



SELF ASSESSMENT EQUALITIES CHECKLIST

Introduction

This Equalities checklist is a self-assessment that will enable you to look at your HR policies and procedures and to check whether equality of opportunity is practiced and discrimination eliminated within your company. To ensure that you get an accurate assessment and highlight areas that need improving it is important that you are honest in your answers. The total score available is 200 and the scoring results are on page 11.

SECTION 1 **RECRUITMENT & SELECTION**

Advertising

When advertising a post do you?

1. Advertise in plenty of time prior to the interview and selection process (2)
2. Advertise using a wide range of sources (2)
3. Give details of the necessary skills and qualifications required (2)
4. Indicate salary range (2)
5. State that you are an equal opportunity employer (3)
6. State that flexible working arrangements are available (2)
7. Provide the opportunity for applicants to informally discuss the post (2)
8. State the location of the post (2)
9. State that you welcome applications from applicants with disabilities (2)
10. State that you welcome applications from minority groups (2)
11. Use wording which would not discriminate against specific age groups (2)

| Yes | Sometimes | No |
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Job descriptions

Are your job descriptions?

- 12. Clear and comprehensive, do they include all major tasks and responsibilities (2)
- 13. Written to a standard format to enable valid comparisons to be made (2)
- 14. Checked and agreed by the relevant internal people (2)
- 15. Extensive enough to cover the skills and knowledge that applicants will require and not breaking any anti-discrimination laws (2)

| Yes | Sometimes | No |
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Application forms

When designing your application form and procedures do you?

- 16. Ask for only essential personal details, name, address and telephone number (3)
- 17. Include an equal opportunities monitoring form which is detached from the application form (2)
- 18. Ask for personal details on the equal opportunities monitoring form. (2)
- 19. Advise the candidate of the purpose of the equal opportunities monitoring form (2)
- 20. Invite candidates to demonstrate how their experience and skills meets the job specification (2)
- 21. Assess the candidate's application based upon their experience, knowledge and competencies rather than their characteristics and background (2)
- 22. Ask whether or not a candidate has a disability so that special arrangements can be made for the interview (2)
- 23. Give a specific deadline for receipt of applications (2)
- 24. Provide contact details and an address for where the applications must be sent (2)
- 25. Give the candidate plenty of notice of interview dates and times (2)
- 26. Acknowledge receipt of applications in writing (1)

| Yes | Sometimes | No |
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Short listing

Does your shortlisting process for candidates include the following?

- 27. A panel responsible for shortlisting applicants who have a good understanding of the application process and ways to ensure it is objective and unbiased. (2)
- 28. Structured system for scoring applications based on evidence presented in the application form (2)
- 29. Reviews at the end of the scoring process to ensure no one member of the panel is biased against an individual candidate (2)

| Yes | Sometimes | No |
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Interviewing

Do you consider the following when interviewing applicants?

- 30. An initial telephone interview with applicants (1)
- 31. Making appropriate arrangements for applicants with disabilities (3)
- 32. The mix of people who sit on the interview panel, including a member of the HR team (2)
- 33. Ensure that you cover the same topics and issues with each of the applicants (2)
- 34. Ask questions related to the experience the candidate has gained, relevant to the requirements of the job (2)
- 35. Not including questions about birthplace, nationality, race, colour, gender religion or sex, marital status, age, childcare responsibilities (2)
- 36. Not asking questions of a woman that you would not ask of a man (2)

| Yes | Sometimes | No |
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SECTION 2
PROGRESSION AND PROMOTION

Does your company encourage the progression of employees by:

1. Having a written policy stating the company's commitment to internal progression, training and development (2)
2. Assisting internal employees to progress within the company by offering secondments, acting up duties or opportunities to take on additional responsibilities to gain experience (2)
3. Having a transparent and clear progression system that is widely advertised to employees (2)
4. Giving constructive feedback to internal applicants (both successful and unsuccessful) (2)
5. Assisting unsuccessful internal applicants in identifying gaps in knowledge and skills and providing appropriate training, coaching or mentoring to address these gaps (2)
6. Having positive action schemes for underrepresented groups in senior positions (eg. women or ethnic minorities) (2)

| Yes | Sometimes | No |
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SECTION 3
PAY BANDING

Does your company take into consideration the following legal requirements?

1. Pay employees in accordance with the salary specified in the employment contract (2)
2. Ensure that there is equal pay for men and women doing similar work or work of equal value thereby meeting the Equal Pay Act (2)
3. Not make deductions from salaries without prior written agreement (except where required or authorised by employees contracts or by law, e.g. National Insurance) (2)
4. Give clear guidance to all employees on their statutory entitlements for maternity, paternity and adoption pay, sick pay, and redundancy pay (2)
5. Give all employees clear and transparent guidance on the company's pay rise and bonus scheme (2)
6. Meet the Minimum Wage Act 1998 (2)

| Yes | Sometimes | No |
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SECTION 4
WORKING PRACTICES AND PROCEDURES

Training & development

Do your internal training procedures encourage employees to develop their skills by?

1. A robust induction session whereby new employees members are fully integrated into the company (2)
2. Raising awareness through the induction process of employee's responsibilities in eliminating discrimination in the workplace (2)
3. Having a consistent approach towards training for all employees throughout the company (2)
4. Identifying training needs through a structured appraisal process (2)
5. Making the application process for training accessible to all members of employees (2)
6. Ensuring that all line managers and those responsible for employees management are aware of their responsibilities to release employees for training and development opportunities (2)
7. Using resources in a targeted and effective manner (2)

| Yes | Sometimes | No |
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Challenging perceptions

It is essential that any negative perceptions that may exist in the workplace be challenged. Does your company address prejudices in the workplace by:

- 8. Providing training or raise awareness amongst employees of the business benefits of a diverse workforce (2)
- 9. Guidance for employees responsible for recruiting on the effects which generalised assumptions and prejudices about race, gender and disability can have on selection decisions (2)
- 10. Incorporating equal opportunities and diversity practices into day to day activities to eliminate prejudice and bias (2)

| Yes | Sometimes | No |
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Equal Opportunities Policy

Does your company's have policy that states your commitment to equal opportunities, in particular the following:

- 11. Does the policy state your company's values on equality opportunities and how they will be put into practice
- 12. Identify in the policy the areas of discrimination that your company will counter (eg. race, gender, disability)
- 13. Have a action plan with clear measurable objectives and targets to back up the equal opportunities policy
- 14. State how, why and when the monitoring of the workforce is undertaken
- 15. State how the policy will be reviewed and updated
- 16. State the aspiration to attain a workforce that is representative of the communities from which your company works and / or provides products or services etc

| Yes | No | Score |
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Dignity at work

Does your company have any of the following procedures or support systems to address bullying and harassment in the workplace?

- 17. Advice for employees on the correct way to make an informal or formal complaint (2)
- 18. A clear written disciplinary process to deal with complaints of bullying or harassment which is communicated to all members of employees (2)
- 19. Trained mediators to resolve conflicts and disputes informally (2)

| Yes | No | Score |
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Flexible working practices

Do you offer any of the following flexible working practices to your employees?

- 20. Flexi-time, allowing people to choose the hours they work, i.e. vary the start and finish times of their working day (2)
- 21. Reduced hours working, offering employees the option of working part time (2)
- 22. Time off in lieu of any overtime worked (2)
- 23. Staggered hours, varying start, finish and break times (2)
- 24. Compressed working hours, allowing employees to work their contracted hours over a shorter period of days (2)
- 25. Job share scheme (2)
- 26. Home working / (working from home) (2)

| Yes | Sometimes | No |
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SCORING - QUESTIONS

Section 1

| Advertising | Score |
|----------------------------------|--------------|
| 1. Yes – 2 Sometimes – 1 No – 0 | |
| 2. Yes – 3 Sometimes – 2 No – 0 | |
| 3. Yes – 3 Sometimes – 2 No – 0 | |
| 4. Yes – 2 Sometimes – 1 No – 0 | |
| 5. Yes – 3 Sometimes – 2 No – 0 | |
| 6. Yes – 3 Sometimes – 2 No – 0 | |
| 7. Yes – 2 Sometimes – 1 No – 0 | |
| 8. Yes – 2 Sometimes – 1 No – 0 | |
| 9. Yes – 3 Sometimes – 2 No – 0 | |
| 10. Yes – 3 Sometimes – 2 No – 0 | |
| 11. Yes – 2 Sometimes – 1 No – 0 | |

| Job descriptions | Score |
|----------------------------------|--------------|
| 12. Yes – 3 Sometimes – 2 No – 0 | |
| 13. Yes – 3 Sometimes – 2 No – 0 | |
| 14. Yes – 3 Sometimes – 2 No – 0 | |
| 15. Yes – 2 Sometimes – 1 No – 0 | |

| Application forms | Score |
|------------------------------------|--------------|
| 16. Yes – 3 Sometimes – 2 No – 0 | |
| 17. Yes – 4 Sometimes – 2 No – 1 | |
| 18. Yes – 2 Sometimes – 1 No – 0 | |
| 19. Yes – 3 Sometimes – 2 No – 0 | |
| 20. Yes – 4 Sometimes – 2 No – 1 | |
| 21. Yes – 4 Sometimes – 2 No – 1 | |
| 22. Yes – 2 Sometimes – 1 No – 0 | |
| 23. Yes – 1 Sometimes – 0.5 No – 0 | |
| 24. Yes – 1 Sometimes – 0.5 No – 0 | |
| 25. Yes – 1 Sometimes – 0.5 No – 0 | |
| 26. Yes – 1 Sometimes – 0.5 No – 0 | |

| Short listing | Score |
|----------------------------------|--------------|
| 27. Yes – 2 Sometimes – 1 No – 0 | |
| 28. Yes – 2 Sometimes – 1 No – 0 | |
| 29. Yes – 2 Sometimes – 1 No – 0 | |

| Interviewing | Score |
|------------------------------------|--------------|
| 30. Yes – 1 Sometimes – 0.5 No – 0 | |
| 31. Yes – 2 Sometimes – 1 No – 0 | |
| 32. Yes – 1 Sometimes – 0.5 No – 0 | |

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| 33. Yes – 3 Sometimes – 2 No – 0 | |
| 34. Yes – 3 Sometimes – 2 No – 0 | |
| 35. Yes – 4 Sometimes – 2 No – 1 | |
| 36. Yes – 2 Sometimes – 1 No – 0 | |

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| Total Score Section 1 | |
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Section 2

| Progression and promotion | Score |
|---------------------------------|-------|
| 1. Yes – 2 Sometimes – 1 No – 0 | |
| 2. Yes – 3 Sometimes – 2 No – 0 | |
| 3. Yes – 3 Sometimes – 2 No – 0 | |
| 4. Yes – 3 Sometimes – 2 No – 0 | |
| 5. Yes – 2 Sometimes – 1 No – 0 | |
| 6. Yes – 3 Sometimes – 2 No – 0 | |

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| Total Score Section 2 | |
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Section 3

| Pay banding | Score |
|---------------------------------|-------|
| 1. Yes – 5 Sometimes – 1 No – 0 | |
| 2. Yes – 4 Sometimes – 2 No – 1 | |
| 3. Yes – 2 Sometimes – 1 No – 0 | |
| 4. Yes – 2 Sometimes – 1 No – 0 | |
| 5. Yes – 2 Sometimes – 1 No – 0 | |
| 6. Yes – 5 Sometimes – 1 No – 0 | |

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| Total Score Section 3 | |
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Section 4

| Training and development | Score |
|-----------------------------------|-------|
| 1. Yes – 1 Sometimes – 0.5 No – 0 | |
| 2. Yes – 2 Sometimes – 1 No – 0 | |
| 3. Yes – 2 Sometimes – 1 No – 0 | |
| 4. Yes – 4 Sometimes – 2 No – 1 | |
| 5. Yes – 1 Sometimes – 0.5 No – 0 | |
| 6. Yes – 1 Sometimes – 0.5 No – 0 | |
| 7. Yes – 1 Sometimes – 0.5 No – 0 | |

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| Challenging perceptions | Score |
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| 8. Yes – 2 Sometimes – 1 No – 0 | |
| 9. Yes – 2 Sometimes – 1 No – 0 | |
| 10. Yes – 2 Sometimes – 1 No – 0 | |

| Equal Opportunities Policy | Score |
|-----------------------------------|--------------|
| 11. Yes – 5 Sometimes – 2 No – 0 | |
| 12. Yes – 5 Sometimes – 2 No – 0 | |
| 13. Yes – 5 Sometimes – 2 No – 0 | |
| 14. Yes – 5 Sometimes – 2 No – 0 | |
| 15. Yes – 5 Sometimes – 2 No – 0 | |
| 16. Yes – 5 Sometimes – 2 No – 0 | |

| Dignity at work | Score |
|----------------------------------|--------------|
| 17. Yes – 2 Sometimes – 1 No – 0 | |
| 18. Yes – 4 Sometimes – 2 No – 0 | |
| 19. Yes – 2 Sometimes – 1 No – 0 | |

| Flexible working practices | Score |
|-----------------------------------|--------------|
| 20. Yes – 2 Sometimes – 1 No – 0 | |
| 21. Yes – 2 Sometimes – 1 No – 0 | |
| 22. Yes – 2 Sometimes – 1 No – 0 | |
| 23. Yes – 2 Sometimes – 1 No – 0 | |
| 24. Yes – 2 Sometimes – 1 No – 0 | |
| 25. Yes – 2 Sometimes – 1 No – 0 | |
| 26. Yes – 2 Sometimes – 1 No – 0 | |

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| Total Score Section 4 | |
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| OVERALL TOTAL SCORE | |
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Results

Gold – 175 to 200

Well done your company is fully committed to diversity in the workplace and should continue the good work.

Silver – 175 to 150

Your company shows some commitment to diversity but may benefit from a diversity audit.

Bronze –150 to 100

Your company should look at its HR policies and procedures to actively encourage diversity within the workplace and would fully benefit from a full diversity audit.

At risk - 100 to 0

Your company may have employment policies and practices that are unnecessarily discriminating against both existing and potential employees.