EDI Guide (51+ employees)

For some smaller organisations considering implementing or improving EDI measures and starting to collect data, this can be a little daunting, so we've produced this short guide with further resources to support with meeting the requirements within this component.

Our EDI component requirements have been compiled in consultation with the CIPD, IoD and FSB, as minimum standards for a responsible business. They go beyond legal compliance, seeking to ensure fair and inclusive workplaces.

Equality, Diversity and Inclusion is a continuous journey, and implementing new measures and reaching goals can take time. What we are looking for here is commitment in working towards our component requirements. Every year the GBC will ask your organisation to recommit to all 10 components and show your continued work and progress over time in EDI.

The key goals are:

1. that your organisation, work environment and work opportunities are accessible to all, including taking into account protected characteristics* (*Equality Act 2010)
2. that everyone in your organisation feels respected, represented, supported, included and valued, and
3. that there are equal opportunities for all to progress within the organisation.

As with other important areas of your work, to meet our commitments you will need to allocate enough resources, hence the specific question about assigning this, and to have a plan/strategy.

The organisation's culture, internal and external communication regarding the importance of EDI, and inclusive practices are key factors. However, collecting data and consulting with employees are essential steps to understand your current status and measure progress.

Why collecting data is important

The significance of data collection lies in its role as a metric for gauging the efficacy of meaningful changes. Establishing a baseline provides a reference point to track alterations, enabling organisations to identify areas requiring intervention. Introducing new measures for enhanced Equality, Diversity, and Inclusion (EDI) becomes more effective when backed by data, allowing continual monitoring of progress. Aligning with sector trends and local demographics provides valuable insights into overall advancements.

Diversity pay gaps

For smaller organisations, focusing on diversity data related to recruitment, progression, and retention proves pivotal. Effective communication during the introduction of diversity data collection is essential. The inclusion of diversity pay gap analysis becomes crucial, serving as an indicator of disparities in access to work, progression, and rewards. Monitoring these pay gaps helps assess the impact of implemented diversity and inclusion measures.

Acknowledging challenges in data collection within smaller teams, such as issues with anonymity and data meaningfulness, organisations may defer pay ratio considerations until they expand. Resources like the Institute of Directors' guide for SMEs, Business in the Community's toolkit, CIPD's free

resources, and ACAS' information and training can provide valuable assistance in implementing EDI measures.

[Pay gaps explained | Equality and Human Rights Commission (equalityhumanrights.com)](#)

[The Future of Business: harnessing diverse talent for success - Practical guide for employers (iod.com)](#)

[How to Inspire, Hire and Grow Diverse Talent - Business in the Community (bitc.org.uk)](#)

[https://prod.cipd.co.uk/en/knowledge/factsheets/diversity-factsheet/](#)

[Acas | Making working life better for everyone in Britain](#)

Measures to prevent harassment or victimisation

In addressing harassment or victimisation, policies and a supportive workplace culture are vital. Guidance from CIPD and ACAS, along with their resources, aids in developing effective preventive measures. Ensuring accessibility at work involves removing barriers to promote inclusivity and adherence to legal obligations for reasonable adjustments. ACAS provides guidance on this aspect.

[https://www.cipd.org/uk/knowledge/factsheets/harassment-factsheet/7](#)

[Victimisation: Discrimination and the Equality Act 2010 - Acas](#)

Accessibility

This is about removing barriers to make sure nobody is excluded from taking an active part in working life. Making sure your workplace, and the way they work, is accessible to as many people as possible. This is on top of the legal requirement to make reasonable adjustments for disabled staff and job applicants.

[Accessibility at work - Acas](#)

Organisations are obligated to offer accessible goods and services under the Equality Act 2010, with proactive efforts encouraged by the GBC. The Equality Commission of Northern Ireland offers resources, including an Inclusive Customer Service Policy, facilitating adaptation for diverse needs.

[ECNI - Accessible goods and services (equalityni.org)](#)

CEO Pay Ratio

Concerning CEO Pay Ratios, the GBC advocates transparency for organisations with over 51 workers and listed businesses with 51-250 workers. Utilising resources from the High Pay Centre and Accounting Web provides insights into reporting pay for the highest earners, emphasising the need for transparency in organisational leadership compensation.

[High Pay Centre](#)

[Accounting Web article](#)