



ASHBY JENKINS
RECRUITMENT

EQUALITY, DIVERSITY AND INCLUSION



At Ashby Jenkins Recruitment, we understand and value the importance of Equality, Diversity and Inclusion. Our aim is to ensure we are educating the sector and remain consistent in our efforts to keep this as an ongoing matter of importance. As an organisation recruiting on behalf of the charitable sector we are wholly committed to equal opportunities for all of the people we come into contact with.

This document has been designed to support you with matters relating to Equality, Diversity and Inclusion. The topics that are covered include:


- Benefits of Equality, Diversity and Inclusion
- What are the legally protected characteristics?
- Key terminology for you to know
- Tips for best recruitment practices
- Tips for retaining diverse talent





BENEFITS OF ED&I

What is the relationship between ED&I and excellence?



ED&I attracts new talent

An illustration featuring seven diverse hands of various skin tones reaching upwards, each holding a uniquely shaped speech bubble. The hands are adorned with various accessories: a black watch, a red bracelet, a silver bracelet, a yellow sleeve, a grey sleeve, and a gold bracelet. The speech bubbles are in shades of orange, red, green, red, orange, light blue, and dark blue. The background is a solid light beige color.

ED&I reduces employee turnover as employees feel comfortable, heard and valued in their workplace

ED&I empowers your workforce

ED&I increases in creativity

ED&I helps you reach broader beneficiaries and audiences

ED&I makes your charity an employer of choice

ED&I allows you to recruit from the top talent by not excluding certain individuals

EQUALITY ACT 2010

Protected and Unprotected Characteristics

Purpose: The Equality Act 2010 was designed to legally protect people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. You cannot discriminate against anyone because they possess one of the below characteristics, if you decide who to hire or not hire based on your perception of one of the below you are breaking the law.

Protected Characteristics

- Age
- Gender
- Sexuality
- Gender Reassignment
- Disability
- Religion
- Pregnancy
- Race
- Marriage/Civil Partnership

There are some attributes that are not listed under the Equality Act 2010 that an individual can still be discriminated against. Below are some examples:

Examples of Unprotected Characteristics

- Attractiveness
- Education Background
- Accent
- Class
- Weight
- Dietary Choice



KEY TERMINOLOGY

Terminology	Definition
Unconscious Bias	Unconscious biases are social stereotypes about certain groups of people that individuals form outside of their own conscious awareness.
Direct Discrimination	When someone is treated less favourably than another on the basis of a protected characteristic
Indirect Discrimination	Where your company may have a requirement or rule in place which unintentionally discriminates against individuals or groups with protected characteristics
Positive Discrimination	The practice or policy of favouring individuals belonging to groups known to have been discriminated against previously
Positive Action	Taking specific steps to improve equality in the workplace
Harassment	Unwanted behaviour which you find offensive, or which makes you feel intimidated or humiliated
Victimisation	The action of singling someone out for cruel or unjust treatment
Microaggression	Brief and commonplace daily verbal, behavioural or environmental indignities, whether intentional or unintentional, that communicate hostile, derogatory or negative attitudes toward stigmatised or culturally marginalised groups.



EMBEDDING INCLUSIVE APPLICATION PROCESS

Candidates are often put off from applying to a role that requires them to complete a lengthy application form. When reviewing your process, you must consider:

- What does our application process currently look like?
- Is the application process too lengthy?
- Enforce a process of anonymised CVs and supporting statements to eliminate unconscious bias
- Enable the option of submitting a CV only to allow for inclusive recruitment (e.g. neurodiversity, or childcare commitments)
- Does your online portal allow those without a laptop to submit applications? Is it mobile friendly?
- Are we constructing barriers and therefore reducing the numbers of applications we could receive?
- Have I provided a realistic timeframe? Be upfront and let candidates know when you are planning to interview so they are able to organise their diary and schedule in advance
- Outline what the interview format will be from the start, but remove any unnecessary stages. Consider, does this need to be two stages? Can it be done in one?
- What does your job page look like? This is the first place a candidate will get to know your organisation. Ensure information is accurate and EDI is represented



To avoid lengthy application forms and support neurodiversity, you should:

- Provide candidates with a choice with how they would like to apply. CV only? CV and Supporting Statement? Submitting a short video application talking through their experience?
- Provide candidates with a point of contact in case they experience issues during their application process or would like to address a concern they have before submitting an application

CREATING INCLUSIVE RECRUITMENT PACKS

- Remove 'Degree Educated' from the job description entirely unless it is legitimately needed. This will open you up to a wider pool of candidates
- Always disclose salary. Avoid using 'competitive'. Candidates are less likely to apply for a job if the salary is not displayed. We advise using a salary bracket that will allow for some flexibility
- Use gender-neutral language in job adverts and show positive action wording within the advert
- Look at the branding on website. Is the message you are looking to get across being portrayed accurately?
- Include the charity's ED&I policy in job packs. This will showcase the organisation's commitment and provide candidates confidence in your EDI strategy



SETTING UP AN INCLUSIVE INTERVIEW PROCESS

When inviting a candidate to interview, you must remember that they are also interviewing you. You are responsible for selling your organisation, the team and the role. This is your golden opportunity to be the best representative for your organisation. Our Top Tips for inclusive interviewing are:

- **Beforehand:** Share some interview questions the day before the interview, to help support neurodiversity
- **Be welcoming:** if the interview is in person, offer refreshments and show them around the office before settling down. Introduce the panel and describe the format of the interview
- **Engagement:** make sure your body language is open and relaxed. Make sure you are engaged and listening to what the candidate is telling you. Adapt your questions if need be
- **Information:** ensure you are giving an accurate representation of your organisation, talking through values, the team, the role etc
- **ED&I:** it is important to address this during an interview. Talk through your strategy. Mention any support groups you have in your organisation. Have a diverse interview panel
- **Questions:** the candidate is risking leaving a stable job for yours, allow them time to ask questions and make them feel comfortable
- **Follow-Up:** let candidates know of the timeline at the end of the interview so they know when to expect feedback. Book in decision making time into your diary to ensure you are not prolonging the process



DOS

Questions you should ask in an interview

- Why would you like to work for our organisation?
- What attracted you to this role?
- Talk me through an achievement you're most proud of
- How would you describe your leadership style?
- Where do you see yourself in 5/10 years time?
- What does Equality, Diversity and Inclusion mean to you?
- What inspires you?
- What management style do you enjoy most?



DON'TS

Questions you shouldn't ask in an interview

- What is your age?
- Where were you born?
- What is your education background?
- Do you have any children?
- What are your childcare arrangements?
- Are you planning to start a family?
- How many sick days did you take last year?



RETAINING DIVERSE TALENT

- Celebrate different cultures (for example, Ramadan/Eid, Diwali, Hannukah, Chinese New Year)
- Create internal working groups which include members of SMT. All members of an organisation should be involved in ED&I related activity
- Give Trustees responsibility on various areas of EDI. Change comes from within and must start from the very top
- Ensure you have a great structure for onboarding new employees. This includes providing training for all employees within their first month and schedule in follow ups. Make them aware of all policies from the beginning
- Train managers in leading diverse teams. This will empower employees and create a more inclusive and open environment
- Employee wellbeing – it is beneficial to offer a wellbeing incentive to all employees (e.g. up to 4 days of extra paid leave per year for wellbeing). Employees can then use this for their mental wellbeing, or for cultural/religious holidays
- Progression – champion your diverse staff. 96% of those earning over £60,000 identified themselves as White in the AJR – 2020 ED&I Survey. We must do more to tackle this statistic and champion all staff members





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We hope you found this document useful.
If there's anything else you would like to
discuss further, please do get in touch.

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