

Equality, Diversity and Inclusion

[Daryl Upsall International](#) is fully committed to *Equality, Diversity and Inclusion* and making sure that our recruitment processes are as inclusive as possible.

We understand that the non-profit sector internationally 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 on to support organisations to continue developing in this respect. As such there are a number of processes, outlined below, that we are actively employing and encouraging our clients and other organisations to also adopt.

People working in the non-profit sector (such as charities, NGOs, NPOS, UN agencies, Red Cross and Red Crescent, associations, foundations and the agencies and suppliers that support them) 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.

Our core actions to ensure we are making the best progress towards *Equality, Diversity and Inclusion* in our recruitment processes include:

- ✓ Publishing the salary is the first port of call 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 and Bachelors or 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.

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:

- ✓ Anonymous application process, removing names and address details.
- ✓ Providing interview questions, diversity inclusion quota
- ✓ Willing to allow roles to be a job share
- ✓ Removal for the need to relocate for role, flexible location and/or remote working
- ✓ Flexible working days/hours
- ✓ Job announcement text is gender neutral
- ✓ Recruitment panel not made aware of candidates chosen gender before interview
- ✓ Any notes taken at interview have are stored and archived and have to be made available to the candidate, if requested.

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:

“Daryl 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”

Further resources on Equality, Diversity and Inclusion

Since its inception in 2019, we have supported both morally and financially the pioneering work of the UK’s *Chartered Institute of Fundraising* to advance [Equality, Diversity and Inclusion](#) in the sector via its Change Collective. We support fully its *Manifesto for Change* and recommend the *Change Collective Recruitment Guides* that can be accessed [here](#).

Independent of what we are doing within our processes, we are actively working with the sector at large and have done a [webinar](#) with the Resource Alliance on *Diversity and Inclusion – Creating an Equitable Recruitment Process for All*

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