



# First Recruitment Group Annual D&I Monitoring Report

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## Report

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### Note from the CEO

We have considered the way we approach diversity and inclusion (D&I) together with our understanding of disability in the workplace. We strongly believe our organisation can benefit through tapping into this broader range of talent both for ourselves and for our clients.

Consequently, we have developed our D&I strategy, and this is central to us achieving a diverse, inclusive and vibrant organisation.

We don't underestimate the time and effort required to implement such a strategy but we do want to fully integrate diversity into all our activities.

The Annual D&I Monitoring Report describes our achievements against our D&I strategy during 2019.

I believe we have made significant progress but there is much still to do: **and I am committed to attracting the best talent for ourselves and for our clients.**

**CEO Signature**

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

## Our strategy

### Communicating:

Communicating why we are targeting diverse employees and candidates, together with the benefits.

### Establishing:

Establishing long-term relationships with organisations and agencies such as **Disability Confident**.

Creating our Group **Inclusive Recruitment Team** who have developed our **D&I Action Plan**

### Advertising:

Making our website fully accessible to disabled candidates

Include job boards in our preferred supplier list that specifically target disabled candidates along with other diverse websites

Ensuring it is known that our facilities are fully accessible and we are prepared to offer a reasonable alternative; in other words, provide the service by a different method

### Educating:

Making sure all our employees are aware of our strategy and obligations, how they can support these, and keeping them updated on our progress

### Encouraging:

Welcome, and have respect for, applications from all candidate's whatever ethnicity, gender, age, disability or sexual orientation

### Retaining:

Supporting and encouraging disabled employees and those who develop a disability or long-term health condition

### Developing:

Continually develop our understanding of where we are and what more we need to do through interaction with our workforce and candidates. Develop policies and procedures that support our goals

### Monitoring:

Monitor our D&I progress on an on-going basis and report to senior management at the **Management Review**.

## What have we achieved against our strategy in 2019?

### Disability Confident Committed:

This is a government scheme designed to encourage employers to recruit and retain disabled people and those with health conditions.

We are now a Level 1 member which comes with meeting core commitments; these will be completed over the coming months.

The membership last 12 months, at which point we intend to progress to “Level 2 Employer” during 2020.

### Disability Accessibility Audit of our HQ:

Our audit confirmed that we have appropriate access and facilities in place

### Training and Awareness:

We have developed and shared our ***D&I Training and Awareness Workshop*** with our employees. The module has also been added to our induction process.

We are now continually communicating through channels such as our ***Weekly Voice*** internal newsletter, social media and our intranet.

### New Policies:

The following policies have been introduced to ensure our employees have the appropriate knowledge and confidence:

***Guidance – Recruiting People with a Disability or Health Condition***

***Guidance – Supporting Employees who Acquire a Disability or Long-Term Health Condition***

## Next steps

### Understanding our Current Workforce:

D&I Monitoring essentially requires a two-stage process: data collection and analysis. Our first step is to gather knowledge on the diversity of our existing employees through a ***D&I Questionnaire***.

No-one is obliged to answer monitoring questions, particularly as they can be perceived to be very personal, but the quality of the monitoring is only as good as the quality of the data. That's why it is important to explain to both managers and employees that the process is worthwhile and necessary to make our D&I policy a reality.

Monitoring can also ensure that every employee has the same access to training, promotion and other opportunities. Respondents are reassured that the information gathered will be strictly confidential

The data is then analysed by comparing it with other groups of people within the organisation and other market statistics.

The company induction process has been adapted to include the questionnaire for new employees.

Talascend – A group company – have been including the D&I questionnaire in their candidate starter process for some time. We will be rolling this out group-wide during early 2020.

### Improve Candidates understanding of “inclusive” clients:

Clients are increasingly recognising the opportunities that being “inclusive” brings in terms of a wider talent pool. We will continue to refine our recruitment processes to ensure it is recognised that such clients welcome, and have respect for, applications from all candidates.

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## Further information

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