

**NOMINATION FORM**

*Please submit this form to Richard Dorey, 34 Elizabeth Jennings Way.*

**Name of person nominated:**

**Address:**

**Telephone:**

**Email address (for circulation of papers)**

**Signature of nominee (indicating agreement to stand)**

.....

**Proposed by: (another Waterways resident)**

**Name:**

**Address:**

**Telephone:**

**Meetings are held approximately 4 – 6 times a year including the annual AGM. This is an unpaid post.**

**Please indicate if you have any special requirements to enable you to attend meetings.**

---

---

**We welcome applicants, regardless of race, colour, nationality, ethnic or national origin, sex, disability, sexual orientation, religion or belief or age.**

## Ethnic Monitoring Form

### Please indicate below your ethnic origin.

Note: this form will be detached/ removed from the nomination form.

#### A WHITE

British

Irish

Other, please specify \_\_\_\_\_

#### B MIXED

White and Black Caribbean

White and Black African

White and Asian

Other, please specify \_\_\_\_\_

#### C ASIAN OR ASIAN BRITISH

Indian

Pakistani

Bangladeshi

Other, please specify \_\_\_\_\_

#### D BLACK OR BLACK BRITISH

Caribbean

African

Other, please specify \_\_\_\_\_

#### E CHINESE OR OTHER ETHNIC GROUP

Chinese

Other, please specify \_\_\_\_\_

## Equal Opportunities and Diversity Policy

### Responsibilities

Sex Discrimination Act 1975  
Race Relations Act 1976 and Amendment Act 2000  
Disability Discrimination Act 1995  
Human Rights Act 1998  
Employment Equality (Sexual Orientation) Regulations 2003  
Employment Equality (Religion or Beliefs) Regulations 2003

This is the Equal Opportunities and Diversity Statement of the Waterways Residents' Association.

All residents, and owners, of property within the Waterways development comprising part of Frenchay Road, Elizabeth Jennings Way, Clearwater Place, Rackham Place, Ryder Close, Complins Close, Cox's Ground, Stone Meadow and Lark Hill are automatically entitled to membership of the Association. Residents elect members to Committee at the AGM.

The Chair is responsible for the correct application of the policy which applies to all parts of the Association. This policy is provided to all new members, is displayed on the website and is included with nomination forms.

Our general statement of policy is:

- Members (committee and if subscription refers), residents, visitors, clients and customers will be treated fairly, openly and honestly, and with dignity and respect.
- Valuing diversity means valuing the differences between people and the ways in which those differences can contribute to a richer, more creative and productive business environment.
- We concentrate on maximizing committee member potential and encouraging a culture in which this can be realised.
- Racial harassment includes actions – verbal insults or ridicule, graffiti, slogans, racial comments, shunning of individuals, or applying different or unreasonable standards – that, intentionally or not, have the effect of violating a person's dignity or creating an intimidating, hostile, degrading or offensive environment. Everyone has the right to live and work in an environment free of unlawful discrimination and harassment.
- Premises used by the Association are accessible to those with disabilities or are suitably adjusted to ensure no physical barrier to entry.

Our procedures and systems include:

- Multiple channels are used for recruiting new committee members. The nomination form states that we welcome applicants, regardless of race, colour, nationality, ethnic or national origin, sex, disability, sexual orientation, religion or belief or age.

- An ethnic monitoring form is included with nomination forms and a question relating to any special requirements needed to enable individuals to attend meetings is included.
- The decision to elect members to committee by residents is documented and candidates are entitled to feedback if they are unsuccessful. This may happen when more nominations are received than vacancies on the committee.
- All committee members and residents are consulted on key decisions and encouraged to generate ideas and provide feedback to the committee.
- New members (if subscription membership refers) and/or residents are provided with a suitable induction/ welcome pack.
- Harassment and bullying is not tolerated.
- Complaints should be made in writing (marked 'Confidential') to the Chair (unless they are the person(s) being complained about). All complaints will be treated in strictest confidence, at all stages of the process. The complainant is entitled to have a witness present.
- Disciplinary action, including dismissal, may be taken against any committee member found responsible for harassment or discrimination.
- If the harassment is from a resident they will be warned that such behaviour will not be tolerated.
- Basic information on committee members is retained for monitoring purposes such as sex, race, age, disability and absence.
- Publicity materials reflect the diversity of residents on the development.
- Marketing takes into account the needs of ethnic minorities and hard to reach groups.

Signed:

Dated: 30<sup>th</sup> January 2008  
Review date: 29<sup>th</sup> January 2009

Additional documentation:

1. Monitoring Form
2. Nomination Form