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a better future.

# Equality, Diversity and Inclusion policy

**April 2024**

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**CRAWLEY FRIENDS HOUSING ASSOCIATION LTD.**

**EQUALITY, DIVERSITY AND INCLUSION POLICY**

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## **1. Introduction**

1.1 Crawley Friends Housing Association (CFHA) is firmly committed to promoting equality of opportunity and creating a working environment that is inclusive and free from discrimination or harassment. The purpose of this policy is to confirm CFHA's commitment to equality, diversity and inclusion in employment and service delivery.

1.2 CFHA is serious about equality and treating people fairly. We value diversity and recognise the benefits of employing a diverse workforce. Through our work in providing accommodation and as an employer, we will help ensure fair treatment for all members of the community, regardless of race, ethnic origin or nationality; gender; disability, whether mental or physical; religion; marital or family status; sexuality or sexual orientation; age or physical appearance.

## **2. Aims and objectives**

2.1 Providing inclusive working environments for our employees and valuing the diversity of our residents is essential to enable CFHA to fulfil its mission.

2.2 CFHA recognises that there are many barriers to achieving true equality of opportunity, ranging from overt prejudice in favour of, or against, particular groups or individuals to unwitting ignorance of different lifestyles and needs. On whatever level it exists, discrimination is neither acceptable nor tolerable.

2.3 CFHA commits to ensuring that no individual experiences unfair treatment in recruitment, pay or promotions or accommodation and any other services we provide, such as repairs, support and advice.

## **3. Policy Statement**

3.1 This policy applies to trustees, paid staff and volunteers of Crawley Friends Housing Association (CFHA). CFHA wants to be an open, inclusive and diverse organisation and the following equality, diversity and inclusion principles guide our work:

- Everyone has a right to be treated with dignity, fairness and respect.
- We value the diversity and talents of all individuals.
- We support, develop and empower people to succeed.
- We understand the diverse needs of our residents.
- We promote equality of opportunity in employment and service provision.
- We deliver appropriate, accessible and flexible services.
- We create a diverse workforce and inclusive workplace.
- We are tolerant, understanding and do not judge others or their lifestyle choices.
- We challenge prejudice, discrimination and harassment.
- We promote equality, diversity and inclusion with our residents, partners, stakeholders and our supply chain.

## **4 The case for equality, diversity and inclusion**

4.1 **Moral case.** The principles of equality and diversity are about social justice, fairness, human rights, equal access to opportunities and are simply the right thing to do.

4.2 **Resident care.** We must know and understand our residents and tailor our services to meet their diverse needs.

**4.3 Diverse workforce and volunteers.** A workplace that embraces diversity is more likely to help CFHA to attract and retain talented people and reduce staff and trustee turnover.

**4.4 Reputation.** Inclusive work environments encourage loyalty and teamwork; and enhance CFHA's reputation as an employer of choice and an accommodation provider that puts residents at the heart of what we do.

**4.5 Legal obligations.** We want to meet and exceed our legal responsibilities to minimise any impact to our reputation, financial cost or adverse impact on our employees and residents.

**4.6 Risk management.** CFHA recognises there are risks associated with non-compliance. These risks potentially include the effect on CFHA's reputation, financial implications and the impact on those involved.

## **5 Equality legislation**

5.1 As an employer and provider of accommodation, we have certain responsibilities under the Equality Act 2010 to promote equality of opportunity. The Equality Act 2010 makes discrimination unlawful in relation to nine "protected characteristics", which are:

- Age
- Disability
- Gender
- Religion/belief
- Race
- Gender re-assignment
- Marital status (civil/same sex)
- Sexual orientation.
- Pregnancy/maternity

## **6 Governance**

6.1 The CFHA Trustees and Manager have overall responsibility for the implementation of this policy and compliance with the equality legislation. They have a responsibility to provide leadership for ensuring that this policy is reflected in all aspects of CFHA's work.

6.2 The Board of Trustees will formally consider and reflect on its performance in compliance with this policy at least once a year.

## **7 Harassment and anti-social behaviour**

7.1 CFHA is committed to dealing promptly and effectively with all aspects of hate related crime, harassment (racial and on other grounds), antisocial behaviour and domestic violence as it impacts on residents as well as employees.

7.2 Employees may raise issues of harassment directly with their line manager or with a Trustee.

7.3 Specific policies in relation to anti-social behaviour have been developed to ensure that CFHA has an adequate, transparent and fast method of dealing with issues that may arise.

## **8 CFHA's approach**

**8.1 Recruitment and Employment.** CFHA considers itself a progressive employer and is committed to creating a positive and inclusive workplace with a well-trained workforce. To help achieve a

representative workforce the Trustees will monitor recruitment activities against the protected characteristics. This will also apply to the appointment of Trustees.

**8.2 Procurement and Supply Chain.** CFHA is committed to equality, diversity and inclusion in respect of achieving best value in all its procurement activities. CFHA will ensure that its values are reflected by all external suppliers working on behalf of the organisation and that they uphold the principles of this policy in all their dealings with our residents.

## **9. Related documents**

9.1 Other CFHA policies that may be used to help ensure the effectiveness of the Equality, Diversity and Inclusion Policy include:

- Data Protection Policy
- Record Management and Retention Policy

## **10. Legislation and Regulations**

10.1 The legislation listed in this policy is not intended to cover all legislation applicable to this policy. CFHA will take reasonable measures to ensure compliance with any and all applicable legislation by reviewing policies and procedures and amending them as appropriate. The legislation listed within this policy was considered at the time of the development of this policy, but subsequent primary and secondary legislation, case law and regulatory or other requirements will be considered and the policy reviewed and adopted in accordance with the requirements set out therein, even should such subsequent legislation not be explicitly listed within this policy.

10.2 The following is a list of key legislation relating to Equality, Diversity and Inclusion:

- Equality Act 2020
- Data Protection Act 2018

## **11. Review**

11.1 This policy will be reviewed every year or sooner if there is:

- A significant incident relating to this policy
- An organisational change related to this policy
- A change in legislation