



Chartered  
Institute of  
Housing  
Approved centre

# Equality and Diversity Policy

## 1. Introduction

This policy outlines how CIH Housing Academy will work to ensure and promote equal opportunities in all its work, with the aim of eliminating discrimination and promoting good relations between different groups as defined by the nine 'Protected characteristics' from The Equality Act 2010 - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

CIH Housing Academy aims to achieve this by:

- providing an environment which promotes and celebrates equality and diversity and is free from unlawful discrimination, harassment, and victimisation of any kind
- educating and training individuals for life and work in a multi-cultural society
- increasing the diversity of individuals, colleagues, and contractors
- maintaining and promoting a culture of continuous improvement
- monitoring the effectiveness of this policy.

All CIH Housing Academy individuals, contractors and colleagues are responsible for their own conduct and actions as detailed within the scope of this policy. This includes:

- listening to what others have to say and respecting their point of view
- speaking out, or reporting, if they witness bullying, vindictiveness, verbal or physical aggression
- questioning own prejudices and assumptions
- familiarising themselves with the scope of this policy and the responsibilities placed on them by equalities legislation.

## 2. Individuals

### 2.1 Recruitment and admissions

CIH Housing Academy will ensure that:

- Recruitment and marketing materials are designed in a range of formats to ensure they are free from bias and stereotypes, and encourage applicants from all groups in the community
- Applicants for regulated and non-regulated course and programmes are considered based on their ability to meet the entry criteria as specified in course/ programme information
- Applicants are provided with impartial guidance to direct them towards the most appropriate courses/ programmes
- All individuals are made aware of this Equality and Diversity Policy and the behaviour expected of them during induction as published on Moodle, in handbooks and in CIH codes of conduct and ethics

### 2.2 Teaching, learning and assessment

CIH Housing Academy will ensure that:

- The range, content, and delivery of course curriculum reflect the needs of individuals, the housing sector and wider community, and promotes widening participation
- All aspects of course delivery is sensitive to, and promotes, equality and diversity. Including language used, attendance requirements, methods of delivery, learning resources and learning activities
- Teaching and learning resources avoid stereotypes and bias, and promote the rich cultural diversity of communities, where applicable
- Resources can be adapted as appropriate to the needs of individuals
- Opportunities for personal and professional development are embedded into teaching, learning and assessment strategies so all individuals may benefit
- As far as possible peoples' lives and commitments outside CIH Housing Academy are taken into account
- Fair and transparent criteria for the assessment of individual's work is established

### 2.3 Learning resources and support

CIH Housing Academy will ensure that:

- It provides, self- assessment diagnostic learning tools, study skills support and personal tutoring support (from an trainer, or tutor) to enable individuals to succeed on their courses/programmes of study
- Support for study is publicised to potential applicants and individuals through recruitment and publicity materials, CIH website, handbooks and during induction
- Individuals with access requirements due to disability are not disadvantaged
- Individuals with conditions that affect learning receive reasonable adjustments

### 3. Colleagues and contractors

#### 3.1 Recruitment and selection

CIH Housing Academy will ensure that:

- All colleagues and contractor appointments to roles within CIH Housing Academy are conducted in accordance with CIH policies and procedures including preparing role specifications, identifying the essential and desirable levels

of qualifications/training, knowledge/experience, and skills/abilities for the role, interviewing and where jobs/roles are advertised

- Applicants are considered based on their suitability for the role and their ability to meet requirements as set out in the role specification

#### 3.2 Training and development

CIH Housing Academy will ensure that:

- Briefings on equality and diversity, and CIH codes on conduct and ethics, are made available as part of the induction briefing for new colleagues and contractors
- Where appropriate, provide briefings/ training opportunities for contractors to meet these needs: this will be through CIH Housing Academy organised webinars and conferences; for colleagues this will be in accordance with CIH colleagues development policy.
- A representative attends the CIH equality, diversity and inclusion group to provide oversight of CIH progress and performance on promoting EDI for colleagues and to support EDI on behalf of the profession.

### 4. Harassment, victimisation and discrimination

CIH Housing Academy will not tolerate harassment, victimisation and discrimination and has measures in place to deal with such incidents including disciplinary procedures for colleagues, malpractice procedures for individuals and contractual requirements for contractors.

### 5. Raising concerns

Where people feel they have been treated unfairly within the scope of this policy, they are encouraged to raise their concerns informally with the relevant Housing Academy manager. If informal discussions cannot achieve a satisfactory resolution people can raise their concerns through the following means:

- Individuals - CIH Housing Academy's complaints policy and procedure
- Contractors - contacting an independent Housing Academy manager responsible for their area of work in accordance with the procedures set out in the contract
- Colleagues - CIH's disciplinary and grievance procedure

### 6. Monitoring

**Implementation and Monitoring:** Implementation and monitoring of this policy will take place at course/ programme level and integrated into periodic review and self-assessment processes at CIH Housing Academy Managers meetings. Where differences in data for different groups of people are identified, proportional actions will be taken to seek to eliminate these with the aim to improve the overall learning experience.

<b>Name of policy or Procedure:</b>	Equality and Diversity Policy	<b>Internal/ external</b>	External/Internal
<b>Section</b>	Housing Academy	<b>Teams</b>	CIH Learning, CIH Training
<b>Policy owner and job title</b>	Denise Taylor-Trotman Qualification Manager	<b>Approved:</b>	Kirsty Cooper Head of Housing Academy
<b>Date effective from:</b>	December 2022	<b>Next review date</b>	October 2026
<b>Associated policies and procedures</b>	<ul style="list-style-type: none"> <li>• Complaint's policy and procedure</li> <li>• Whistle blowing policy and procedure</li> <li>• Learner support procedures</li> <li>• Safeguarding policy and procedure</li> <li>• Prevent policy and procedure</li> <li>• Data Protection Act 2018 guidance</li> </ul>	<b>Version</b>	HA_EDI v2 October24



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