

Board Policy Document No.



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Equality and Diversity Policy

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Statement of Principle

Bahay Kubo is opposed to all forms of discrimination on the basis of race, gender, nationality, marital status, ethnic or national origin, religion, disability, age or sexual orientation. It is opposed to all forms of racial and sexual harassment or victimisation. It will up-hold this principle in all aspects of its operations.

Bahay Kubo as a Provider of Housing

In the provision of housing, Bahay Kubo will ensure that no individual is treated less favourably on the grounds of their race, gender, disability, sexual orientation, marital status, ethnic, cultural or religious background or any other unjustifiable grounds.

Bahay Kubo was set up specifically to provide housing opportunities for the Filipino community. This means that it will take any *lawful* measures that are available to assist these groups to avail themselves of its housing and other services that it will provide. It will bring these opportunities to the attention of these groups through targeted advertising and other measures.

Bahay Kubo HA recognises that it has an obligation to support the local authorities in the areas in which it operates in dealing with homelessness. It will not discriminate on grounds of race, religion or ethnic origin when seeking nominations from local authorities under various nominations Section 106 agreements. However, it will ask local authorities to provide it with nominations of people that it is best equipped to serve.

Bahay Kubo as Employer

Every possible step will be taken to ensure that individuals applying for jobs or employed by Bahay Kubo Housing Association Ltd are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career development are based solely on Bahay Kubo's objectives, business needs and job related criteria.

No person applying for a job shall be treated less favourably on grounds of his/her race, gender, nationality, marital status, ethnic or national origin, disability, age, religion or sexual orientation except in the interest of promoting equality and where permissible under the relevant provisions of the Race Relations Act 1976, the Sex Discrimination Act 1975 and the Disability Discrimination Act 1995.

If men or women become under represented on the staff, generally or at particular grades, and it is deemed appropriate to remedy this, then encouragement to apply for specific posts and/or training may be provided in order to address this imbalance.

Bahay Kubo as a User of Services

As a housing association, Bahay Kubo will utilise services from development or management agents, from building and maintenance contractors and consultants of various sorts. No service provider will be treated less favourably on grounds of race, gender, disability, sexual orientation, marital status, ethnic, cultural or religious background or any other unjustifiable grounds.

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However, Bahay Kubo sees as its duty to improve access and offer opportunities for the Filipino community in areas and sectors where they are underrepresented. The Filipino community is underrepresented in the provision of building and maintenance services, and professional services of various types. As such, Bahay Kubo will ensure that Filipinos are represented on all tender lists for the provision of such services and are encouraged to bid for work from Bahay Kubo HA.

Harassment

Bahay Kubo HA will not tolerate any form of racial, sexual or any other form of harassment, whether committed on its premises or elsewhere, whether committed by its tenants, employees, neighbours, service providers or contractors. In relation to employees, such conduct will be regarded as gross misconduct and will lead to immediate disciplinary action including dismissal.

In relation to service providers, such conduct would be sufficient grounds to terminate the use of any service provider deemed to be guilty of harassment on the grounds of race, sex or disability.

Bahay Kubo HA will deal with all complaints of racial or sexual discrimination or harassment promptly in accordance with its laid down procedures and its complaints policy.

Monitoring

In order to monitor the effectiveness of Bahay Kubo's Equality and Diversity Policy, the following information will be collected annually and analysed.

1. Ethnic origin and gender of all applicants for housing.
2. Ethnic origin and gender of all job applicants.
3. Ethnic origin and gender of all providers of services.

Where such monitoring shows evidence of direct or indirect discrimination or unjustifiable under representation of certain groups, appropriate corrective action will be taken which may include setting up of targets.

Responsibility

The responsibility for up holding the Equality and Diversity Policy rests on all Board members and staff.

The Managing Director of Bahay Kubo HA Ltd will be responsible for monitoring the implementation and effective of this Policy.

All staff will be responsible for collecting monitoring information and submitting monitoring reports to the Director who will supply them annually to the Board for review.