



## Checklist of recommendations for larger COMPANIES & ORGANISATIONS across the commercial & state-funded sectors

- ✓ Companies/organisations who employ people on long-term contracts, i.e. those who work in a position for a period of over 26 weeks, need to provide their employees with access to full rights as defined in UK employment legislation: <https://www.gov.uk/employment-status/worker>.
  - ✓ Companies/organisations need to be aware of the Equality Act (2010) when it comes to their hiring practices. They cannot directly or indirectly discriminate against potential candidates under the protected characteristics and need to follow positive action methods to secure a diversity of candidates for all roles.
  - ✓ Following that, companies/organisations should ensure that recruitment is a formal and open process, not reliant on closed and/or informal networks.
  - ✓ All companies and organisations should offer salary-sacrifice schemes and/or access to childcare vouchers for their employees: <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>. This has no financial impact for the organisations' turnover and should be standardised throughout the industry.
  - ✓ Positive actions to encourage more diversity and inclusion in the workforce include having public policies outlining the company's commitment to equal opportunities and what family-friendly and caregiving policies they can provide. Family-friendly policies include:
    - ✓ the company/organisation's policy on parental/carer leave for all genders;
    - ✓ flexible work requests including job-sharing;
    - ✓ a specific space for breastfeeding/expressing when women return to the industry post-maternity leave;
    - ✓ a salary sacrifice scheme for parents and carers.
- Further positive action measures include career development programmes, and mentoring and training for under-represented groups.
- ✓ Introduce paid internships to enable early entrants to manage a work/life balance, and paid returnships for parents/carers returning to work following a career break.
  - ✓ Provide leadership training for under-represented groups and clear progression pathways to ensure more diversity and inclusion at the senior management level.
  - ✓ Have a diverse board, including women, people from BAME backgrounds and parents/carers.
  - ✓ Have a public zero tolerance policy for sexism, sexual discrimination, harassment and bullying with a clear procedural process for those that feel they have been subjected to such behavior within the workplace.

