

## **EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

### **Cleaves Hall**

#### **1. Background**

The Congregational Federation (CF) is committed to ensuring equal opportunities, fairness of treatment, dignity, work-life balance and the elimination of all forms of discrimination in the workplace for all employees and tenants.

The Congregational Federation aims to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. The CF has this policy as a means of helping to achieve these aims.

Overall responsibility for this policy and equal opportunities training lies with the Operations Manager.

#### **2. Policy**

2.1 Whoever we are, wherever we come from, whatever our age, our gender or any other difference that defines us, each of us has been made in the image of God and is unique. The CF seeks to respect and value each person.

2.2 For employees or prospective employees, everyone will be given equal opportunities whatever his or her personal status, subject to the statutory requirements relating to criminal record history and the Disclosure and Barring Service.

2.3 For tenants or prospective tenants, everyone will be given equal opportunities whatever his or her personal status.

#### **3. Scope**

This policy applies to all employees and tenants.

#### **4. Principles**

4.1 In recognizing each person's uniqueness, the CF is committed to the principle of equal opportunities in accessing Cleaves Hall Student Accommodation. Each person must be treated fairly, irrespective of their sex, marital status, civil partnership status, trans-gender status, sexual orientation, race, colour, nationality, ethnic origin, national origin, culture, religion, age, or disability ('Protected Characteristics' as per the Equality Act 2010).

4.2 Discrimination may be direct or indirect and it may occur intentionally or unintentionally. Direct discrimination occurs where someone is treated less favourably because of one or more of the Protected Characteristics. Direct discrimination may occur even when unintentional. It may also, in some cases occur by association – i.e. where a person is put at a disadvantage due to a characteristic of another person.

4.3 Indirect discrimination occurs where someone is disadvantaged by an unjustified provision, criterion or practice that also puts other people with the same Protected Characteristic at a particular disadvantage.

4.4 Harassment related to any of the Protected Characteristics is also prohibited. Harassment is dealt with further in the CF Harassment Policy. Victimisation is also prohibited. This is less favourable treatment of someone who has complained or given information about discrimination or harassment or supported someone else's complaint.

4.5 The principles of non-discrimination and equality of opportunity also apply to the way in which the CF treats colleagues as well as those people they have contact with in their work. All employees have a duty to act in accordance with this policy and treat others with dignity at all times, and not to discriminate against or harass others, regardless of their status.

## **5.Procedures**

5.1 Those responsible for the selection, and management of tenants will be given information and, /or training to enable them to minimise the risk of discrimination.

5.2 For employees, appropriate training will be given to help them perform their jobs effectively.

5.3 When a tenant's application is accepted, no communication information will imply that there is a preference for one group of applicants against another.

5.4 Clear information will be provided so that tenants (and prospective tenants) are made aware of our equality and diversity policies as part of the information provided in marketing and tenant information.

5.5 Any complaints of discrimination and harassment by will be dealt with through the Grievance Policy and Procedure.

5.6 The CF will review the effectiveness of this policy to ensure it is achieving its objectives.

5.7 Tenants are invited to comment on this policy and suggest ways in which it might be improved by contacting the Accommodation Officer or Property Manager.

5.8 Employment policies and procedures will be monitored by the Personnel Group, to ensure they conform fully with the Congregational Federation's Equal Opportunities Policy.

*Cleaves Hall Student Accommodation is exclusively managed by The Congregational Federation, Registered Charity No. 264839.*

Approved by Congregational Federation  
Investment Trust & Trading Board March 2022