

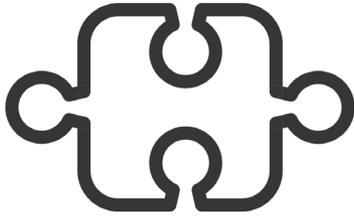


# Building a diverse & inclusive workplace

**COMPANY PACK**  
Sphere Digital Recruitment



At Sphere Digital Recruitment we work with the most exciting and innovative companies across the UK, supporting their mission to reflect the society we live in through building diverse and inclusive teams.



# Getting started



## Get to know your team

The greatest asset to any successful D&I policy is the people around you. Creating allies and communicating your goals will strengthen your team and vision.

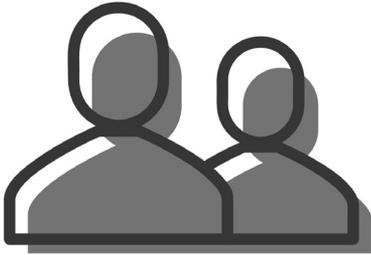
Workplace diversity and inclusion are top of mind these days for employers and potential employees. This will only continue to grow in importance as companies invest more in their D&I programs.

To achieve meaningful progress, a D&I program must be driven by leadership and utilise the skills and input of everyone in the organisation.

At Sphere, we want to support you and your company. We increasingly work with our clients in new ways to drive diverse and inclusive hiring plans.

We will cover:

- Getting Started
- Inclusive Recruitment
- Inclusive Cultures



# Getting started



## Don't do it alone

We know that diversity and inclusion strategy can feel overwhelming and that building a brilliant team doesn't happen overnight...

Make sure you're not in this alone, reach out to colleagues from all levels of your business to build a team of people who can drive your mission forward.

**1 Data:** Collecting equal opportunity data from your employees helps you to understand the overall makeup of your business.

- i. Collect EEO Data at onboarding stage
- ii. Collating EEO data at job application stage

Comparing and contrasting this data will mean you can understand where biases and preferences exist within the business

→ All D&I data must be collected and stored anonymously

→ NB. This can only be done for companies 250+ because you cannot legally report on numbers under 250



# Getting started



## Take a stand

If you notice someone being left out, or unfairly treated, say something.

Create a culture that supports our differences.

**2 Insights:** Your greatest asset when building a more inclusive workplace is your people. Listen and Learn through employee surveys which can be conducted annually or bi-annually.

Encourage focus groups to discuss and agree actions to address themes from your surveys.

**3 Measurement and Accountability:** Set the vision for your company and communicate this back to your team.

i. Define your goals and how you will measure progress

ii. Agree review points

iii. Agree priorities and ownership / accountability



# Inclusive Recruitment



## Don't judge a book by its cover

It's all very well saying you're a diverse and inclusive company but how are you presenting yourself to the outside world?

Are you able to attract a wide range of people or are you alienating people in anyway?

One of the greatest stumbling blocks when it comes to building a diverse and inclusive team can be sticking to your comfort zone, aka hiring and promoting people who look and sound like us - we're creatures bound by familiarity.

In order for us to move away from this bias, we need to have a brilliant hiring and progression process:

- **Blind Recruitment**

Combat unconscious and conscious biases and focus on skill sets instead.

Consider no names or higher education details on CV's.

Not asking for current salary information something which is known to help combat the gender pay gap.

- **New attraction methods**

What language do you use in your job ads and is it alienating some of the people you're trying to reach?

If it's available to you, consider posting on job boards that specialise in diverse talent pools.



# Inclusive Recruitment



## Attracting Future Talent

Millennials and Generation Z's show deeper loyalty to employers who boldly tackle the issues that resonate with them most: in particular, their stand on Diversity & Inclusion.

Source: Deloitte

- **Interview & Assessment**

There are different types of interviews that can help you overcome biases: Consider 1-2-1 interviews where hiring managers don't share feedback; have diverse panels; and use evidence based techniques.

Ensure that you have a mix of people interviewing too - from different levels, backgrounds, ethnicities and genders ideally. This will give you more rounded feedback and shows candidates that you're not made up of one type of person.

- **Partnerships**

Tapping into experts can help you realise your goals; Work with universities to create talent pipelines and charities, or professional bodies, that are already working with diverse candidates that you can lean into.

- **Setting goals**

Identifying how you need to improve, i.e better representation of POC talent, or even split of gender.

**In summary**, building an inclusive recruitment process are the building blocks needed to attracting and retaining diverse talent.



# Inclusive Cultures



## Start at your own front door

Many businesses, when looking to recruit diverse talent, forget to consider the inclusivity element, and can underestimate its importance.

Retention and progression is key. It's not just about hiring, it's about how people feel in your business and will they stay with you?

## Anti Bias & Concious Inclusion

"Successfully addressing bias means a strong cultural shift in your business and lasting behavioural change, which is best achieved with a top-down approach.

"Anti-bias programs can be pivotal in creating awareness of how our cognitive bias can influence key decisions we make in the work-place, from who we hire and how we assign pay-rises and bonuses, to how we identify our high potential talent and select them for learning and development opportunities." - Jenny Child, Director & Founder of Balance

## Champions and mentors

Encouraging a mentorship program gives is an effective way of developing and retaining people as it provides a safe space to talk about progression or to flag any problems someone is having internally.

Mentors don't have to be internal, especially if you want to offer mentors from a more underrepresented part of your company. By providing support from senior contacts in other similar businesses, you can give your team a vision of how they can progress and increase retention.



# Inclusive Cultures



## Write results-based job descriptions.

It's well reported that men apply for a job when they meet only 60% of the qualifications, but women will only apply when they meet 100% of them.

To combat this, focus on what a candidate will be expected to achieve and not a checklist of desirable skills. Focus on what matters most.

## Anonymous reporting

Having in place a process for whistle-blowers will give confidence to your team to come forward, particularly if they are uncomfortable speaking directly to HR or their line manager.

Often, once able to report something anonymously, that person will feel more confident coming forward if the report needs to be escalated.

## Future Talent

As we mentioned early, we are often creatures of habit and that means we tend to hire and source from the same schools, networks, and post our job ads in the same places.

Future talent can drive your long term diversity strategy.

By creating internship and hiring programs that tap into universities, schools and charities that are already working with diverse talent, you can create a funnel of talent that may have been overlooked in the past.

If you're unsure about what partners are right for your business, our team at Sphere are happy to help.



# What we can provide



## Make a start

Diversity & Inclusion can feel overwhelming but the worst thing you can do is nothing at all.

Start small and stick to your goals.

## How we can support you

**A simple one page plan:** after a call with our team, we can consult with you and put together a proposal for internal processes and how we can support your hiring

**Questionnaire:** we can provide a template for your collecting equal opportunity data and a survey on inclusion which is tailored to the information you're looking to find

**Access to new talent pools:** Sphere are working with external partners who have access to diverse communities, as well as engaging with universities, schools and charities.

**We can make Introductions to people who are specialists in D&I:** from an overhaul of your strategy, to consultants in attracting diverse communities, we can support your team's needs

**We are committed to providing support in any way we can and on any hiring briefs that we receive:** we are the experts in recruitment and whatever your goals are, we will tailor our approach to give you the best service possible and access to top-tier talent.



Ready? We're here to  
help you!

Please get in touch

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