

## FINAL DRAFT: UK GEDI Action Tracker August 2022

#	Action	Deadline	Measure of success
<i>Data collection</i>			
1	Improve the ethnicity declaration rate in new starters.	September 2023	Aim to reach a declaration rate of 90% overall
2	Develop a refreshed set of guidelines for managers (UK and non-UK) who are hiring staff in the UK, with the aim of driving up the number of BAME/BIPOC staff recruited especially at senior levels; and include a stated commitment to doing this.	January 2023	Guideline document finalised
3	Encourage staff to self-declare / reach a meaningful declaration rate in FY23 to enable data analysis on disability and sexual orientation.	September 2023	Aim to reach a declaration rate of 90% overall
4	Expand on the gender pay gap by intersecting with ethnicity pay gap, where self declared by staff.	March 2023	Publish internally at a minimum intersected pay gap
5	Start monitoring retention rates for diverse categories where self declared by staff.	November 2022	Retention rates shared with UKMT at minimum
6	Produce and review diversity profiles of workforce for UKMT quarterly.	Ongoing, quarterly	Quarterly profiles shared at UKMT meeting  collection shared with UKMT

10 Refresher training for UK staff (alongside IRC Way training) on how to raise a discrimination or harassment complaint, and what the process is, including the role of the UK grievance policy.	March 2023	All UK staff offered the training
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11 Develop a community member volunteering policy for RAI UK and develop a volunteer management plan with resourcing needs identified.	Q2 FY23	Policy document created and approved by RAI and HR
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*Other*

12 Roll-out of People Survey recommendations for the UK	TBC on release of Survey recommendations (global)	TBC on release of Survey recommendations (global)
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**1.2) The IRC has diverse workforce at all levels of the organisation that reflects the places we work and people we serve and key**

*Leadership diversity*

13 Quarterly monitoring of UKMT diversity (race and gender).	September 2024	Ambition of at least 50% female representation and 1/3 BAME/BIPOC representation
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14 Board to develop a follow-on action plan to build on completed FY21 actions.		Completed plan publicly shared (website) and with staff
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15 Consider how to add an intersectional goal for leadership diversity with new Regional Europe GEDI advisor when in post.	September 2023 (assuming Regional Europe GEDI advisor in post by March 2023)	Plan for intersectional goal agreed
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*Recruitment*

<p>16 Develop a refreshed set of guidelines for managers (UK and non-UK) who are hiring staff in the UK, with the aim of driving up the number of BAME/BIPOC staff recruited especially at senior levels; and include a stated commitment to doing this. To include:</p> <ul style="list-style-type: none"> <li>- Guidance on ensuring diverse shortlisting / recruitment for roles in the UK. UKMT to also communicate this to non-UK hiring managers.</li> <li>- Guidance on removing credentialism from UK job descriptions (university degrees, years of experience where not directly relevant to the role).</li> </ul>	November 2022	Guideline document finalised and shared with managers of UK staff
17 Make a public commitment on IRC UK D&I page about our commitment to avoiding credentialism in JDs	October 2022	Commitment posted on webpage
18 Expand the apprenticeship scheme. [budget dependent]	First apprentice by September 2023; second by September 2024	2 apprentices successfully complete scheme
19 Ensure Cornerstone name blinding (delayed globally) is in place for UK recruitment.	September 2023	Name blinding functionality is confirmed or alternative identified.
20 Introduce paid short-term internship (e.g. 3 months) for people with lived experience / RAI programme clients. [budget dependent]	March 2023	First intern successfully in post by deadline if budget request for FY23 approved.
21 Provide budget to sponsor visas for people with refugee country of origin on alternative visas (e.g. students etc.) to work for IRC UK. [budget dependent]	November 2022	Budget secured in FY23.
22 Specialised training provided to HR departments on GEDI, including e.g. support hiring of people with refugee/ asylum status [budget dependent]	January 2023	% HR team offered training.
23 Ensuring that job postings reach clients: hiring managers to be conscious of actively seeking client referrals from programme team.	July 2023	Referral pathway agreed between RAI and UK HR and communicated to hiring managers.

### 1.3) IRC leadership and management take responsibility for creating an inclusive organisational culture in which every staff

*Training and development*

24	Regular staff-wide unconscious bias training, with sessions provided quarterly.	Ongoing, quarterly	Staff offered training sessions.
25	Offer effective communication and inclusive leadership training for managers, including non-UK based managers of UK staff. [budget dependent]	March 2023	Leadership training scoped, identified and offered to managers.
26	Review of UK induction process to ensure DEI mainstreamed across it.	January 2023	Review of all materials/presentations complete and recommendations for any amendments provided.
27	All UK-based staff managed by UK-based managers have a GEDI personal objective, with UKMT members' objectives reflecting achievement of actions in this plan. Recommendation for non-UK based managers to include GEDI objective in UK managers objectives included in inclusive management overview.	November 2022	Guidance on including objective communicated by UKMT in time for goal setting for FY23 (Q1)
28	Scope out offering a mentoring programme for BAME/BIPOC staff with the BAME/BIPOC Network, with the aim to have BAME/BIPOC staff actively enrolled by the end of FY23. [budget dependent]	July 2023	Scoping complete with recommendation provided, staff enrolled assuming feasible.
29	Explore if diversity is already or can be monitored through performance review/promotion processes.	January 2023	Review of current process complete and recommendation provided.
30	Develop with the new Europe GEDI lead a system for recognising and rewarding GEDI work.	TBC when Regional GEDI lead in post.	TBC when Regional GEDI lead in post.
31	Fund at least one leadership development opportunity per year (e.g. external course) for BAME/BIPOC staff. [budget dependent]	September 2023	One leadership opportunity identified and offered via BAME/BIPOC Network.
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33 Assessment on IRC UK as an LGBTQ+ friendly workplace.  
[budget dependent]

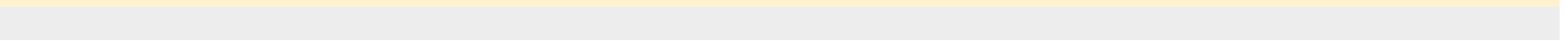
September 2023

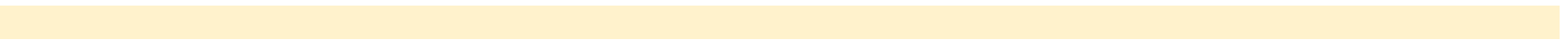
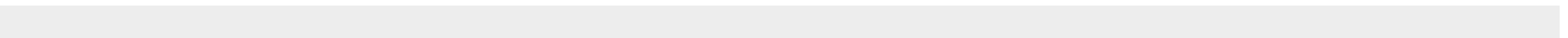
Assessment complete and results shared with staff.

34 Diversity Confident Employer status is currently level 2; achieve level 3 (includes external assessment), which is the final level (Disability Confident Leader).

September 2024

Level 3 (Disability Confident Leader) achieved.





58	Tracking UK metrics to ensure diversity of spokespeople reflected in media coverage and IRC content (and log any barriers).	Put in place October 2022	UK tracker set up and data collected regularly.
59	Ensure that the new guide on language and imagery, which has been created as part of the brand refresh, is adhered to and ensure the guide is reviewed as a team and fundraising specific guidance is added if needed.	June 2023	Guidance reviewed and shared with relevant teams.
60	Training for all staff with external-facing roles about DEI-sensitive external comms. [budget dependent]	June 2023	Training completed by UK spokespeople.
61	New/ more prominent DEI section on the IRC UK website, making ethnicity pay gap and other resources easier to find.	January 2023	Website page updated.
62			



69 Supporting sister organisations (whether publicly or privately) that have publicly shared their struggles with racism, bullying etc.	Ongoing	Social media engagement with e.g. sister organisation statements; private conversations
70 Sharing our global disability inclusion commitments and learnings on IRC channels; through spokespeople (e.g. UK ED) at events, in blogs or in sector groups.	Ongoing	One engagement per FY on disability inclusion.
<i>Policy &amp; Advocacy</i>		
71 Putting the stories of our clients at the heart of P&A activities, i.e. quotes from clients in reports, inviting clients to parliamentary events and other meetings, etc.	Rolling	Regular engagement on our quarterly activities (hitting a mark of 75% of all our products).
72 Develop UK principles for engagement and representation, on gender and racial/regional diversity), how we choose to speak out on issues and when we choose to elevate other voices, working closely with ER colleagues also engaged in this work and aligning with global guidance on same.	December 2022	A principles guiding document
73 Provide advocacy training to the UK RAI client Leadership group.	August 2022	UK RAI leadership group have met the training's objectives of gaining understanding and utilising it going forward
<i>Fundraising/Marketing</i>		
74 Only attending or supporting external conferences/workshops with organisations in the fundraising space that show a commitment to DEI.	Ongoing from July 2022	Written internal commitment shared with Fundraising team; agreement on how to determine attendance within team.
75 Share work of the Refugee Advisory Board (see 2.2 above) and Refugee Leaders Group with interested UK donors.	Dependent on when 2.2 is finalised - deadline to be ongoing from when outcomes and progress can be identified and shared.	Dependent on 2.2 outcomes.