**Equal Opportunities Monitoring Form**

In all Citizens Advice Bureaux, we want to provide an environment where people are confident that they are judged on their abilities and skills regardless of age, disability, gender, race, sexual orientation or religion or belief.

Please help us to monitor equality of opportunity by answering the following questions as completely and honestly as possible by ticking the relevant boxes. Your answers are confidential and anonymous and will not be used in connection with your application but for statistical purposes only.

We recognise that not everyone will be comfortable answering every single question as some are very personal. To assist you we offer a “prefer not to answer” option for every question and will make no assumptions about your reason for selecting this response.

Please answer by clicking on the respective No/Yes buttons against each category.

Applications should be returned by e-mail to manager@aberdeencab.org.ukor by post to

Bureau Manager

Aberdeen Citizens Advice Bureau

41 Union Street

Aberdeen

AB11 5BN

## Monitoring ethnicity

#### How would you describe yourself?

Choose ONE section from A to F, and then tick the appropriate box

A  Asian or Asian British

  Bangladeshi

  Indian

  Pakistani

  Any other Asian background, please write in box

B  Black or Black British

  African

  Caribbean

  Any other Black background, please write in box

C  Chinese or other ethnic group

  Chinese

  Any other, please write in box

D  Mixed Heritage

  White and Asian

  White and Black African

  White and Black Caribbean

  Any other Mixed background, please write in box

E  White

  British

  English

  Irish

  Scottish

  Welsh

  Any other White background, please write in box

F  Prefer not to say

## Disability monitoring

To make positive changes, Aberdeen Citizens Advice Bureau wants to address the different barriers faced by disabled people. Many people who do not consider themselves to be disabled may be covered by the Equality Act 2010 because they have a health condition that has an impact on their lives.

What do we mean when we say disability?

* Do you have a physical or mental impairment?
* Is it long term?
* Does this make it difficult for you to do the things that most people do on a fairly regular and frequent basis?

If so, you may have rights under the Equality Act 2010. This includes people who are receiving treatment or using equipment (except glasses or contact lenses) that alleviates the effects of an impairment or a condition, people with an impairment or condition that is likely to recur, people who have conditions that will get worse over time and people with severe disfigurements.

Employees with a disability or health condition are entitled in law to ‘reasonable adjustments’ to address their needs for support in the workplace. Therefore we are interested in any disability or health condition that may require a reasonable adjustment to overcome any such barriers.

### Monitoring questions:

#### Do you consider yourself to have a disability or a long-term health condition?

#### What is the effect or impact of your disability or health condition?

  Prefer not to say

 Comment

If you would like to discuss your response, or are unsure of the types of reasonable adjustment that might be possible, please contact the Bureau Manager who is trained to help and support you.

Citizens Advice Scotland is committed to creating an environment where barriers are removed for disabled people and they can give of their best to succeed in our organisations.

This information will remain confidential within HR.

Gender monitoring

#### Would you describe yourself as:

  Female  Male  Neutral  Other  Prefer not to say

## Sexual orientation

#### What is your sexual orientation?

  Bisexual

  Gay man

  Gay Woman / Lesbian

  Heterosexual / Straight

  Other

  Prefer not to say

We will only use this information for ensuring our staff policies work fairly for all and that your sexual orientation does not count against you.

We will ensure in any analysis that is made public that it will not be possible to identify you.

## Age

What is your Age Range?

 <20

 20-24

 25–29

 30-34

 35–39

 40-44

 45-49

 50-54

 55-59

 60-64

 65+

 Prefer not to say

## Religion and belief

#### Please tick the box that best describes you:

  Buddhist

  Christian

  Hindu

  Jew

  Muslim

  Sikh

  Other Religion or Belief (please state)

  No Religion

  Prefer not to say