



Output Name: Commitment to Equality, Diversity and Inclusion in Recruitment

Who is this intended for?

This is a template that we suggest be used by both employers (clients) and recruitment agencies. Either party could introduce it, ideally at the start of their working relationship.

What is its purpose?

This template is intended to help the two parties better understand that both sides have responsibilities and obligations with regards to diverse recruitment. We hope it will be a helpful tool to start and continue conversations on how to improve diverse recruitment. We also recommend that line managers and individual recruitment consultants who work together on filling a vacancy be given this (or an adapted version of this) template to help them better understand how your organisation expects them to act.



Commitment to Equality, Diversity and Inclusion in Recruitment

Commitment by Recruitment agency / Consultant	Commitment by Employer / Client
<p>We believe that a commitment to equality, diversity and inclusion is essential to reflect the society we serve today. While it fulfils an ethical obligation, it also makes business sense because it helps us to attract and retain the best talent for our clients, and provide a better quality service for both clients and candidates.</p> <p>Accordingly, we will:</p> <ul style="list-style-type: none"> ● Strive to achieve best practice in our recruitment, retention and career progression practices as an employer. ● Ensure that our employees understand the importance of diversity in the work we do for our clients through relevant, sufficient training and awareness building. ● Ensure that in the search, recruitment and selection process our employees are fully aware of the applicable laws, legislations and regulations related to employment equality as well as the business drivers for it. ● Share our knowledge of the ethical and business case for diversity with our clients and partners and when appropriate advise our clients on their recruitment processes based on this knowledge. 	<p>We believe that a commitment to equality, diversity and inclusion is essential to reflect the society we serve today. While it fulfils an ethical obligation, it also makes business sense because it helps us to attract and retain the best talent. This diversity of talent brings diverse ideas and perspectives which improves business delivery and enables us to understand and meet our customers', consumers' and / or service users' needs more effectively.</p> <p>Accordingly, we will:</p> <ul style="list-style-type: none"> ● Strive to achieve best practice in our recruitment, retention and career progression practices as an employer. ● Ensure that all personnel who are involved in the recruitment decision making process understand the importance of diversity through relevant, sufficient training and awareness building. ● Ensure that the recruitment agencies / consultants we work with are fully and clearly briefed on our equality, diversity and inclusion policies. ● Proactively request our recruitment partners to share their approach to equality, diversity and inclusion with us and provide us with their Equal Opportunities and diversity policies.



Commitment by Recruitment agency / Consultant	Commitment by Employer / Client
<ul style="list-style-type: none"> • Share our equal opportunities and diversity policies with our clients. • Proactively request our clients and partners to share their approach to equality, diversity and inclusion with us. • Ensure our employees are aware and understand our clients' approach to equality, diversity and inclusion and act in accordance with this. • Ensure no Candidate will receive any less favourable treatment because of their race, sex, religion/ belief, disability, marital / civil partnership status, age, sexual orientation, gender identity, gender expression, nationality or caring responsibilities - and any other equal opportunities requirement which becomes law or is adopted by our clients and partners as best practice. • Ensure that no Candidate will be disadvantaged by conditions or requirements which cannot be shown to be justifiable. • Scrutinise the recruitment process to ensure that it does not discriminate or discourage applications from any section of 	<ul style="list-style-type: none"> • Ensure that the recruitment agencies / consultants we work with understand that diverse longlists and shortlists are important to us. • Share our knowledge of the ethical and business case for diversity with our recruitment partners and when appropriate advise them on how to improve their diversity practices related to the recruitment processes. • When appropriate invite our recruitment partners to participate in relevant in-house diversity training programmes. • Ensure no Candidate will receive any less favourable treatment because of their race, sex, religion / belief, disability, marital / civil partnership status, age, sexual orientation, gender identity, gender expression, nationality or caring responsibilities - and any other equal opportunities requirement which becomes law or is adopted by us as best practice. • Scrutinise our recruitment brief to ensure that it is broad and does not disadvantage any Candidate by conditions or requirements which cannot be shown to be justifiable. • Proactively request monitoring information and work with the agency to take any appropriate action, if required, to ensure that: <ul style="list-style-type: none"> ○ a diverse and representative pool of candidates is being drawn from initially; ○ that the longlists and shortlists being generated are



<p style="text-align: center;">Commitment by Recruitment agency / Consultant</p>	<p style="text-align: center;">Commitment by Employer / Client</p>
<p>the community, unless the brief justifiably limits its scope.</p> <ul style="list-style-type: none"> ● Proactively provide monitoring information and work with the client to take any appropriate action, if required, to ensure that: <ul style="list-style-type: none"> ○ a diverse and representative pool of candidates is being drawn from initially; ○ that the longlists and shortlists being generated are reflective of this diverse pool; ○ and that fair and equal employment decisions are being made through the recruitment process. ● Urge clients to review their process of recruitment decision making if it is found that placements or long/shortlists are found to not represent the initial diverse pool. ● Use and recommend the Diversity Recruitment Toolkit for all recruitment campaigns 	<ul style="list-style-type: none"> ○ reflective of this diverse pool; ○ and that fair and equal employment decisions are being made through the recruitment process. <ul style="list-style-type: none"> ● Review the process of recruitment decision making if it is found that placements or long/shortlists are found to not represent the initial diverse pool. ● Use and recommend the Diversity Recruitment Toolkit for all recruitment campaigns
<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Signature</p>