

GUIDANCE FOR REPORTING



We must now be truly transparent and hold ourselves to account by showing what our organisations look like and the progress being made year-on-year towards workplaces which are fully inclusive of Black people from the top of our businesses to the lower levels.

It matters not just to employees but to all stakeholders.

As a signatory to the If Not Now, When? Open Letter on Black inclusion in business presented by Audeliss and INvolve, you have committed your organisation to report annually on the actions you are taking to support Black inclusion.

The commitment within the Open Letter allows your organisation the flexibility to choose the format of this reporting and it can be incorporated within existing corporate reports or created as a separate publicly available document.

To assist with the reporting requirement and to help drive further action we have created the following guidance which includes current best practice for corporate reporting within Diversity and Inclusion made applicable to the full set of commitments to action set out in the If Not Now, When? letter

Why You Report

Any diversity and inclusion reporting should look to include the company business case ie. why diversity and inclusion is important to the company inclusive of its position on race and Black inclusion, acknowledging what has been done and what more needs to be done.

What You Should Report And How To Report (consider including the points listed)

Diversifying The Face Of The Organisation

- Any aspirational targets set for Black inclusion into senior leadership.
 - Any aspirational target at Board level e.g at least one Black board member by X
 - Any aspirational targets set for Black inclusion for hires at entry level, junior, mid-level, promotions, succession, and talent.
 - Commentary on: (i) how you define senior leadership, (ii) when any aspirational targets are to be achieved by, and (iii) if on track or not to meet any aspirational target(s) set and (iv) supporting plans in place to ensure you stay on track.
- Confirmation that there is at C-Suite/Senior executive accountable for Race
- inclusive of Black individuals.
- Commentary on: How senior leadership is being held to account to achieve the
- targets e.g. pay, performance objectives etc.

Measuring And Capturing Data

- Ethnicity data (inclusive of Black people) is shared and broken down by Race inclusive of Black individuals across the employee life cycle, for example;
 - ▬ Total amount of employees / percentage of Black employees split across senior leadership and non-senior (i.e how many are Black individuals at each level of your business?).
 - ▬ Board number including number/percentage of which are Black.
 - ▬ Actual number of/percentage of Black individuals within; promotions, hires (entry, junior, middle and senior), individuals identified as talent, individuals on succession plan.
- Commentary on: If ethnicity data is not collated provide an overview of the plans in place to obtain/improve data collection e.g self-certification activity, systems updated.
- Whether voluntarily undertaking Ethnicity Pay Gap (EPG) data collection and if the EPG is shared internally and/or externally. If plans to undertake Ethnicity Pay Gap Reporting.

Leading The Conversation On Race

- An overview as to how the CEO, senior executives and senior leaders are leading the conversations on race inclusive of Black individuals.

Journey Of Learning

- Activity taking place to educate senior leadership, employees, customer/clients on Black inclusion e.g anti-racism/race allyship and how measuring impact of such activity.
- Share how inclusive behaviours are part of a sustained effort in driving inclusion and wider culture change.
- Commentary on: Zero tolerance towards racism and how inclusion is measured e.g Black individuals feel they are valued respected and supported (they belong, can speak up etc).

The Elevation Of Black Voices

- An overview as to how addressing systemic barriers inclusive of Black voices e.g focus groups or listening sessions held to understand the experiences of Black colleagues.
- How the company is raising the visibility of Black leaders and Black talent in and outside the company e.g Role model programme, partnering with other organisations, community, and supply chain activity.

Specific Actions Being Taken To Address Black Inclusion and Progression

- A clear overview of the specific actions being taken to address Race, inclusive of Black individuals, particularly action supporting career progression of Black individuals.
- An overview as to how specific actions will be achieved including any relevant timeframes.
- Commentary on: How actions are embedded more broadly within wider diversity and inclusion agenda and progress made against specific actions

Where To Report

You should consider reporting in the following locations:

- Company Website
- Annual Reports e.g Environmental, Society and Governance Reports and any other relevant company publications or documentation
- Internal communication channels
- Social media and other relevant digital channels e.g Facebook, LinkedIn, Twitter

Useful Best Practice Tip!

- Include any supporting logos which aligns with race/Black Inclusion
The report is clearly headed up to include in the title race/Black Inclusion and the report relates directly to Black Inclusion/race inclusive of Black individuals

When To Report

Most companies report on an annual basis in line with ongoing tracking and monitoring and other annual reporting obligations.

How To Introduce Your Reporting

The below introductory paragraph can be included in your reporting documentation to explain the reason for reporting specifically on actions for Black inclusion.

(name of organisation) are a signatory to the If Not Now, When? campaign for Black inclusion within business. The If Not Now, When? campaign started as an Open Letter in the Sunday Times and is a call to action for organisations to commit to sustainable and long-term actions on Black inclusion in the workplace. The campaign currently has over 80 signatories; representing over 1 million UK employees.

As a signatory of the If Not Now, When? campaign, we are committed to reporting annually on the work we are doing at all levels within our UK business to create a more inclusive workplace for our Black employees.

To read the Open Letter and for more information on the campaign and our commitments please visit www.ifnotnowwhen.uk

