**Checklist: DOs and DON’Ts to ensure Equality**



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| **Equality in Recruitment** |
| **Do….**  | **Checkbox Ticked with solid fill** |
| Include a statement that you are an “Equal Opportunity Employer” on job advertisements and application forms |  |
| Establish clear selection criteria prior to screening CVs and applications |  |
| Ensure you have a recruitment policy and equal opportunities policy |  |
| Ask all candidates the same questions in interview and screening processes |  |
| Establish a clear scoring system for the interview, with consistent and objective criteria |  |
| Establish how long you will retain candidate data and retain the information necessary to defend any future claim |  |
| **Don’t…..** | **Checkbox Ticked with solid fill** |
| Do not use language which could be interpreted as discriminatory in the job advert |  |
| Do not ask for information such as age, gender, race, religion etc. on your application form |  |
| Do not ask discriminatory questions (i.e., any question related to the nine grounds) for example: How old are you?, Do you have children?. **This includes small talk pre and post interview.** Questions should be based on competencies associated with the job |  |
| Do not take any notes that could be deemed discriminatory or biased in the recruitment and selection process as any notes must be available in the event of a candidate GDPR query, or a WRC investigation |  |
| **Equality in Everyday Employment** |
| **Do….**  | **Checkbox Ticked with solid fill** |
| Ensure you have a Dignity & Respect Policy.  |  |
| Provide Dignity & Respect training to all staff. |  |
| Appoint a contact person for Dignity & Respect. |  |
| Where possible, appoint a “Senior Champion” to advocate for a diverse workplace, free from discrimination, harassment, sexual harassment and bullying.  |  |
| Ensure you have a Diversity & Inclusion Policy  |  |
| Attempt to be aware of your unconscious bias  |  |
| Treat employees equally in all circumstances  |  |
| Ensure where there is differing terms and conditions among employees, these differing terms exist for legitimate reasons and not reasons that are linked to an equality ground.  |  |
| **Equality in Retirement** |
| **Do….**  | **Checkbox Ticked with solid fill** |
| Set out the retirement age in the employment contract.  |  |
| Look at requests to work beyond retirement age on an individual basis.  |  |
| Ensure that the retirement age is objectively justified by a legitimate aim  |  |
| Ensure the means of achieving that aim are appropriate and necessary |  |
| **Don’t…..** | **Checkbox Ticked with solid fill** |
| Do not dismiss employees’ requests to work beyond retirement age  |  |
| Do not enforce retirement where it is not objectively justified by a legitimate aim |  |