



# FACTSHEET

## Capturing Ethnicity Data – What should employers monitor in terms of ethnicity? (factsheet 2 of 3)

The Race at Work Charter has five calls to action. This factsheet supports action two - **Capture ethnicity data and publicise progress.**

Outlined below are more examples of the benefits of knowing the ethnicity breakdown of your workforce and how it can help you to ensure that your employees are being given fair access to development and opportunity once they join your organisation.

You want to be confident that you understand the ethnic composition of your workforce, to take advantage of the benefits that a diverse workforce offers both the employee and the organisation. So ideally you should monitor ethnicity and use the data to ask and answer a range of questions at **every stage of the employment cycle including:**

- who applies to join us
- the profile of the communities in which we operate
- who we eventually hire, and what happens to them
- all of our recruitment processes, including tests and assessment centres
- appraisals and performance management processes
- position, Grade/level and seniority
- responses to our employee opinion or attitude surveys
- how we retain people
- remuneration, reward and promotion
- who participates in our training and development schemes





- incidents of bullying, harassment and other complaints. **Please review** [‘Tackling racial harassment and bullying – a toolkit for employers’](#). This publication has been created specifically for employers and is free to download. It can be used by employers as a check list to ensure there is a clear and transparent process to promote early resolution if possible and ensure that employees are supported should such incidents occur.
- grievances and disciplinary action
- resignations, redundancies, exit interviews
- staff turnover

### How can employers use the information collected through monitoring ethnicity?

- To inform Board discussions, general policy-making and action planning
- To manage on the basis of fact, rather than perceptions or gut feeling
- To translate rhetoric and commitment into focused action based on evidence
- To spot trends and patterns that show where problems and disparities exist early on. This in turn, can help employers to avoid the costs of expensive litigation and tribunal activity, and the corresponding loss of management time
- To develop an effective management information system. This will enable managers to manage on the basis of a realistic assessment of where the organisation is
- As a fundamental building block and key component of a successful race and diversity programme

There are three factsheets in this **Capturing Ethnicity Data** series. See also:

- **10 reasons to monitor ethnicity**
- **Five steps to a successful monitoring programme**

