

INCLUSION AND DIVERSITY ACTION PLAN

APRIL 2022 – MARCH 2023

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 progress and report on progress towards quarterly.

LONG TERM COMMITMENTS

1. Workplace inclusion – foster a culture that encourages collaboration, flexibility and fairness.
2. Diversity in recruitment – recruit from a diverse group of candidates.
3. Diversity in development & progression – identify and breakdown barriers to progression, ensuring everyone receives equal opportunities to fulfil their potential.
4. Sustainability and accountability – embed diversity and inclusion in Record's culture, and equip leaders with the ability to manage diversity and be accountable for the results.

SHORT TERM OBJECTIVES

Workplace Inclusion

- Promote inclusion before diversity, ensuring initiatives take an inclusion-first approach.
- Promote inclusive training, events and activities.
- Assess our ability to implement an inclusive public holiday policy.
- Expand initiatives to support other underrepresented groups, ensuring our focus is wider than only gender and ethnicity.
- Ensure inclusion and diversity-related policies are being implemented effectively.

Diversity in recruitment

- Communicate our goal to increase diversity in recruitment to any agency or university we recruit with.
- Where possible, post job adverts with organisations who aim to encourage diversity in talent pools.
- Continue to measure diversity of applicant pools.

Diversity in development and progression

- Investigate whether any coaching/mentoring/training needs to be implemented to support progression within the company.

Sustainability and accountability

- Communicate effectively and frequently to the company the importance we place on inclusion and diversity, as well as the existence of our action plan.
- Encourage accountability for diversity at the top.
- Utilise memberships with organisations who provide resources and tools to help companies reach inclusion and diversity goals.
- Monitor and publish progress towards the 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 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.
- Communicate at least annually to employees the existence of our action plan.
- All personnel involved in the recruitment, screening, selection, promotions, and related processes will be made aware of our diversity goals to ensure we stay committed to meeting them.
- 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 discuss progress towards 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.