

Equality & Diversity Training Plan

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1. Introduction

This Equality & Diversity strategic and training plan sets out the objectives, current position, actions, dates for action, responsibilities, resource requirements, and KPIs for Browser London Limited vision.

2. Equality & Diversity strategic plan

Strategic plan						
Equality and diversity objective	Current position/Baseline	Action/task	When	Person responsible	Resource implications	Measure of success
To create a workforce that is reflective of diversity.	<p>Our Equality & Diversity Policy covers all forms race, gender, disability, age, faith and sexual orientation to ensure our vision is and objectives are achieved, in line with current UK legislation.</p> <p>No personal data is collected that is outside of an individual's merit to perform their job, or for security screening purposes deemed necessary to complete a task.</p> <p>Discussion groups and show and tell events are held bi-monthly, employees are encouraged to discuss topics of their choice.</p> <p>In-house E&D training is provided to new starters with ongoing training for existing employees</p>	<p>Continue with one-to-one appraisals between line managers and employees every month to discuss and assess wellbeing and raise any concerns.</p> <p>Introduce a digital form of ongoing employee feedback that can be monitored weekly with the data being analysed monthly.</p> <p>Review the in-house training scheme with the inclusion of employees feedback.</p> <p>Create an action plan for improvement and review with employees to ensure the company is sensitive to the needs of all employees.</p>	Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.	Managing Director	Data analyst HR Manager	Employees become increasingly reflective of gender, ethnic, disability diversity.

	<p>within the company.</p> <p>The E&D policy is reviewed monthly by Directors with an action plan for improvement created thereafter.</p> <p>Information on all of our policies and our vision are held within our intranet.</p>					
<p>To promote the benefits and ensure that suppliers adopt similar approaches to E&D.</p>	<p>Suppliers and customers are openly invited to participate and contribute to our bi-monthly discussion groups and show and tell events with our employees.</p> <p>At present suppliers and customers participation in our bi-monthly discussion groups and show and tell events is low.</p> <p>Upon engagement, supplier are sent and advised to read, review, and conform to all of our policies - from data security through to E&D.</p>	<p>Invite external E&D speakers, suppliers and customers to participate in our bi-monthly discussion groups and show and tell events is low.</p> <p>Explore and develop links with external E&D sources and bodies.</p> <p>An increase in thought leadership content reflective of our E&D policies.</p> <p>An increase in thought leadership content reflective of our E&D policies.</p> <p>Encourage suppliers to read and review our E&D policies.</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.</p>	<p>Strategy Director</p> <p>Marketing manager</p>	<p>HR Manager</p> <p>Events manager</p>	<p>An increase in thought leadership content reflective of our E&D policies.</p> <p>An increase in engagement with our E&D thought leadership content.</p> <p>An increase in varied participants attending our bi-monthly discussion groups and show and tell events.</p>
<p>Fair Employment practices including working with employment agencies.</p>	<p>We work with Universities across the UK providing placement year opportunities.</p> <p>We adhere to our E&D Policy when reviewing applicants and</p>	<p>Increased engagement with Universities and colleges that are located in minority areas.</p> <p>Engage with external</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th</p>	<p>Strategy Director</p>	<p>HR Manager</p> <p>Events manager</p>	<p>Employees become increasingly reflective of gender, ethnic, disability diversity.</p> <p>Our practices are aligned or above national</p>

	<p>base decisions on merit.</p> <p>Pay scales are outlined and defined on merit to ensure equal rates of pay particularly between men and women.</p>	<p>advisors to improve our applicant review process.</p> <p>Review our practices against nationally recognised standards.</p>	August 2019.			standards.
<p>To ensure that appropriate policies are in place and are regularly monitored and reviewed.</p>	<p>We have a vast number of policies that cover employment, equality, diversity, and training.</p> <p>All of our policies are reviewed monthly by Directors, with special attention given to policies that change frequently.</p> <p>Upon review if changes or actions are to be made they are listed within an action plan and subsequently actioned by the appropriate party.</p> <p>Policies are reviewed by a committee and signed-off by the appropriate Director.</p>	<p>Continue to review and update the appropriate policies.</p> <p>Formulate a refined process for including employees in the review process.</p> <p>Engage with external E&D bodies to review and advise on policies and training.</p>	30th December 2019	Strategy Director	<p>HR Manager</p> <p>Development manager</p>	<p>Continue the annual review process.</p> <p>Seek additional advice from external E&D review bodies.</p>
<p>To eradicate any form of bullying or harassment from the organisation.</p>	<p>We have a process in place for reporting and escalating complaints through the employee line managers.</p> <p>Training is provided to managers to recognise issues within</p>	<p>Monitor progress of the one-to-one appraisals and continue to assess their effectiveness.</p> <p>Analyse the data gathered from one-to-one appraisals to build a picture and understand</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.</p>	Managing Director	<p>Data analyst</p> <p>HR Manager</p>	<p>Line managers report on progress to the HR manager every quarter, this is then measured against previous years to track progress.</p> <p>HR manager to provide increased</p>

	<p>the team.</p> <p>Three-day team building activities are organised and held every six months to encourage openness and transparency.</p> <p>One-to-one appraisals are held with line managers and employees every month to discuss and assess wellbeing and raise any concerns.</p> <p>Team leaders organise team lunches every month to discuss and assess the team's wellbeing and raise any concerns.</p>	<p>areas for improvement within the company.</p> <p>Action on this is devolved to the employee support services and integrated into their operational plans.</p> <p>Feedback and appraisal data should be analysed and relationships discussed ready for action to be taken. Particularly in areas that are highlighted as 'in need'.</p>				<p>support for the areas that have been highlighted as 'in need'.</p>
<p>An increase in the diversity of support and management staff.</p>	<p>Our data highlights that there is a low to medium proportion of diversity within our support and management staff.</p> <p>Special attention and training is given to fast-track minorities into positions of support and management within the company when and where possible.</p> <p>The training scheme for fast-tracking minorities into support and management is reviewed monthly by Directors with an action plan created</p>	<p>Encourage and fast-track employees through training and development into support and management roles.</p> <p>Host educational workshops within our bi-monthly discussion groups and show and tell events in order to promote and encourage employees to engage with the training.</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.</p>	<p>Strategy Director</p>	<p>HR Manager</p> <p>Events manager</p>	<p>Support and management staff become increasingly diverse.</p> <p>Measure ongoing change with the diversity of support and management staff. Track at 3-month periods against the previous 3-months, 6-months and 12-months to maintain effectiveness.</p>

	thereafter.					
Take action to further understand and improve the experience of disabled staff.	<p>Disabilities are discussed during the new starter onboarding scheme, the necessary equipment supplied and measures are taken to accommodate staff and help them perform their duties.</p> <p>Monthly one-to-one appraisals between employee and line managers are in place for individuals to discuss progress and concerns.</p>	<p>Create a survey to identify statistically significant areas that require attention where disabled staff are dissatisfied.</p> <p>The areas surveyed may range from how they feel valued by the people they work with; the support from their line manager and how well change is managed. The issues highlighted will be brought together to identify an action plan.</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.</p>	Managing Director	HR manager	<p>Improvements are made where required in accordance to the action plan.</p> <p>Better equipment and measures taken to cater for employees.</p> <p>An overall improvement in the general wellbeing of all staff.</p>
Create an environment that is sensitive and aware of mental health issues the workplace.	<p>Monthly one-to-one appraisals between employee and line managers are in place for individuals to discuss progress and concerns.</p> <p>External guidance and assistance is provided for employees in need. If deemed necessary then this is provided through private healthcare services.</p>	<p>Monitor progress of the one-to-one appraisals and continue to assess their effectiveness.</p> <p>Work with private healthcare services to improve awareness and understanding.</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.</p>	Managing Director	HR manager	<p>Employees become increasingly aware of mental health in the workplace.</p> <p>Any issues highlighted will be brought together to identify an action plan.</p> <p>Ongoing review with private healthcare services to improve awareness and understanding.</p>
To create an environment in which individual differences and the contributions of all our staff are recognised and valued.	<p>Monthly one-to-one appraisals between employee and line managers are in place for individuals to discuss progress and concerns.</p>	<p>Encourage participation within our discussion groups and show and tell events.</p> <p>Introduce suggestions and feedback</p>	<p>Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th</p>	Managing Director	HR manager	<p>A wider variety of skill sets and opinion that enhances the workplace and wellbeing of all staff.</p> <p>Employees become increasingly</p>

	Data is analysed at monthly intervals, with an action plan made should changes need to be made.	into the Training Plan for the benefit of all employees and to enhance general wellbeing.	August 2019.			reflective of gender, ethnic, disability diversity.
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3. Equality & Diversity training plan

Training Plan						
Equality and diversity objective	Current position/Baseline	Action/task	When	Person responsible	Resource implications	Measure of success
Ensure that there is an effective E&D training scheme in place for staff at all levels of the organisation.	E&D training is covered within the new starter handbook, this is also held on our intranet, furthermore the onboarding scheme covers training for new starters, with ongoing training for existing employees within the company. The E&D training programme is reviewed monthly by Directors.	Review the training scheme at monthly intervals. Engage with external E&D bodies to review and advise on training programme. Gather feedback from employees on areas for improvement within the training scheme..	Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.	Managing Director	HR manager	Align against industry standards. General improvement in wellbeing and feedback from the E&D training scheme.
Ensure that all contractor staff receive appropriate E&D training.	New starters are required to review our E&D policy amongst all other policies during their onboarding scheme, with training performed thereafter. E&D and disabilities are discussed during the new starter onboarding scheme, if	Review the onboarding scheme at monthly intervals, making changes where required.	During induction for each new starter (ad-hoc if they are contractor). There will also be a monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th	Managing Director	HR manager	Review and gather feedback. General improvement in wellbeing and feedback.

	required the necessary equipment supplied and measures are taken to accommodate staff and help them perform their duties.		August 2019.			
To provide access to training and development opportunities for people in the locality including those in schools and colleges in the area.	<p>We currently offer year training placements to university students from throughout the UK.</p> <p>We host industry and employment discussions at university event days, discussing and encouraging students to investigate opportunities in our industry. Universities include London Metropolitan Uni, Bournemouth Uni, Southampton Uni, Uni of Hertfordshire, and the Open Uni.</p> <p>We have recently begun to offer apprenticeship schemes for students leaving colleges across London.</p>	<p>Increase engagement with local schools and colleges to promote and provide information about the industry that we operate within.</p> <p>Engage with local workgroups to better understand how we can increase opportunities for college and school leavers.</p> <p>Engage with local workgroups to better understand how we can increase opportunities from all backgrounds, with particular attention given to those from minorities and/or with disabilities.</p>	Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.	Managing Director	<p>HR manager</p> <p>Events manager</p> <p>Strategy Director</p>	<p>An increase in the number of local School and College leavers that enquire about opportunities with the company.</p> <p>An increase in the number of local workgroups from minorities and/or disabilities that enquire about opportunities with the company.</p>
To ensure that E&D training is effectively resourced.	<p>Our training scheme is reviewed Monthly by Directors, with additional resource being allocated if required.</p> <p>The curriculum is reviewed against industry standing E&D</p>	<p>Introduce 'train the trainer' in order to promote and further enhance our E&D policy throughout the company.</p> <p>Gather further feedback from new starters and employees with regards to</p>	Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.	Managing Director	HR manager	<p>An increase in the number of individuals that are suitable to deliver E&D training.</p> <p>An increase in the diversity of employees that are suitable to deliver E&D training.</p>

	training information, with additional information added/subtracted if deemed necessary.	improvements in the resourcing and training delivery.				
Take action to further understand and improve mental health awareness in the workplace.	<p>Monthly one-to-one appraisals between employee and line managers are in place for individuals to discuss progress and concerns.</p> <p>External guidance and assistance is provided by private healthcare for employees in need.</p>	<p>Monitor progress of the one-to-one appraisals and continue to assess their effectiveness.</p> <p>Encourage discussion within our bi-monthly discussion groups and show and tell events.</p>	Monthly review at Director level with milestones set, a general review of progress will take place every 6 months - the next scheduled review is 30th August 2019.	Managing Director	HR manager	<p>Employees become increasingly aware of mental health in the workplace.</p> <p>Any issues highlighted will be brought together to identify an action plan.</p> <p>Increased discussion within company events.</p>