



**DEI BUSINESS AUDIT TOOLKIT**

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**HALZAK**

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This document is designed to help you benchmark your organisation's recruitment processes. This self-assessment should help identify areas of focus to help your organisation's action plan to achieve good business practices regarding the recruitment process.

## **What does a DEI Audit do?**

Conducting a DEI audit will provide you with a starting point. It's important to conduct an audit to understand and measure the success of your DEI efforts. Only then can progress be made.

**Diversity** – This refers to who is represented in the workforce and the presence of differences within a given setting. These differences within the workplace could be Gender Diversity, Age Diversity, Ethnic Diversity, Physical Ability, and Neurodiversity.

**Equity** – This is the process of ensuring that practices and programs are impartial, fair and provide equal possible outcomes for every individual.

**Inclusion** – This is about creating an environment where people feel valued, welcomed, and able to participate.

**We Help Build High Performing, Diverse And Inclusive  
Teams Across The Global Tech Community**

# ABOUT HALZAK

Halzak supports global Tech companies to create a more diverse and inclusive workplace. As an ethical recruitment partner we do things differently, our processes are led by inclusive and fair selection practices enabling us to bring the right talent to your business.

We are a new generation of recruiters focused on adding value by providing an honest and transparent service. We have no hidden agendas our goal is to help you achieve yours. Our approach is focused on ethical and fair selection policies to ensure everyone has an equitable chance to succeed.

Halzak is a leading recruitment partner, placing Sales and Engineering professionals across the UK, Europe, and North America. Proud to represent and embrace all, through our fair selection practice with a focus on increasing diverse candidate pools.

## OUR VALUES



### **Customer Success is our Success**

No hidden agendas, our goal is to enable you to achieve yours.



### **Do the right thing**

Honest, transparent, and committed to doing what's best



### **Dedicated**

We get the job done!



### **Specialist**

Sales, Marketing and Technology recruitment

## RAG KEY



We **do not yet meet this principle**. We have little evidence and many actions







We are **doing some things well**, but actions remain to fully meet this principle.





There is a lot of evidence, both in processes and in practice, for us to feel confident that we **fully meet this principle**.

Principle	Questions	Typical Evidence	RAG	Action Plan
<p><b>DEI Company Vision</b></p> <p>We have a clear DEI company vision that is understood by all workers and a strategic priority</p>	<ol style="list-style-type: none"> <li>1. DEI is central to our Vision, mission, and values?</li> <li>2. Do all workers know what the current company vision and goals are?</li> <li>3. Are your DEI goals shared with everyone across the organisation?</li> <li>4. Do your values align with the inclusive workplace you are looking to create?</li> <li>5. Does your company have an DEI strategy that articulates its starting point and goals to be achieved and by when?</li> <li>6. What DEI data does your organisation collect?</li> </ol>	<ul style="list-style-type: none"> <li>• All employees in the business can articulate the company's vision and goals</li> <li>• Clear vision of what DEI success looks like in your company</li> <li>• Understood what measures are important to your company (quantitative and qualitative)</li> <li>• Tracking of these measures</li> <li>• A plan is in place with internal owners</li> <li>• It's lived from the top down and bottom-up</li> <li>• Communication plan with regular follow-up and feedback sessions</li> </ul>		

Principle	Questions	Typical Evidence	RAG	Action Plan
<p><b>Diversity &amp; Inclusion Recruitment plan</b></p> <p>We are fair, compliant, and ethical in our resource planning and recruitment procedures, with specific regard to actively promoting and implementing diversity and inclusion within the workplace</p>	<ol style="list-style-type: none"> <li>1. Do we have relevant policies and procedures in place to ensure we are doing everything we can on diversity and inclusion in the recruitment process?</li> <li>2. Do we have a robust resource planning system across the organisation for different types of staff ie Executive, Managerial and Front-line staff?</li> <li>3. Do we have processes that encourage people from under-represented groups to apply for jobs at our organisation?</li> <li>4. Are we using a variety of recruitment channels to avoid like-for-like hires? Eg Staff referral</li> <li>5. Do we have diverse talent as part of our decision-making process?</li> </ol>	<ul style="list-style-type: none"> <li>• Talent Pipelines for key roles and effective forecasting of resource requirements</li> <li>• Diversity &amp; Inclusion Policy with procedures that can be used by all those across the recruitment process.</li> <li>• D&amp;I goals are part of your business targets</li> <li>• Objectively defined roles based on skills and attributes that are unbiased and gender-neutral</li> <li>• Management &amp; training around diversity &amp; unconscious bias</li> <li>• Impartial selection including name-blind CVs</li> <li>• Outreach work with schools, colleges, and universities / mentoring underrepresented groups</li> <li>• Use data to track diversity levels at each stage of the recruitment process with evidence that progress has been made.</li> </ul>		
<p><b>Equal Treatment</b></p> <p>We evidence good recruitment practices and apply this equally to all workers (Temps, Contractors, Fixed term, flexible, part-time and permanent.</p>	<ol style="list-style-type: none"> <li>1. Do we engage people in any of these different modes of employment?</li> <li>2. Do we have a robust attraction and selection process for each of the different employment models?</li> <li>3. Are all types of workers supported with professional development?</li> </ol>	<ul style="list-style-type: none"> <li>• Management information around numbers of staff engaged in different modes of employment</li> <li>• Documented recruitment processes and checklists for all types of roles</li> <li>• Organisation structures and pay + benefits are fair and equal across different types of roles and types of workers</li> <li>• Uniform application of principles and equal treatment for external and internal hires</li> <li>• We have measures in place to evaluate feedback and satisfaction of all workers</li> </ul>		

Principle	Questions	Typical Evidence	RAG	Action Plan
<p><b>Candidate Experience</b></p> <p>We deliver a high standard of candidate experience with ongoing communication during the recruitment process including 2-way feedback for all interviewed</p>	<ol style="list-style-type: none"> <li>1. How good are we at communicating with candidates during the recruitment process?</li> <li>2. Do we provide 2-way feedback on every candidate that is interviewed?</li> <li>3. Do we regularly ask applications for feedback on the candidate experience and act on this feedback?</li> <li>4. Do EDI network groups exist in your workplace?</li> </ol>	<ul style="list-style-type: none"> <li>• Candidate experience is mapped and regularly reviewed</li> <li>• Evidence is available on feedback. There is evidence of feedback proceed to all interviewed</li> <li>• Evidence of how we request feedback from applicants and evidence of how this information has been used to improve the candidate journey</li> </ul>		
<p><b>Flexible Work</b></p> <p>We offer flexible working arrangements and adaptive working practices, wherever possible, as a way of boosting inclusion and attracting talent.</p>	<ol style="list-style-type: none"> <li>1. Do you have a flexible working arrangement available for all relevant jobs?</li> <li>2. Do all workers in defined jobs have the same access to flexible work arrangements?</li> <li>3. Does a flexible work policy exist with clear scope?</li> </ol>	<ul style="list-style-type: none"> <li>• Evidence of employees at all levels with flexible work practices</li> <li>• Evidence of flexible work polices shared in job adverts and job descriptions</li> <li>• Shared success stories</li> </ul>		

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<p><b>Recruitment Partners</b></p> <p>We ask that our external recruitment providers demonstrate a commitment to good recruitment practices with fair selection processes.</p>	<ol style="list-style-type: none"> <li>1. Do we ask existing and new recruitment partners what their approach is regarding fair selection?</li> <li>2. Does your recruitment partners add value or offer free resources to support your DEI goals?</li> <li>3. Does your recruitment partner have a mission that focuses on DEI?</li> </ol>	<ul style="list-style-type: none"> <li>• Able to provide diverse candidate shortlist</li> <li>• Offer free resources focused on DEI inactivates</li> <li>• Passionate about solving DEI problems within their industry</li> <li>• They are passionate about your DEI goals and keen to support these</li> </ul>		
<p><b>Constant Improvement</b></p> <p>We regularly review our recruitment procedures with feedback from candidates (those appointed and not appointed) and keep up-to-date with new recruitment resourcing approaches.</p>	<ol style="list-style-type: none"> <li>1. Do leaders in your organisation exemplify/model good DEI practices?</li> <li>2. How actively does your organisation challenge and breach to its vision for equality, diversity, and inclusion?</li> <li>3. What are the DEI success stories for your organisation? Do you seek them out, utilise them to improve, and celebrate them?</li> <li>4. Is DEI training in place for all staff? Is it mandatory for all to attend?</li> </ol>	<ul style="list-style-type: none"> <li>• Regular focus groups – typically quarterly</li> <li>• Regular communication on progress against goals</li> <li>• Annual review and refresh of the overall DEI plan</li> <li>• DEI is part of the company board meetings where success, initiatives and actions are reported</li> </ul>		



# Diversity and Inclusion Partnership

***Companies are 33% more likely to see top-of-their-sector profitability if they have culturally & ethnically diverse teams Mckinsley***

A diverse and inclusive workforce not only brings differing approaches and perspectives but is proven to give greater employee engagement, increase innovation and boost business profitability.

Organizations with this kind of workforce are better able to understand the market they serve, identify the pain points of their target demographic, and develop opportunities to address those issues.

Diversity, Equity, and Inclusion are a business must. While employers are adopting plans, many targets set are not being consistently met.

As an inclusive recruitment partner, Halzak is a firm believer that ***we must be the change you want to see***, and proudly support companies to impact diversity in the workplace through DEI business audits and our talent attraction strategies focused on identifying and removing bias and Fair Selection processes.

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