**Equal Opportunities Monitoring Form**

The Institution of Environmental Sciences (IES) prides itself on being an equal opportunities employer. To monitor the effectiveness of our advertising strategies and recruitment programmes, ensuring they are open to all sections of the community, we have designed this Equal Opportunities Monitoring Form with the intention of having a separate, confidential record about the vacancy you applied for and information about protected characteristics within the Equality Act 2010.

To assist us in this, it would be helpful if you could take the time to complete this questionnaire. Responses will be viewed anonymously and will not in any way affect your application. The IES assures you that any information you provide here will only be used to monitor the effectiveness of our policies. We will take steps to ensure this information remains confidential to a limited number of staff and any recruitment company we employ to assist us with the appointment.

**What is monitoring?**

To put it simply, monitoring comprises a two-stage process – data collection and analysis. The first step requires us to gather information on the characteristics of our members, service users and workforce, including staff, recruits and committees, to benchmark and track performance. The second step allows us to informedly augment our activities and give the collection meaning. Overall, it allows us to better understand the audiences we serve and intelligently respond to issues that affect them.

**Why monitor?**

The only way we can determine whether our equal opportunity and diversity policies are working is by monitoring and benchmarking against relevant groups such as national and London standards. Without quantifying the efficacy of these policies, even the best of intentions may remain just that, intentions unmet.

Monitoring provides organisations with the insight to identify key areas of strength and vulnerability, and to analyse how policies, practices and procedures may affect different communities. Through careful analysis, it is possible to detect unperceived inequalities, therefore finding cause to investigate underlying triggers to underrepresentation, and target appropriate resources and support.

With continual monitoring, we can begin to compile trend data to deduce whether our actions have had any measurable impact. These trends can also better inform future planning and policymaking.

**How are data stored?**

All data collected within this survey will be stored in compliance with the Data Protection Act, and will only be accessible by limited, authorised personnel. Your data will never, under any circumstances, be passed on to a third party in a way which enables you to be identified. Responses to this survey are stored anonymously and may be statistically reported on as a depersonalised, aggregated dataset.

**Is participation mandatory?**

No. We are sensitive and considerate to the fact that some people would rather not complete diversity forms, potentially through fear that information will be misused or because questions are highly personal. We wish to assure you that you are not obligated to answer any of these questions, and that each section allows you to skip without answering. Participation in is entirely voluntary and those who do not wish to participate will not be discriminated against. We do, however, ask that as many people as possible agree to help us measure diversity and evaluate the efficacy of our policies as the quality of monitoring is only as good as the quality of the data.

## Monitoring Ethnicity

The IES has a duty to monitor the ethnicities of its job applicants and benchmark against relevant populaces. This will enable us to evaluate discrepancies and refocus resources to better serve underrepresented communities. The collection of ethnicity data can be challenging due to the subjective, multi-faceted and nuanced classification of what constitutes an ‘ethnic group’. We have categorised ethnicity in line with the 2011 Census (UK), therefore encouraging individuals to self-classify their ethnic identity. If your ethnicity is not listed here, please specify as appropriate. You are welcome to skip this question by selecting ‘Prefer not to say’.

#### How would you describe your ethnicity?

Choose ONE section from A to F, and then tick the appropriate box

**Asian/Asian British:**

A [ ]  Asian or Asian British

 [ ]  Bangladeshi

 [ ]  Chinese

 [ ]  Indian

 [ ]  Pakistani

 [ ]  Any other Asian background, please state: .......................

**Black/African/Caribbean/Black British:**

B [ ]  Black or Black British

 [ ]  African

 [ ]  Caribbean

 [ ]  Any other Black background, please state: .......................

**Mixed/Multiple Ethnic Groups:**

C [ ]  Mixed Heritage

 [ ]  White and Asian

 [ ]  White and Black African

 [ ]  White and Black Caribbean

 [ ]  Any other Mixed background, please state: ......................

**White:**

D [ ]  British

 [ ]  Irish

 [ ]  Gypsy or Irish Traveller

 [ ]  Any other White background, please state: ......................

**Other Ethnic Group:**

E [ ]  Arab

 [ ]  Any other ethnic background, please state: ......................

**Skip this question:**

F [ ]  Prefer not to say

## Disability monitoring

The IES monitors the disabilities of its recruits to ensure that disabled people are not disproportionally excluded from participating in employment at the Institution. This will inform us to whether it is necessary to target resources to combat discrimination. The information in this form is for monitoring purposes only. If you believe you need a reasonable adjustment, then please discuss this with the hiring manager. Under the UK Equality Act 2010, you are disabled if you have a physical or mental impairment that has a ‘substantial’ and ‘long-term’ negative effect on your ability to do ‘normal daily activities’, where:

* ‘substantial’ is more than minor or trivial
* ‘long-term’ means 12 months or longer
* ‘normal daily activities’ include everyday tasks such as eating, washing, walking, or shopping

Disabilities may include, but are not limited to, one or a combination of the following: hearing impairment; learning disability; cognitive difference or neurodiversity; long-standing illness or health condition; mental health condition; physical or mobility impairment; or visual impairment. You will not be required to specify the nature of your disability/disabilities in this form, however, if wish to discuss this with the IES Office, please contact the Diversity and Inclusion Officer.

####  Do you consider yourself to have a disability or a long-term health condition?

[ ]  Yes [ ]  No [ ]  Prefer not to say

#### If you have answered yes, please indicate your disability or long-term health condition. If you experience more than one type of disability or condition, please tick all that apply. If your disability/disabilities do not fit within these categories, please mark Other and specify.[ ]  Physical/mobility impairment, such as a difficult using your arms or mobility issues which require you to use a wheelchair or crutches

#### [ ]  Visual impairment, such as being blind or having a serious visual impairment

#### [ ]  Hearing impairment, such as being deaf or having a serious hearing impairment

#### [ ]  Mental health condition, such as depression or schizophrenia

#### [ ]  Learning disability/difficulty, such as Down’s syndrome or dyslexia or a cognitive difference or neurodiversity such as autism spectrum disorder or ADHD

#### [ ]  Long-standing illness or health condition, such as cancer, HIV, diabetes, chronic heart disease or epilepsy

#### [ ]  Other, please state: ......................

#### [ ]  Prefer not to say

## Gender monitoring

The IES is responsible for monitoring gender to assess whether there is underrepresentation within recruitment and, if so, augment practices accordingly. We recognise that gender is a spectrum and have tried to list sufficient options to reflect this. However, if your gender has not been listed here, please use the ‘Prefer to self-describe’ option to specify. You are welcome to skip this question by selecting ‘Prefer not to say’.

#### What gender do you identify with:

[ ]  Male

[ ]  Female

[ ]  Non-binary

[ ]  Prefer to self-describe: ......................

[ ]  Prefer not to say

#### Is the gender you identify with the same as your gender registered at birth?

[ ]  Yes

[ ]  No

[ ]  Prefer not to say

## Sexual orientation

The IES seeks to become an exemplar employer, ensuring processes and practices are fair to all applicants. Monitoring sexual orientation allows us to measure success in eradicating homophobia, biphobia and other discrimination on the grounds of sexual orientation within the Institution. Additionally, it is a significant step towards acknowledging the representation of, and potential barriers faced by, the LGBQAP+ (non-heterosexual) community during recruitment, enabling us to assess whether our equal opportunity and diversity policies are sufficient and effective.

We recognise that the monitoring of sexual orientation can be contentious due to differing political and legal statuses of individuals’ rights across the world. Not to mention, the question itself is highly personal, and may be inappropriate to answer in a professional context. Therefore, you are under no obligation to respond to this monitoring question and can skip the question by selecting ‘Prefer not to say’.

#### What is your sexual orientation?

[ ]  Asexual

[ ]  Bisexual

[ ]  Gay / Lesbian

[ ]  Heterosexual / Straight

[ ]  Pansexual

[ ]  Prefer to self-describe: ......................

[ ]  Prefer not to say

## Age monitoring

We all have an age. Age discrimination regulations in the workplace are designed to ensure that you are judged only by your abilities and not your age. Greater experience may not always associate itself with greater ability, and similarly older age may not equate to an inability to learn new skills. By monitoring age, we seek to uncover these and other assumptions in our recruitment processes.

What age group do you fall into?

[ ]  17 and under [ ]  18-24 [ ]  25-34 [ ]  35-44 [ ]  45-54 [ ]  55-64 [ ]  65 and over [ ]  Prefer not to say

## Religion and belief

Whether or not you have a religion, and what you do or do not believe, is likely to make difference to you and your perception of the world. Whilst we have no legal obligation to monitor religious belief, we believe that doing so enables us to gain a clearer picture of whether any of our policies adversely impact certain communities. The IES is committed to ensuring fairness and equal access to all, irrespective of their beliefs.

Below is an alphabetical list of religions commonly found in the UK. We acknowledge the list is non-exhaustive. If not listed, please select ‘Other’ and specify. You can skip this question by selecting ‘Prefer not to say’.

#### Please tick the box that best describes you:

[ ]  Buddhist

[ ]  Christian

[ ]  Hindu

[ ]  Jewish

[ ]  Muslim

[ ]  Sikh

[ ]  Other Religion, Belief or Practice (please state) ............................

[ ]  No Religion

[ ]  Prefer not to say