

How to diversity-proof your policies

What do you want to find out?	What info do I need to collect and review?	Who do I need to get this info from?	How will I get it?	What do I do about gaps in the info I have?	What is the information telling me?	What actions will I take?	How & when do I tell people about what we have done?	What differences did our actions make?
<p>Are we reaching diverse people when we recruit?</p> <p>Are we shortlisting diverse candidates?</p> <p>Are we hiring diverse candidates?</p>	<p>Where do we advertise our posts?</p> <p>Word of mouth</p> <p>Websites</p> <p>Agencies</p> <p>Characteristics of applicants (age, gender, ethnicity, disability) during each stage of the process.</p>	<p>Diversity and equal opportunities monitoring information at each stage of recruitment e.g. shortlisting, hires.</p>	<p>Candidates via monitoring forms as part of recruitment and people responsible for hiring at each stage of the process.</p>	<p>Do not worry. Review the data you have and start to collect the information you are missing.</p> <p>Continue to use the information you have and fill the gaps by talking to those affected by the policy i.e. consult. This can be via a survey or group discussions.</p> <p>REMEMBER!</p> <p>Keep responses anonymous. Small data is less useable but can give an indication.</p>	<p>Your policy and how do things is fair – there is no potential for discrimination.</p> <p>You will need to adjust how do things to make your policy more fair.</p> <p>Continue your policy or aspects of it although it has adverse effects as they do not unlawfully discriminate.</p> <p>Stop and remove your policy because your policy discriminates and it cannot be justified.</p>	<p>What is the issue?</p> <p>What is the action?</p> <p>Who will take it?</p> <p>When will they do it?</p> <p>e.g. We are not hiring diverse people although they are being shortlisted. We will look at our interview process to see if there is any bias. We will work with HR advisor within the next three months.</p>	<p>Keep people informed of what you have done at key points in your review.</p>	<p>Monitor your actions to see what difference it has made. You can do this annually.</p> <p>Tell people and celebrate your achievements.</p> <p>Let people know you value diversity.</p>
<p>Are we giving everyone opportunities to access training and development?</p> <p>Who are we promoting?</p>	<p>Information on the people who access training and are promoted (age, gender, ethnicity, disability)</p>	<p>HR/responsible person/directly from those accessing training.</p>	<p>If you do not have this, you could carry out a brief survey of people who have been trained over the last 1-3 years.</p>					
<p>Do people feel like they are being treated fairly whilst at work?</p>	<p>Feelings of being treated fairly from different people e.g. part-time, full time, level</p>	<p>From employees.</p>	<p>Staff surveys.</p> <p>Conversations with staff.</p>					