

Race Relations Act 1976 / (Amendment) Act 2000

Disability Discrimination Act 1995

Human Rights Act 1998

Welsh Language Act 1993

Rehabilitation of Offenders Act 1974

Asylum and Immigration Act 1996

All staff will be made aware of the policy. Staff will also receive training & guidance on how to provide services that are sensitive to the diverse needs of different people or groups of people.

Staff are required to

- Communicate the Policy to all employees, tenants & customers, contractors, consultants and outside employment agencies
- Promote equal opportunities in all aspects of the association's activities.

3. Board of Management

Representation on the Board of Management should be as diverse as possible in order for the members to have the experience and capability to be able to promote and encourage a culture of equality and diversity in the association and be committed to obtaining wide representation of all groups among its members. The Board will undertake an annual review of its strengths and weaknesses.

4. Roles & Responsibilities

The **Chief Executive** has lead responsibility to provide leadership in the operation and implementation of the policy.

Managers should set example, correct unacceptable behaviour, deal with complaints fairly, and apply the policy to their area of control.

Staff in general are actively encouraged to apply non-discriminatory practices and report any incidences of behaviour that fail to comply with the policy.

5. Access to Premises and Services

Cantref will ensure that its offices comply with the requirement of the Disability Discrimination Act 1995.

Those parts of its offices which are used by the service users will, if necessary, be adapted to ensure that it is not unreasonably difficult for disabled people to use Cantref's services.

In other parts of its offices, used by staff but not open to services users, Cantref will carry out reasonable adaptations to suit the needs of staff as they become known.

The association will also provide all relevant information to service users in both Welsh and English in a clear and comprehensive manner. Provision of formats such as Braille, audiotape etc are not provided as standard at the moment, but can be arranged if required.

To date Cantref has not identified any need to provide information in languages other than Welsh and English. Cantref will monitor this aspect.

6. Provision of Housing & Allocation of Dwellings

Cantref aims to provide access to housing and other related services on a fair equal basis. Cantref has committed itself to a housing policy that ensures that every group and individual has a fair access to its resources.

Cantref aims to promote sustainable communities. To this end Cantref will consider the local connections of applicants in allocating housing. The weighting given to local connections will be clearly set out in Cantref's Allocations Policy.

Cantref will ensure that research findings, consultation with local authorities etc and best practice will establish the needs of individuals in relation to design, layout, mix, location and tenure of housing.

Selection of successful applicants are made based on the housing needs criteria set out in the Lettings Policy. Details of applicants' race, nationality, ethnic origin, disability, language of choice and gender will be gathered and analysed in order to monitor equality and will be used to inform future practices. A statistical report will be submitted to the Board of Management annually.

Cantref is a partner in three Common Housing Registers.

7. Management of Housing

Cantref ensures equal treatment for all tenants, and does not tolerate any incidences of discrimination. Further information is available in the Nuisance and Harassment Policy.

Biannually, Cantref will review tenant satisfaction with the services provided.

Cantref will formally recognise and support only tenants' associations and groups which have equal opportunity and/or diversity policies which are acceptable to Cantref and comply with this policy.

8. Consultants, Contractors & Agents

In allocating work to contractors etc Cantref ensures equal treatment for all, and ensures that appointments are given to the most appropriate consultant, contractors and agents.

Cantref recognises that contractors deliver many of its services to its tenants. Cantref therefore ensures that contractors, consultants and agents employed with over 20 employees have adopted their own equality and diversity policy. Contractors etc with less than 20

employees have to sign an undertaking to comply with the Association's policy. Companies also need to ensure that all their staff are aware of the policy and implement it within all aspects of their work. This also applies to sub-contractors.

9. Employment

9.1 Advertising

Recruitment advertising should encourage applications from all sectors of the community. Job advertisements will also be in a format that will not discourage any applicants.

9.2 Job Descriptions

Cantref will ensure that Job Descriptions and Person Specifications etc are based on essential and justifiable requirements of the position and that only realistic qualifications are requested.

9.3 Application Forms

CV's are not accepted.

9.4 Short listing

Personal details of candidates are not available to the short-listing panel in order that the selection of interviewees are made on the basis of their skills and experience only. All decisions made during short listing and appointing will be evidence based and the reasons for decisions justified.

9.5 Interviewing

Interview panel should have an appropriate mix and be given training and guidance.

9.6 Monitoring

Cantref will monitor gender, age etc of all job applicants and provide an annual report to the Board of job applicant composition.

9.7 Review

Procedures, job application form etc will be reviewed periodically to eliminate discriminatory practices.

10. Family Friendly Policies

Cantref considers flexible working at all times – alternatives to “normal” working hours. Possibilities might include term-time working, job sharing etc.

11. Training & Development

11.1 Induction

The Association's induction process highlights the need for staff to be aware of the Equality & Diversity policy, and that staff understand the

behaviour required of them when conducting the association's work.

11.2 Training

All staff are encouraged to participate in training in order to broaden their skills for the benefit of the association, themselves and the client base. As far as possible training dates and times etc are organised in order to ensure that part time staff etc are not disadvantaged.

12. Disciplinary and Grievance

Cantref has clear and concise disciplinary and grievance procedures will be applied fairly and transparently for all staff. Allegations of less favourable treatment will be dealt with under the appropriate procedures.

13. Complaints

All complaints with regard to discrimination, victimisation and/or harassment from external clients will be investigated promptly and sensitively following the association's complaints procedure.

14. Recording, Monitoring, Reporting and Review

Statistics will be gathered to monitor equality across all aspects of the association's activities and are used to form future practices.