

***EQUALITY, DIVERSITY AND
INCLUSION POLICY AND
PROCEDURE***

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Equality, Diversity and Inclusion Policy and Procedure

1 Equality, Diversity and Inclusion Policy and Procedure

House2home Supported Housing CIC believes in the value of Equality, Diversity and Inclusion and of the development of all staff members, having regard to their abilities and aspirations.

In all matters relating to employment, within House2home Supported Housing CIC, it is the clear intention that every reasonable step shall be taken, to ensure that staff members are not discriminated against on the grounds of any protected characteristics – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

You also have the right to expect reasonable protection from aggression, bullying, violence or harassment at work by any other member of staff, irrespective of their seniority, or by clients.

As a provider of services to the public, House2home Supported Housing CIC carries out our services with regards to the general duty to advance equality and opportunity. We have due regard to eliminating discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010 and fostering good relations between persons who share a relevant protected characteristic, and persons who do not share it, which involves having due regard to the need to tackle prejudice and promote understanding.

House2home Supported Housing CIC wholeheartedly supports the principles of Equality, Diversity and Inclusion and aims to ensure that staff, clients, business partners and contractors are not unfairly discriminated against, and is committed to equality in respect of protected characteristics, or any other specific factors which could result in unjustifiable discrimination.

Ethically and morally, anti-discriminatory practices should be embraced, and we have a Corporate and social responsibility to uphold them. We also have a legal responsibility not to discriminate, to prevent staff members from any forms of discrimination, harassment or victimisation and provide a safe environment.

The Directors are responsible for providing advice and support on the practical implementation of the Equality, Diversity and Inclusion Policy, and House2home Supported Housing CIC is committed to ensuring that there are no barriers to our services which affects any member of the community and ensures that Equality, Diversity and Inclusion are part of everything that we do.

As a member of staff, you are responsible for contributing to a positive working environment, by treating everyone with dignity and respect, to ensure that your behavior does not cause offence and not to discriminate against anybody with protected characteristics, which are Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex, Sexual Orientation.

You must cooperate as a witness in any formal complaints made under the policy, and you must not participate in, or encourage discrimination, harassment, bullying, victimisation, or intimidation.

Should you need to make a complaint or raise a grievance, in the first instance, you should talk to your Line Manager.

2 Retention and Access to your Personal Information

Why do we need to retain your personal information?

All personal information will be retained for 6 years after you leave the company's employment as per the guidance from the Information Commissioners Office

Where do we retain your personal information?

Any records relating to breaches of this Policy could result in Disciplinary Action. All relevant paperwork will be retained in the Discipline and Grievance Section of your HR record. At the conclusion of the Discipline / appeal the record will be updated, associated documents will be scanned and added, and the originals will be destroyed.

How do you make a request to have your personal information amended or deleted?

For information to be amended or deleted, this will need to be put in writing to your Line Manager who will respond with a decision accordingly.

Please note that you must keep all your personal data and emergency contact information up to date.