



Trust Housing Association Limited

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Trust Housing Association Ltd
Equality, Diversity & Inclusion (EDI)
In the Workplace Policy

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Trust Housing Association Ltd.

Equality, Diversity & Inclusion (EDI) in the Workplace Policy

1. Introduction

- 1.1 The Association recognises that in society groups or individuals have been disadvantaged in the past and some have not attained equality of opportunity. The Association is committed to its Equality, Diversity & Inclusion (EDI) Policy which will not discriminate against any group, or groups of persons, or treat anyone less favourably because of a **protected characteristic** they have or are thought to have.

We aim to ensure that every employee and person we employ, customers and stakeholders are treated with dignity and respect regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, gender, sexual orientation or union membership.

We work toward our vision to be known as a leader in the promotion of EDI by Promoting Equality, Respecting Diversity and Embedding Inclusion.

In accordance with the General Duty, we have 'due regard' to the need to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between people who share a protected characteristic and those who do not share it;
- and to foster good relations between people who share a protected characteristic and who do not share it.

The Equality Act 2010 explains that having due regard for advancing equality involves:

- removing or minimising disadvantages suffered by people due to their protected characteristic;
- taking steps to meet the needs of people from protected groups where these are different from the needs of other people;

- encouraging people from protected characteristics to participate in public life or in other activities where their participation is disproportionately low.

The Equality Act 2010 explains that having due regard to the need to foster good relations involves tackling prejudice, and promoting understanding.

In order to deliver our duties we aim:

- for a culture throughout the organisation that embraces inclusiveness, fosters respect for diversity and upholds the principle of equality at all times;
- to ensure that the employees are aware of the importance of EDI Strategy and understand their individual and collective roles and responsibilities;
- for systems and processes to deliver a diverse culturally competent services;
- to be an action-oriented, outcome-focused organisation that can demonstrate our success;
- the employees and tenants to feel empowered, respected and safe.

1.2 The Association considers any form of discrimination at a personal or institutional level to be unacceptable in terms of good practice, social justice and legal duty, whether such discrimination is direct, indirect, perceived or through association with others. It expects and requires all staff to adhere strictly to the terms of policy.

1.3 The Policy covers the following types of discrimination:

Direct Discrimination

Treating a person less favourably than another person because of a protected characteristic they have or are thought to have or because they associate with someone who has a protected characteristic. For example, refusing to appoint the best candidate for the job simply because it is assumed that an existing all-white workforce would not accept a new black manager, would constitute direct racial discrimination.

Indirect Discrimination

Applying any requirement, rule, policy or condition which, though applied equally to everybody, is such that it particularly disadvantages people who share a protected characteristic, unless the requirement or condition can be shown to be justifiable or proportionate having considered all fair and reasonable factors.

Perceptive Discrimination

Directly discriminating against an individual because others think they possess a particular protected characteristic. This applies even if the person does not actually possess that characteristic.

Associative Discrimination

Directly discriminating against someone because they associate with another person who possesses a protected characteristic.

Harassment

Harassment is 'unwanted conduct related to a relevant characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. Harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees will now be able to complain of behaviour that they find offensive even it is not directly at them and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment because of perception and association.

Third Party Harassment

The Equality Act makes you potentially liable for harassment of your employees by people (third party) such as your customers. You will only be liable when harassment has occurred on at least two previous occasions, you are aware that it has taken place and have not taken reasonable steps to prevent it from happening again.

Victimisation

Victimisation occurs when an employee is treated badly because they have made or supported a complaint or raised a grievance under the Equality Act 2010, or they are suspected of doing so.

2. Statement of Policy

- 2.1 The Association is opposed to discrimination in any form and at all levels and is committed to taking all steps within its power as an employer to counteract it.

- 2.2 The Association will seek to ensure that no one receives less favourable treatment or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.
- 2.3 The Association will respect community diversity and seek to ensure that all job vacancies and our properties are accessible to all sectors of the community.
- 2.4 The Association will make changes to a working practice, provision, pattern, workload or physical location/equipment to remove disadvantage from a person diagnosed with a disability as defined within the Act.
- 2.5 The Association will provide equality and diversity training for all members of staff and Board Members and will encourage active participation by all in its delivery.
- 2.6 The Association will comply with existing relevant anti-discriminatory legislation and codes of practice in employment and service delivery.
- 2.7 The Association will ensure that this policy will be a condition of service and all members of staff and Board Members will abide by it.
- 2.8 The Association's policies and procedures will be monitored and reviewed regularly to ensure they comply with the policy.

3. The Legal Framework

- 3.1 This policy will comply strictly to the legal requirements. The main legislation with which the Association will comply is the Equality Act 2010. The Association will seek to adopt appropriate provisions contained in relevant Codes of Practice and other guidelines, including regulatory advice, produced by organisations including the Equalities and Human Rights Commission, ACAS and the Scottish Housing Regulator.

4. Positive Action

- 4.1 The Association recognises some employment practices and services may create barriers which prevent individuals obtaining employment and seeking housing, therefore restricting these individuals from full and equal participation in economic, cultural, social and political spheres of life. The Association will

therefore adopt, as necessary, positive action measures which will help redress any imbalance.

The Association will work in partnership with other housing associations to develop and deliver projects which embrace positive action.

4.2 The positive action measures which the Association will promote consist of:-

- use of positive statements in advertisements, encouraging applications for jobs and housing from underrepresented groups;
- seeking to increase the number of jobs applications from ethnic minorities, disabled and LGBT people by circulating information on job vacancies more widely to equality organisations;
- offering specific training and placement opportunities to black and minority ethnic and disabled individuals by liaising and working with appropriate agencies.
- implementing positive action measures whereby interviews will be offered to disabled applicants who have the appropriate qualifications where they are specifically identified. Care and sensitivity will be exercised in such cases in assessing the applicant's ability and potential before shortlisting and appointments will continue to be made solely on merit;
- consideration of conditions of employment such as part time or job share working arrangements and appropriate leave for religious holidays;
- assisting disabled applicants with arrangements for interview, for example, to invite an interpreter for someone who has a hearing impairment.

5. Monitoring and Review

5.1 The Association will publish an EDI Strategy and Policy, which is regularly reviewed and will monitor its compliance through the EDI Working Group.

5.1 Where certain groups are under-represented in employment and residents, the Association will take positive action measures to redress any imbalance.

- 5.2 The Association acknowledges that monitoring, reviewing and record keeping will be an on-going process requiring continual examination and annual review of existing procedures and criteria as the society in which we live evolves.

6. Responsibilities

- 6.1 The Chief Executive will have overall responsibility for the Policy in conjunction with The Director of Business Services. The Head of HR and the EDI Manager will have day to day responsibility for the successful implementation of the Policy.
- 6.2 However, the Association considers that it is the combined responsibility of each member of staff to ensure that the Equality, Diversity & Inclusion Policy is applied in practice throughout the organisation. All staff and Board Members will be expected to challenge discriminatory behaviour and draw to the attention of management any instances of discrimination.
- 6.3 Breach of the Equality, Diversity & Inclusion Policy, where found, will be considered a serious disciplinary offence which may lead to an appropriate disciplinary sanction.

7. Conclusion

- 7.1 The Association is committed to being an equal, diverse and inclusive organisation and recognises that passive policies will not in themselves provide equal outcomes. The Association will do all in its power to ensure that the principles of equality, diversity and inclusion apply in all of its policies and employment practices.
- 7.2 The Association will continue to perform to be recognised as a leader in the promotion of Equality and Diversity and as an organisation which is fully inclusive in everything, from recruiting and training staff to quality service delivery.

8. Policy Review

- 8.1 This policy will be reviewed on a three yearly basis

In all Trust's official documents, where references are made to specific job titles, roles, groups or committees, such references shall be deemed to include any changes or amendments to these job titles, roles, groups or committees resulting from any restructuring or organisational changes made within the Association (or, where this policy also applies to another member of the Trust group, made within that group member) between document reviews."