

## Equality and Diversity Awareness in the Bury/Bolton Area

### Introduction

Bury EST have been awarded a grant from the European Social Fund to develop good practice in the area of Equal Opportunities/Diversity amongst the employers in the Bury region. This survey represents an initial diagnosis of general employer awareness of equal opportunity issues. We would be very grateful if you would take the time to fill it in.

This survey asks questions about diversity and equal opportunities by which we mean the employment of groups such as women, ethnic minorities, disabled people, older workers and others that can be overlooked for employment opportunities.

### About your Organisation

**1 What is the total size of your business/organisation?** (Number of full time equivalent employees where two part-timers equal on full-timer)

1-20  51-100  201-500   
21-50  101-200  501+

**2. Is your organisation:**

Private sector  Public sector  Voluntary sector

**3. What is your principle business/activity?** (Please tick one)

Agriculture, forestry, fishing	<input type="checkbox"/>	Health	<input type="checkbox"/>
Energy and water supply	<input type="checkbox"/>	Education	<input type="checkbox"/>
Mining, other mineral ore extraction	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Metal goods, engineering, vehicles	<input type="checkbox"/>	Transport, communication	<input type="checkbox"/>
Other manufacturing	<input type="checkbox"/>	Public administration	<input type="checkbox"/>
Distribution, hotels, catering	<input type="checkbox"/>	Local government	<input type="checkbox"/>
Banking, finance, insurance	<input type="checkbox"/>	Retail	<input type="checkbox"/>
Other services (please state) _____			

**4. Where are the primary operations based within your organisation?**

Bury  Bolton  Other

### The Level of Personnel Expertise within your Organisation

1. Does your organization employ a dedicated Personnel professional(s)? (i.e. <u>only</u> carries out personnel related work).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have any members of your organisation had any specialist Personnel training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are any of your employees CIPD (Chartered Institute of Personnel Development) qualified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Good Practices

**1. Has your organisation ever:** (Please tick as many as are relevant. If initiatives are planned please indicate with an asterisk)

Installed specialist facilities for diverse groups   
Adapted existing policies (e.g. time off) to meet the needs of diverse groups

- Allowed more flexibility in working hours
- Allowed more flexibility in jobs, tasks and duties
- Examined your salary arrangements for potential discrimination
- Closely examined your job criteria to ensure you are not discriminating in selection decisions
- Made sure you are not overstating your job requirements (e.g. overstating qualifications)
- Changed a job description to suit an applicant with special requirements
- Contacted Bury EST for advice/placement

**2. Does your organisation:** *(Please tick or asterisk if planned as many as are relevant)*

- Have a written equal opportunities/diversity policy
- Have a written harassment policy
- Strictly discipline offenders of the harassment policy
- Set targets for the recruitment of diverse groups
- Place recruitment adverts in places/formats where they will be accessible to diverse groups
- Include an equal opportunity/diversity statement on your advertising literature
- Send out standard application forms for positions
- Have two or more interviewers on every interview panel
- Offer unpaid placements to applicants from diverse groups
- Monitor your workforce for diverse groups
- Encourage job sharing/part time working
- Offer pro-rata pay and holidays to part time workers
- Run equal opportunities/diversity training for managers
- Train interviewers in equal opportunity awareness
- Run any special training sessions for diverse groups (e.g. women only)
- Regularly find out about the changes to equality legislation
- Ensure that you are complying with the relevant equality legislation

**About You**

**1. How far would you agree with the following statements?** *(Please circle as many as are relevant)*

	Strongly Agree	Agree	Don't know	Disagree	Strongly Disagree
Diverse employees can more accurately identify the needs of our customers	1	2	3	4	5
Diverse employees can be valuable because they have a wide variety of skills	1	2	3	4	5
Diverse employees can be valuable as they offer wider recruitment opportunities	1	2	3	4	5
Diverse employees can keep us on the right side of equal opportunities legislation	1	2	3	4	5
Diverse employees can enhance innovation with fresh ideas	1	2	3	4	5
Diverse employees make teamworking a richer experience	1	2	3	4	5
Diverse employees improve the public image of our organisation	1	2	3	4	5
Diverse employees can improve internal morale	1	2	3	4	5
Employing people from diverse groups is important to my business	1	2	3	4	5
We do not have enough time to think about employing diverse groups	1	2	3	4	5
We do not have enough money to think about employing diverse groups	1	2	3	4	5
I feel I don't know enough about equality and diversity issues	1	2	3	4	5
I am wary of upsetting the balance of the workforce	1	2	3	4	5
Our workforce is naturally diverse without the need to think about diversity	1	2	3	4	5
I cannot see how diversity would benefit my organisation	1	2	3	4	5
Diversity and equal opportunities is only driven by political correctness	1	2	3	4	5
I would like to learn more about the benefits of equality/diversity in the workplace	1	2	3	4	5

**Please feel free to comment on the above questionnaire or on any other diversity/equal opportunity issues.**

**Thank you for taking the time to complete this questionnaire.**