

Inclusion and Diversity Action Plan

April 2023 – March 2024

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This document sets out our long-term inclusion and diversity goals and the actions we will take over the next year to meet them. The long-term goals are overarching commitments, which we will continue to push ourselves to do better in. Short-term objectives sit under each goal, which we will review and report on progress towards annually.

Workplace Inclusion

We will foster an inclusive culture that encourages acceptance, flexibility and fairness.

Objective	Action
Promote inclusive events to raise awareness of issues faced by underrepresented groups and celebrate achievements.	Run training, events and talks across the year using an inclusive calendar to tie into awareness weeks/months.
Expand initiatives to support all underrepresented groups, ensuring our focus is wider than only gender and ethnicity.	Run events, sign up to charters or implement initiatives to related to social mobility, LGBTQ+, working parents and carer's, and mental health.

Diversity in recruitment

Ensure our talent pools and recruitment process promotes the hiring of diverse candidates.

Objective	Action
Talk to local state schools to build awareness around the asset management industry and opportunities at Record.	Build relationships with local state schools near new London office and participate in careers events/talks. Utilise membership with investment 2020 to take part in events they run.
Communicate our goal to increase diversity to any agency or university we recruit with.	When engaging with universities or taking part in careers events, discuss the importance we place on diversity and always bring diverse representatives from Record. When recruiting with agencies, discuss the aim to see a diverse range of applications in the initial job spec discussion and ask them to provide us with diversity data so we can measure and track diversity of CVs we are provided.
Continue to measure diversity of applicant pools.	Measure gender and ethnicity breakdown of applicant pool to assess whether group is representative on an annual basis.

Diversity in progression and development

Identify and break down barriers to progression, ensuring everyone receives equal opportunities to fulfil their potential.

Objective	Action
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Gain deeper understanding of paternity leave up-take and review need to update policy.	Conduct benchmarking analysis on peer company policies and speak to relevant employees to review need to improve Record's paternity leave policy.
Assess inclusive management skills.	Gather feedback from employees on their line managers following the line manager training programme ran in FY23.
Investigate interest in a formal mentoring programme.	Investigate interest in a formal mentoring programme for employees at all levels. Actions then implemented as determined through assessment.
<h2>Sustainability and accountability</h2> <p><i>Embed inclusion and diversity in Record's culture, and equip leaders with the ability to manage diversity and be accountable for the results.</i></p>	
Action	Objective
Monitor and publish progress against inclusion and diversity goals outlined in this plan.	Continue to report annually on progress towards action plan objectives in the sustainability report.
	Measure gender and ethnicity in starters, leavers, promotions each year end and share analysis with Senior Sustainability Office and Record plc Board.
Utilise memberships with organisations who provide resources and tools to help companies reach inclusion and diversity goals.	Network with SME firms who are Diversity Project members to collaborate on events/initiatives and share ideas, thoughts and recommendations to support each other through challenges faced by smaller companies.
Encourage engagement with Inclusion and Diversity (I&D) Network.	Ensure there is always an inclusion and diversity element in all company engagement surveys.
	Collaborate with colleagues outside of the I&D Network by gathering personal insights and creating content to showcase our diverse experiences within the organisation. Also collect feedback from employees after events.
	Get members of Senior Sustainability Office to promote, attend and play active role in I&D Network events.
Communicate effectively and frequently to the company the importance we place on inclusion and diversity our action plan.	Follow communication strategy outlined in this action plan.

Communication channels and strategy

Internal communication

- A link to our action plan will be included in our new joiner induction packs and will be discussed during employee HR and sustainability inductions.
- We will publicise the action plan on our company intranet and HR system.
- The Inclusion and Diversity Network will communicate our action plan across the business through initiatives and social events.

- All personnel involved in the recruitment, screening, selection, promotions, and related processes will be made aware of our inclusion and diversity goals.
- We will communicate progress towards our short-term objectives in updates to Senior Sustainability Office and the Board.

External communication

- We will publicise a version of our action plan on our website and in our sustainability reports.
- We will report on progress against our action plan objectives in our sustainability reports.
- When using recruiting sources, we will notify them of the company's action plan, stipulating that these sources actively recruit and refer diverse candidates for all positions listed.
- When attending careers events at schools, colleges and universities, we will bring a diverse group of company representatives and we will communicate the existence of our action plan.



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Deliver

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