



# EDI guide

*(51+ employees)*



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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 importance of collecting data is so that you know if you're making meaningful changes. Without a starting point (baseline), and seeing the changes, you don't know what measures you may need to bring in. Then as you introduce new measures to improve EDI, you'll be able to monitor what is working and where more work needs to be done. Tracking against sector trends, where information is available, and local demographics, are useful indicators of your progress.

What is most important for smaller organisations, with regards to data, is to collect diversity data around recruitment, progression and retention. There are many measures that can be considered to make improvements in these areas, and good communication when introducing diversity data collection is vital.

## Diversity pay gaps

The reason we have included asking for diversity pay gaps is that diversity pay gaps are a good indicator of inequalities of access to work, progression and rewards. Measuring the pay gaps allows organisations to monitor the effectiveness of the diversity and inclusion measures they put in place. [Pay gaps explained | Equality and Human Rights Commission \(equalityhumanrights.com\)](https://www.equalityhumanrights.com/en/pay-gaps-explained)

However, we acknowledge that with data collection and analysis in small teams there can be issues around anonymity as well as whether the data collected is meaningful, especially where diversity or feedback response is initially lower. For smaller organisations pay ratios may therefore be a measure to be considered at a future date, or when the organisation grows.

## Resources for guidance on meeting the GBC's EDI component questions

Our partner and GBC accredited organisation, the Institute of Directors has produced an excellent and simple guide for SME's that we recommend. It contains information on implementing EDI measures, including data collection and the issue of anonymity, as well as case studies of GBC accredited SME's. [The Future of Business: harnessing diverse talent for success - Practical guide for employers \(iod.com\)](#)

Business in the Community has also produced an excellent toolkit, with useful 'tips' and 'specific actions' [How to Inspire, Hire and Grow Diverse Talent - Business in the Community \(bitc.org.uk\)](#)

CIPD provides lots of free resources and practical tips and guidance on EDI, eg on inclusive recruitment and diversity data, as well as signposting to further resources. <https://prod.cipd.co.uk/en/knowledge/factsheets/diversity-factsheet/>

ACAS provides free resources, training and information, for example, templates, eg EDI policy and monitoring forms; information and training on discrimination, bullying and harassment and Equality Act requirements. [Acas | Making working life better for everyone in Britain](#)

## Measures to prevent harassment or victimisation

This is about having policies in place to prevent harassment and victimisation, as well as workplace cultures in which people are not afraid to challenge inappropriate behaviour, are treated seriously when they do so and are not treated unfavourably as a result of being involved with a discrimination or harassment complaint.

We would direct you to the CIPD and ACAS for guidance, including to these resources, with additional signposting: <https://www.cipd.org/uk/knowledge/factsheets/harassment-factsheet/Victimisation: Discrimination and the Equality Act 2010 - Acas>