

# Equal Opportunities Monitoring Sheet

We strive to be an equal opportunities employer, and our policy on this important subject is contained within our Employee Handbook. Our policy is so designed to ensure that none of our employees or potential employees receive less favourable treatment as a result of sex, disability, marital status, colour, race, creed or ethnic origin. Equally we aim to ensure that no such employee is disadvantaged by terms and conditions of employment which cannot be justified.

In order that we can monitor the effectiveness of our policy and subsequent actions, we need to monitor the sex and ethnic origins of our employees, and to this end we ask for your co-operation in providing the following information: (Please tick the appropriate box). If you do not wish to complete this form you are not obliged to do so.

**PLEASE TICK THE APPROPRIATE BOXES BELOW AND RETURN THIS FORM TO US**

**Ethnic Origin:** I would describe my race or cultural origin as:

- |  |  |
|--|--|
| <input type="checkbox"/> White-UK      | <input type="checkbox"/> Pakistani             |
| <input type="checkbox"/> Black-UK      | <input type="checkbox"/> White-Irish           |
| <input type="checkbox"/> Black-African | <input type="checkbox"/> White-Other _____     |
| <input type="checkbox"/> Indian        | <input type="checkbox"/> Black-Other _____     |
| <input type="checkbox"/> Bangladeshi   | <input type="checkbox"/> Asian-Other _____     |
| <input type="checkbox"/> Chinese       | <input type="checkbox"/> Any other group _____ |

**Gender:**  Male  Female

**Age Group:**

- |                                     |                                |                                |
|-------------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> 21 & under | <input type="checkbox"/> 22-29 | <input type="checkbox"/> 30-39 |
| <input type="checkbox"/> 40-49      | <input type="checkbox"/> 50+   |                                |

The information will be held securely in accordance with the Data Protection Act.

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS FORM**

Choices Housing Association Limited, 1A King Street, Newcastle, Staffordshire ST5 1EN Tel: 01782 254000 Fax: 01782 254001  
Industrial Provident Societies Ref No: 26995R Registered Social Landlord Reg No: L4178

**THE FOLLOWING EQUAL OPPORTUNITIES STATEMENT SUMMARISES WHAT WE ARE TRYING TO ACHIEVE**

1. No persons or groups will be treated less favourably than any other person or group because of their race, colour, ethnic or national origin or because of their religion, sex, sexuality, disability, appearance, age, marital status, responsibility for dependants or economic circumstance.
2. Choices will seek to ensure equality of opportunity and equal treatment for all in the provision of housing care and support services and employment of staff and volunteers.
3. Choices will seek to identify and address the needs of those groups who may be discriminated against by establishing close relationships with those groups and by seeking their active participation in the management and policy making groups of Choices.
4. Choices will adopt an equal opportunity recruitment and selection policy and procedure in the appointment of staff and will ensure that interview panels are given special training to avoid discrimination in this area. Choices will also adopt an equal opportunity operational policy and referral procedure for each of its housing schemes.
5. Choices will monitor itself both as an employer and a service provider to ensure its equal opportunity statement is abided by.
6. In using other agencies Choices will ensure that they adopt and abide by an equal opportunity policy similar to its own.
7. Choices will seek to maximise the involvement of its clients in its decision-making processes.
8. Breach of the equal opportunity policy may lead to the disciplinary procedure being invoked against staff. The requirement for service users to abide by our equal opportunities policy will also be written into Choices tenancy/licence agreements.
9. It is the individual responsibility of everyone involved with Choices to ensure the practical application of this policy. All staff and other persons paid by Choices will be expected to:
  - Comply with Equal Opportunities Policy.
  - Not to discriminate directly or indirectly against any other member of staff or service user or harass, abuse or intimidate any member of staff or service user.
  - Report any breach of the Equal Opportunities Policy to their line manager or member of the Senior Management Team.

**THE SHORTLIST / INTERVIEW PANEL WILL NOT HAVE ACCESS TO THIS FORM AS IT WILL BE KEPT SEPARATE FROM THE APPLICATION FORM PRIOR TO SHORTLISTING**