

Building a staff profile for your work on equality, diversity and inclusion

Suggested questions to support completing the EDI data tool

April 2021

Summary

These suggested questions have been developed for housing associations to use with their staff or customers to support completion of the National Housing Federation's equality, diversity and inclusion data tool. By surveying staff with these questions, you will have the information needed to complete the tool and compare how representative your workforce is of the community served.

These questions are not a requirement. If you already have this information, then you will not need to survey your staff.

Suggested questions

Position in organisation

For this organisation, are you? Please select one.

- A board member
- A member of the leadership team
- A staff member (not on the leadership team)

Sex and gender identity

Which one of the following best describes your sex?

- Male
- Female
- I prefer not to say

Is the gender you identify with the same as your sex registered at birth?

- Yes

- No
- I prefer not to say

Please share your preferred gender identity:

Age

How old are you?

- 16-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65+

Ethnicity

To which of these ethnic groups do you feel you belong? These categories have been taken from the 2011 Census.

- White
- Black
- Mixed
- Asian
- Other ethnic group
- I prefer not to say

[If select White] Please specify:

- English
- Scottish
- Welsh
- Northern Irish
- Irish
- Gypsy/Roma
- Irish Traveller
- Other - Write In: _____

[If select Black] Please specify:

- Caribbean
- African

Other - Write In: _____

[If select Mixed] Please specify:

White and Black Caribbean

White and Black African

White and Asian

Other - Write In: _____

[If select Asian] Please specify:

Indian

Pakistani

Bangladeshi

Chinese

Other - Write In: _____

[If select Other ethnic group] Please specify:

Arab

Other - Write In: _____

Socio-economic background

What was the occupation of your main household earner when you were aged about 14?

Modern professional & traditional professional occupations such as: teacher, nurse, physiotherapist, social worker, musician, police officer (sergeant or above), software designer, accountant, solicitor, medical practitioner, scientist, civil / mechanical engineer.

Senior, middle or junior managers or administrators such as: finance manager, chief executive, large business owner, office manager, retail manager, bank manager, restaurant manager, warehouse manager.

Clerical and intermediate occupations such as: secretary, personal assistant, call centre agent, clerical worker, nursery nurse.

Technical and craft occupations such as: motor mechanic, plumber, printer, electrician, gardener, train driver.

Routine, semi-routine manual and service occupations such as: postal worker, machine operative, security guard, caretaker, farm worker, catering assistant, sales assistant, HGV driver, cleaner, porter, packer, labourer, waiter/waitress, bar staff.

Long-term unemployed (claimed Jobseeker's Allowance or earlier unemployment benefit for more than a year).

- Small business owners who employed less than 25 people such as: corner shop owners, small plumbing companies, retail shop owner, single restaurant or cafe owner, taxi owner, garage owner.
- Other such as: retired, this question does not apply to me, I don't know
- I prefer not to say

Which type of school did you attend for the most time between the ages of 11 and 16?

- A state-run or state-funded school
- Independent or fee-paying school
- Independent or fee-paying school, where I received a bursary covering 90% or more of my tuition
- Attended school outside the UK
- I don't know
- I prefer not to say

If you finished school after 1980, were you eligible for free school meals at any point during your school years?

- Yes
- No
- Not applicable (finished school before 1980 or went to school overseas)
- I don't know
- I prefer not to say

Disability

Under the Equality Act 2010, a person is considered to have a disability if they have a self-reported long-standing illness, condition or impairment, which causes difficulty with day-to-day activities. Do you consider yourself to be disabled as set out in the Equality Act 2010?

- Yes
- No
- I prefer not to say

Religion

Do you regard yourself as belonging to any particular religion or belief?

- Yes
- No
- I prefer not to say

[If select yes to religion] Which of the following applies to you?

- Christian
- Hindu
- Muslim
- Buddhist
- Jewish
- Sikh
- Any other religion, please specify: _____

Sexual orientation

This question is about your sexual orientation. Do you identify as:

- Straight/Heterosexual
- Gay or lesbian
- Bisexual
- Other sexual orientation
- I prefer not to say

Caring responsibilities

Do you look after, or give any help or physical support to, anyone because they have long-term physical or mental health conditions or illnesses, or problems related to old age? Do not include paid employment.

- Yes
- No
- I prefer not to say

Do you have children under the age of 18 years in full-time education who live with you at least part of the time? This could include biological children, adopted children or stepchildren. It does not include children aged 16 to 18 years who have a spouse, partner or their own child living in the household.

- Yes
- No
- I prefer not to say

Marital status

Are you...

- single, that is never married
- married and living with your husband/wife
- a civil partner in a legally-recognised Civil Partnership
- married and separated from your husband/wife
- Divorced
- or widowed
- In a legally-recognised Civil Partnership and separated from your civil partner
- Formerly a civil partner, the Civil Partnership now legally dissolved
- Living with someone as a couple

If living with someone as a couple, is this person

- The same sex as you
- A different sex