# UPDATED November 2023

# Diversity Commitment Toolkit

**The Difference**

Diversity is about being different. It is about understanding and treating people as individuals, and placing a positive value on those differences in the community and in the workplace. Businesses need to attract people with a wider range of backgrounds and attitudes because Britain is becoming more diverse, and to ignore this wealth of talent will be damaging in the future.

How diverse is the UK?

* In 2006 there were more 55-64 year olds than 16-24 year olds for the first time. (Source: [Employers Forum on Age](http://www.efa.org.uk/))
* There is 16 million people with a disability in the UK, which represents 24% of the total population. (Source: [DWP Family Resources Survey](https://www.gov.uk/government/statistics/family-resources-survey-financial-year-2021-to-2022))
* 12% of the UK population belong to non-white ethnic groups (Source: [Office of National Statistics](https://www.ons.gov.uk/))
* 66% of people in the UK have a religion (Source: [Office of National Statistics](https://www.ons.gov.uk/))
* There is no agreed figure for the numbers of lesbians, gay men, and bisexuals in the UK because of the lack of national surveys. Stormbreak estimates that between 5% and 7% of the population falls into these three groups. (Source: [Stormbreak](https://www.stormbreak.org.uk/))

**1. Sourcing Candidates**

Think about widening the pool of candidates from which you recruit. Whether it’s an internal role for your company, or if you’re sourcing candidates for your client, look for new ways to diversify.

As recruiters, without realising it you may make assumptions about the kind of people your client wants. Such often unconscious judgements may be made through experience of clients turning down different types of people or based on the current make-up of the office.

It’s easy to argue that you advertise on the specialist job sites that cater for the niche market your client works in, but if you’re committed to increasing your diverse recruitment habits, then there are ways to do this, and you may just be surprised.

**What you can do:**

* Think about where you habitually advertise your roles.
* Try advertising some positions at your local job centre. Depending on where you are based, you could be tapping into a much more diverse range of people.
* Try advertising on different job boards – perhaps widen your current spread to include a diversity-focused job board, such as [www.diversityjobboard.co.uk](http://www.diversityjobboard.co.uk), [www.ethnicjobsite.co.uk](http://www.ethnicjobsite.co.uk) or [www.disabilityjobboard.com](http://www.disabilityjobboard.com).

**2. Supporting your Client and Challenging Attitudes**

For those clients who have pledged to increase diversity in their workplace, your participation in the APSCo Diversity Commitment will support their efforts and will differentiate you as a supplier. You can, of course, share the details of APSCo’s Diversity Commitment, including this toolkit with your clients.

There will be times where your clients may display attitudes, or base their selection on criteria, which does not necessarily support your commitment to diversity. In these circumstances we provide below some ideas on how you might address this.

**What you can do:**

* Challenge your clients, or internal managers – in a friendly, non-aggressive way and open their minds to different people.
* Explain your company’s commitment to diversity in recruitment.
* As you widen your pool of candidates, you will be able to provide a more diverse range of CVs.
* Sourcing candidates from a wider pool will mean that you are providing your clients with a more diverse range of candidates.
* Ultimately, it’s up to your clients to decide on the selection criteria they wish to use.

**3. Internal Culture**

It is important to encourage diversity in every part of your business, and for it not to be seen simply as a HR function. Changing attitudes and focus at the top of the company will have a positive effect on the rest of your business and will protect you from the accusation of tokenism.

**What you can do:**

* Ask yourself what your senior management team is there to achieve, and what you want it to do. This exercise will allow you to focus on whether its current makeup can perform to the best of its ability, and whether it accurately represents both your staff and your clients.
* Introduce mentoring schemes to encourage a culture of inclusiveness and develop a wider range of employees.
* Think about your business culture, is there an emphasis on how many hours employees work in the office? Hours-related targets rarely achieve excellence in performance, and such cultures do not encourage employees who want a more flexible working environment.
* Consider taking on apprentices, drawing these from a variety of backgrounds, which will breed good candidates for future employees.

**4. External Resources**

There are a number of bodies, which work to help organisations improve their diversity, by providing help and guidance. Below is a list of some of these, which you may want to contact as your commitment to diversity develops.

**Committed2Equality** ([www.c2e.co.uk](http://www.c2e.co.uk/)) - Committed2Equality is a National Equality Standard, designed for organisations to enable them to reach their equality potential and demonstrate their equality and diversity working practices. The Committed2Equality Standard validates actions and engages with organisations helping to build knowledge and a greater understanding of equality and diversity issues in the workplace and in community.

**Business in the Community** ([www.bitc.org.uk/issues/workplace-and-employees/race-and-gender](http://www.bitc.org.uk/issues/workplace-and-employees/race-and-gender)) - Business in the Community are a unique business movement and the largest business-led charity of its kind. They are committed to building resilient communities, diverse workplaces, and a more sustainable future. They offer businesses materials and tools, research, resources, toolkits, events, training and peer learning, benchmarking, and thought leadership.

**Diversity UK** ([www.diversityuk.org](http://www.diversityuk.org)) - Diversity UK is a think tank to research, advocate and promote new ideas for improving diversity and inclusion in Britain. It is a not-for-profit, collaborative organisation that works with a wide range of partners, bodies and key opinion formers to engage in a healthy debate about issues of age, race, gender, sexual orientation and disability discrimination.

**The Equality and Human Rights Commission (EHRC)** ([www.equalityhumanrights.com](http://www.equalityhumanrights.com/)) - The Equality and Human Rights Commission is a statutory body established under the Equality Act 2006, which took over the responsibilities of Commission for Racial Equality, Disability Rights Commission and Equal Opportunities Commission. It is the independent advocate for equality and human rights in Britain. It aims to reduce inequality, eliminate discrimination, strengthen good relations between people, and promote and protect human rights.

**Equality and Diversity Forum (EDF)** (<http://www.edf.org.uk/blog>) - The Equality and Diversity Forum is a national network of equality and human rights organisations. This website brings together a wide range of equality and human rights information and resources provided by EDF and other organisations.

**Operation Black Vote (OBV)** ([www.obv.org.uk](http://www.obv.org.uk)) - Operation Black Vote (OBV) is an organisation dedicated to enabling the African British and Asian British communities to claim their places in European politics.

**Runnymede** ([www.runnymedetrust.org](http://www.runnymedetrust.org)) - Founded in 1968, Runnymede is the UK’s leading independent race equality think tank. It generates intelligence for a multi-ethnic Britain through research, network building, leading debate, and policy engagement.

**APSCo’s Diversity Commitment**

If you are a recruitment member you should sign up to all four sections of this Commitment. Trusted Partners who do not undertake recruitment activity on behalf of clients have the option to sign up to the first two sections only.

We, [COMPANY NAME], hereby agree to encourage diversity in recruitment by signing up to APSCo’s Diversity Commitment, and undertake to:

|  |  |
| --- | --- |
| 1. Recruit fairly and from as wide a base as possible, encouraging industry entrants and staff from diverse backgrounds. |  |
|  |  |
| 1. Encourage diversity at senior decision-making levels within your organisation. |  |
|  |  |
| 1. Encourage your end-user clients to recruit in a fair and diverse manner.\* |  |
|  |  |
| 1. Encourage applications for end-user client roles, from as diverse a base as possible.\* |  |

All members must sign up to commitments 1 and 2 above. Commitments 3 and 4 are for those organisations, which recruit on behalf of third parties, please indicate this above\*.

Signature:

Member Company Name:

Member Company Contact Name:

Member Company Contact Details:

Telephone:

Email:

Website:

**If you have any queries, please contact the legal helpdesk at** [**legalhelpdesk@apsco.org**](mailto:legalhelpdesk@apsco.org)**.**