

EQUAL OPPORTUNITIES MONITORING POLICY

NFER is an equal opportunity employer and is committed to creating an environment where staff, Trustees, customers, clients, suppliers and former staff members experience equality, diversity and inclusion in all our activities.

The purpose of this policy is to eliminate discrimination and encourage diversity and inclusion amongst our workforce such that it is truly representative of all sections of society and each employee feels respected and able to give of their best.

Staff involved in recruitment and selection are expected to take all reasonable steps to ensure that NFER's "Equality, Diversity and Inclusion Policy" is observed, in its spirit and letter, in all procedures with which they are concerned.

In order to promote career development, all NFER staff will be given equal opportunities to widen their experience by undertaking additional responsibilities, where possible, and to attend relevant courses. Information about education and training will be widely circulated and checks made to ensure that the information is reaching all members of staff.

To monitor recruitment the following procedures will be carried out:

- Each applicant will be asked to provide information on their gender, age, nationality, any disability, ethnic origin, sexual orientation, marital status religious belief and the source from which they learned of the vacant post; provision of the information will be voluntary. The data will be analysed to monitor the equality of opportunity offered to applicants and will **not** be used in the selection process.
- The CEO has responsibility for ensuring the implementation and monitoring of this policy and will provide regular reports to the Board of Trustees on an annual basis or more frequently if appropriate.