

## EQUAL OPPORTUNITIES POLICY

### Our commitment

Cadwyn is committed to promoting equal opportunities in employment and how we provide our services. We treat all of our employees equally regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation (**Protected Characteristics**).

As part of our commitment as an equal opportunities' employer, we will not tolerate any form of discrimination. You therefore must not unlawfully discriminate against or harass other people including current and former employees, job applicants, tenants, suppliers and business visitors. This applies in the workplace, outside the workplace (when dealing with tenants, suppliers or other work-related contacts or when wearing a work uniform), and on work-related trips or events including social events.

The following forms of discrimination are prohibited under this policy and are unlawful:

- **Direct discrimination:** treating someone less favourably because of a Protected Characteristic.
- **Indirect discrimination:** adopting a provision, criterion or practice that applies to everyone but adversely affects people with a particular Protected Characteristic more than others and is not justified.
- **Harassment:** subjecting someone to sexual harassment or other unwanted conduct related to a Protected Characteristic, which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment is dealt with further in our Anti-bullying and Harassment Policy.
- **Victimisation:** retaliation against someone who has complained or has supported someone else's complaint about discrimination or harassment.
- **Disability discrimination:** this includes direct and indirect discrimination, any unjustified less favourable treatment because of the effects of a disability, and failure to make reasonable adjustments to alleviate disadvantages caused by a disability.

### RECRUITMENT AND SELECTION

Recruitment, promotion and other selection exercises such as redundancy selection will be conducted on the basis of merit, against objective criteria that avoids discrimination. Shortlisting will be done by more than one person if possible.

Vacancies will generally be advertised to a diverse section of the labour market. Our advertisements will avoid stereotyping or using wording that may discourage particular groups from applying.

Job applicants should not be asked questions which might suggest an intention to discriminate on grounds of a Protected Characteristic. For example, applicants should not be asked whether they are pregnant or planning to have children.

Job applicants should not be asked about health or disability before a job offer is made, except in the very limited circumstances allowed by law: for example, to check that the applicant could perform an intrinsic part of the job (taking account of any reasonable

adjustments), or to see if any adjustments might be needed at interview because of a disability. Where necessary, job offers can be made conditional on a satisfactory medical check. Health or disability questions may be included in equal opportunities monitoring forms, which must not be used for selection or decision-making purposes.

## **YOUR RESPONSIBILITIES**

Everyone has a responsibility to ensure a working environment in which the dignity of all members of staff is respected. You must comply with this policy and ensure your behaviour towards colleagues and tenants does not cause offence and could not in any way be considered to be harassment or bullying.

You should discourage harassment or bullying by making it clear that you find such behaviour unacceptable, and by supporting colleagues who suffer such treatment. You must immediately alert a manager of any incident of harassment or bullying to enable us to deal with the matter.

Managers have a duty to implement this policy and to make every effort to ensure that bullying or harassment does not occur. Managers also have a responsibility for any incidents of bullying or harassment which they are aware or ought to have been aware. Managers are responsible for addressing any complaints of bullying and harassment that they receive from staff.

### **Disabilities**

If you are disabled or become disabled, we encourage you to tell us about your condition so that we can consider what reasonable adjustments or support may be appropriate.

### **Gender Identity**

Cadwyn is committed to ensuring no-one is discriminated against because of their gender identity. We are taking proactive steps to address trans equality and to meet the needs of staff members who transition, including:

- Treating people as individuals, without needing to reference their gender identity where this isn't necessary
- Giving all staff the option to dictate their preferred prefix and name
- Increasing awareness about gender identity issues
- Treating any issues of bullying and harassment in relation to gender identity issues seriously.

If you are planning to transition or are in the process of transitioning, we encourage you to talk to your manager or People Services openly about the situation as early as you can, so they can give you the support you need.

### **Breaches of this Policy**

We take a strict approach to breaches of this policy, which will be dealt with in accordance with our Disciplinary Procedure. Serious cases of deliberate discrimination may amount to gross misconduct resulting in dismissal.

If you believe that you have suffered discrimination you can raise the matter through our Grievance Procedure. Complaints will be treated in confidence and investigated as appropriate.

You will not be victimised or retaliated against for complaining about discrimination. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our Disciplinary Procedure.