

## **EQUAL OPPORTUNITIES POLICY**

Ladybur Housing Co-operative Limited (“the Co-operative”) will seek to put into practice the Equal Opportunities Statement of Intent. This Policy sets out the ways in which this will be carried out.

- 1 The Co-operative will gather full information about the ethnic make-up of the Borough of Haringey, and about housing need in the area.
  - 1.1 The source of this information will include the local authority, census data, the Community Relation Council and other local community groups.
  - 1.2 The Co-operative will encourage Committee Members to receive training in Equal Opportunities issues. Staff will be expected to have an understanding of Equal Opportunities and will be trained as necessary to carry out their duties in accordance with this policy.
- 2 Applicants for housing will be asked to give information concerning their ethnic origin, nationality, gender and age, for the purposes of monitoring implementation of this policy.
  - 2.1 The housing application will include questions on these matters, worded in accordance with the Housing Corporation or subsequent agents wording
  - 2.2 It will be made clear that applicants are not obliged to answer these questions, but that information is only used for statistical purposes.
  - 2.3 Staff and Committee Members will treat this information as strictly confidential.
- 3 Applicants for employment will be asked to give information about ethnic origin, nationality and gender.
  - 3.1 This information will only be used for monitoring and will not form part of the selection process.
  - 3.2 All members of Selection Panels short listing or interviewing applicants for employment should be trained in Equal Opportunities issues.
- 4 All contractors and companies or individuals providing services on the estate are expected to comply with the Co-operative’s policy on Equal Opportunities.
  - 4.1 Contractors will be asked to confirm this in writing before being added to the list of approved contractors.
  - 4.2 The Co-operative will actively seek to ensure that the approved contractors list reflects the community as a whole.

- 5 The Co-operative will monitor the makeup of the Management Committee so that it is representative of the membership of the Co-operative-.
- 6 The Co-operative will circulate an annual report on implementation of the Equal Opportunities Policy to all its membership.

The report will be drawn up by the Estate Manager, and distributed before the Annual General Meeting

- 7 The Co-operative will establish and operate a policy on racial and other forms of harassment.
  - 7.1 It will be a disciplinary offence for any member of staff to harass racially any tenant, housing applicant or any other person. Any complaint of racial harassment or discrimination by a member of staff will be investigated. If substantiated, it will result in disciplinary action.
  - 7.2 Any harassment of one tenant by another, on racial or other grounds, is a breach of tenancy conditions. Complaints will be investigated, and legal action taken for possession, if substantiated.
- 8 Members of the Co-operative and applicants for housing will be made aware of the policy on equal opportunities. New members will be given a copy of The Equal Opportunities Statement of Intent.
- 9 The Management Committee will have overall responsibility for implementation of this policy.

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