

# Equality, Diversity and Inclusion

Upsall International is committed to *Equality, Diversity and Inclusion*

## **Our EDI Statement**

- *We are committed to fostering a diverse and inclusive workplace where all employees feel valued and respected.*
- *Our organization strives to create a culture that embraces differences and promotes equitable opportunities for all.*
- *We recognize the importance of diversity in our workforce and actively seek to recruit, retain, and promote individuals from diverse backgrounds.*
- *We are dedicated to providing a working environment that is free from discrimination, harassment, and bullying.*
- *We encourage open communication and collaboration to ensure that all voices are heard and valued.*
- *We are committed to continuously improving our EDI practices and policies.*
- *We actively support and promote initiatives that advance EDI within the non-profit sector and community.*

## **Within our Recruitment Services**

We are working hard to make sure that our recruitment processes are as inclusive as possible. We understand that internationally, the non-profit sector still has a long way to go before it is significantly more representative of the communities it exists to serve. In response, we are concentrating our efforts to support organisations to continue developing in this respect. There are a number of processes that we are actively employing and encouraging organisations to adopt also.

People working in the non-profit sector (NGO, NPOS, UN agencies, etc.) should represent the communities they work in and the donors they work with. Our company seeks an equal, diverse and inclusive profession and are working, with partners in the sector to break down the barriers that exist that create unequal workplaces.

Everyone should be able to access the same opportunities and fulfil their potential. Improving diversity and equality of opportunity within our sector worldwide is compatible with the moral and ethical framework under which our clients are formed and operate.

In working with our clients, we work to ensure their roles are reaching a diverse range of candidates and encourage them to recruit for potential talent with transferable skillsets where possible. Our consultants

are encouraged to build and grow their individual networks with diverse and under-represented groups and communities.

### **Client Responses and Responsibilities**

What we recommend as best EDI practice for recruitment, unfortunately, is not always taken onboard by client organisations. What they do and do not accept varies greatly by country depending if they have as a community, culture or nation taken EDI issues seriously and are willing to act upon them. Nonetheless, we recommend to our clients the following

- ✓ *Publishing the salary is the first part of in ensuring a more inclusive process.*
- ✓ *Ensuring that language in the job description is gender neutral, inclusive and with a focus on transferable skills as well as experience. Active encouragement for application from diverse applicants.*
- ✓ *Removal of stringent educational requirements such as degree, Masters levels education.*
- ✓ *Strong emphasis on job sharing/flexible working within the job announcement.*
- ✓ *Depending on the location of the post, there are specific diversity media sites, we are encouraging organisations to post their roles on these smaller jobs board. Active posting in LinkedIn groups designed to promote and support diversity.*
- ✓ *Proactive headhunting with a target to include diverse candidates, diversity of course can mean different things in different countries/organisations.*
- ✓ *Anonymous application process with name, address, age data removed. A focus on transferable skills.*
- ✓ *For some organisations they like to specifically include applications that perhaps do not meet*
- ✓ *years' experience but are from diverse groups.*
- ✓ *Providing interview questions ahead of interview.*

### **Salary and conditions transparency**

With every recruitment that we undertake for our clients we explain to them the importance and value of transparency in publishing salary levels and other employment benefits, and in most cases they do. We actively discourage the use of such vague terms as "Competitive" in job announcements.

We note, however, that many of the roles we recruit may have multi-country location options and may be recruited with international salaries based on grade and location (e.g. UN roles). In which case we offer web links to their benefit pages where these are explained. Previous salary levels and benefits are not taken into account in our candidate selection processes.

### **Academic qualifications and professional experience**

It is very much our view that proven professional track records of success are a more important factor than the level and quantity of academic qualifications that candidates have achieved, for almost all the

roles that we support our clients in hiring. We review all job descriptions and person specifications provided by our clients to ensure they do not discriminate.

However, some institutions, notably the UN, are strict in demanding a minimum of a first level university (Bachelors) degree for what are defined as “professional roles” and higher-level degrees (Masters) for more senior leadership roles. Whilst we cannot change this alone, we do explain that such educational demands will reduce the pool of candidates we can deliver, that are diverse and inclusive and not help in finding candidates from communities and countries that are under-represented in their workforce.

**Job Announcement Statement**

The following statement will appear on all job announcements and job descriptions that our agency promotes on behalf of our clients:

*“Upsall International actively promotes equality, diversity and inclusion. In recruiting candidates, we seek candidates with the proven skills required, irrespective of race, gender, religion or belief, age, disability or sexual orientation”*