

DIVERSITY AND INCLUSION ACTION PLAN

APRIL 2021 – MARCH 2022

This document sets out our long term diversity and inclusion 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 that under each goal, which we will review progress against and update quarterly.

LONG TERM COMMITMENTS

1. Diversity in recruitment – recruit from a diverse group of candidates.
2. Diversity in development & progression – identify and breakdown barriers to progression, ensuring everyone receives equal opportunities to fulfil their potential.
3. Workplace inclusion – foster a culture that encourages collaboration, flexibility and fairness.
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

Diversity in recruitment

- Communicate our goal to increase diversity in recruitment to any agency or university we regularly recruit with.
- Review job adverts to ensure they are gender-neutral, non-discriminatory and encourage diversity of applications.
- 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 there are any internal barriers to progression.
- Investigate the skills and competencies required of employees at Associate Director and Director level. Use this to assess the need for a training programme. The training programme should be available to all employees at Associate Director level, with women specifically encouraged to attend.

Workplace Inclusion

- Promote inclusive training, events and activities.
- Measure company inclusivity.
- Review policies and assess whether they are being implemented correctly by those responsible for them.

Sustainability and accountability

- Communicate effectively and frequently to the company the importance we place on diversity and inclusion and our action plan.
- Encourage accountability for diversity at the top.
- Utilise memberships with organisations who provide resources and tools to help companies reach diversity goals.

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 Gender Equality and the Ethnic Diversity networks will help communicate our action plan across the business through information and social events. We will continue to review interest for other affinity networks, such as an LGBTQ+ or disability network.

- 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 quarterly reports to the Senior Sustainability Office and Executive Committee.

External Communication

- We will publicise a version of our action plan on our website and in our sustainability report.
- We will discuss progress towards our action plan objectives in our annual report and sustainability report.
- 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.