

#thisisme



3 reasons to complete your workday data:

1

We're asking for your help to make Aviva better - for your colleagues and for our customers.

The better we understand our people, the better we can help everyone thrive at work. For example, more than 8,000 of you have now told us your ethnicity. Thanks to that, we now have the hard data to understand that Aviva is not yet properly representative of our society or our customers. And that means we could come up with an Ethnicity action plan to do something about it. We've set targets for more ethnically diverse senior leadership, are tracking pay and progression, and have the information we need to be held accountable for improvement.

2

Please tell us about yourself - so we have a true, rounded picture of you and our workforce.

We still have more to do. The Voice of Aviva survey told us that over 3000 colleagues have a disability, but that data is not showing up in Workday. Are they progressing in their careers as they'd like to? Are they leaving Aviva because we don't understand what support they need? We simply can't say. The same goes for our parents and carers and we still don't know enough about whether we are doing enough to attract people from more disadvantaged backgrounds. Without good data in the system, we can't see where we are letting ourselves down. We need to know so we can spot gaps and work towards improving them, understand whether our existing approaches work, and see what more we need to do.

3

It only takes 2 minutes - and your information is secure.

To do your bit to help everyone be themselves at work, please spend a few minutes completing your information in Workday. And you can rest assured that the information will be stored securely and only a small number of HR data bods will have access to it - your leader and their leader won't be able to see it. All your data is anonymised when we analyse it. It is never about identifying one person but about looking at trends and patterns across the business.



If we don't see it, we can't fix it, so please help us to **create a workplace that works for everyone.**

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Huddle Guide

Here are 3 key actions you need to take to get your teams to complete their personal information:

1: Get your team together

Book time in your next team meeting to talk through #thisisme - **you'll need around 10 minutes.** Make sure you read through the 3 Reasons document so you understand why we need everyone to complete their personal information.

2: Talk them through the process

Make sure you've familiarised yourself with the Workday screens by reading the step by step guide. **Offer up your support** if any of your team aren't sure on how to find the carer and socioeconomic details page.

3: Encourage them to complete their information

Remind your team it only takes around 5 minutes to complete their personal information. Why not suggest for everyone to **book out some time in their diary** to do this? Speak to your planning and resource team if you need assistance with this.

