Toolkit

Understanding Equality, Diversity & Inclusion

subscribetoinclusion.com

hello@subscribetoinclusion.com

SUBSCRIBE TO

INCLUSION

Guidelines

Welcome to your Understanding ED&I Toolkit.

What is a Toolkit?
A set of practical activities and conversation starters to facilitate with your team to keep important topics on the agenda.

How many colleagues could you train at one time?
Ideally groups of 2 - 15 learners, although many activities can be adapted for one-to-ones too.

When can you run the session?
As part of formal training session, during a team meeting, induction, or one-to-one development.

Where can you hold the training?
Online using a platform that has breakout room capability, in a training room, in the office, or on-the-job.

Who could attend these sessions?
Content is suitable for use with colleagues from any function or level, including new starters.

How long do I need?
Activities are typically 20-60 minutes duration.

Can I customise the content?
You can easily relate the learning to your own organisation's policies, processes, and guidance, as appropriate. An action planning sheet has been included to help learners record at least three role-specific actions at the end of every session.

Preparation

Before running a session...

Prepare:

- Familiarise with the session's objectives, topics, and materials. Ensure you understand the learning outcomes and feel comfortable to guide the discussion.
- Collect any necessary materials, such as slides, handouts, or video content or tech.
- Consider potential questions that might arise during the session and digest the supporting information included in the toolkit.

Communicate:

- Reach out ahead of the session to let your team know what topics you intend to discuss, giving them an opportunity to ask questions or share any concerns.
- Optionally you can share the activity links with people beforehand so they can familiarise with the topic ahead of time.

Position:

- Ensure all participants know the role they play in creating a ‘safe space’ (respectful, non-judgmental and confidential) for everyone to share thoughts and feelings and to learn together.
- Create an opportunity for individuals to reach out following the session to ask questions or share thoughts privately if preferred.

ACTIVITY #1
DEFINING EQUALITY, DIVERSITY & INCLUSION

Follow the instructions on the next page →

Clarify the distinctions between equality, diversity, and inclusion. Emphasise that while related, these terms address different aspects: equality deals with fairness, diversity involves acknowledging differences, and inclusion focuses on creating a sense of belonging for all.

Encourage participants to reflect on how these concepts apply in their personal and professional lives. Discuss examples of both positive and negative experiences related to equality, diversity, and inclusion.

Finish the session by asking each participant to complete the 'Action Planning' sheet - pledging at least one thing they will stop doing; one thing they will start doing; and one thing they will do differently.

Instructions

20-30 min activity

Let's get started...

Explain to participants that they are going to check their understanding of key concepts related to equality, diversity, and inclusion, emphasising that these concepts play a crucial role in creating inclusive and equitable environments. Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:

1

Divide the group into three small groups, ensuring there is access to flipchart paper and markers.

Assign a topic to each group:
Group one: Equality
Group two: Diversity
Group three: Inclusion

2

Instruct each group to discuss and define the assigned topic. Encourage them to consider various perspectives and interpretations.

3

Ask the participants to note down their definitions and key points on the flipchart paper. Allow up to 10 minutes for this (wrap up sooner if people seem to be finished.)

4

Ask each group to share their definitions and key points.

Facilitate a brief discussion to explore different understandings and insights.

Encourage participants to think critically and reflect on how these concepts apply to real-life situations.

Tip: Use the provided definitions on page 6 and 7 to guide the discussion without sharing them with participants yet.

Definitions

Equality and Equity

Equality means ensuring that everyone has the same opportunities and resources. It is governed by a legal framework to protect the rights of individuals and advance equality of opportunity for all (which means there are legal consequences if we get it wrong).

Equity is about fairness and justice in treatment, outcomes, and opportunities. It acknowledges that different people have different circumstances and allocates the resources and opportunities needed to reach an equal outcome. Equity focuses on achieving fairness and justice by recognising and addressing inequality.

Equity is not just about legal compliance but about going beyond this to ensure that everyone can achieve their potential, no matter what their background or circumstances are.

The Equality Act 2010

Came into force on 1st October 2010.

Brings together over 116 separate pieces of legislation into one single Act that provides a legal framework to protect the rights of individuals and advance equality of opportunity for all.

It provides Britain with a discrimination law which protects people from unfair treatment and encourages a fair and more equal society.

It is against the law to discriminate against someone because of a protected characteristic. There are 9 protected characteristics – these are:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnership
5. Race
6. Religion or Belief
7. Sex
8. Sexual Orientation
9. Pregnancy and Maternity

Definitions

Diversity

Diversity is about difference.

Valuing diversity is about celebrating the differences between us including the variety of perspectives all employees and customers bring to the workplace.

Inclusion

Inclusion is about taking positive actions to include people in all sections of society, for example, when planning and making decisions.

It’s about engaging the uniqueness of talents, beliefs, backgrounds, and capabilities of individuals/groups when joined in a common purpose.

Inclusion is engaging differences to create a culture of belonging in which people are valued respected.

ACTIVITY #2

DEFINING EQUALITY, DIVERSITY & INCLUSION QUIZ

SHARE

Follow the instructions on the next page →

Instructions

20-30 min activity

Let's get started...

Explain to participants that this quiz is designed to check understanding and provide additional insights into what is meant by equality, diversity, and inclusion. Introduce this session with these step-by-step instructions before circulating the link to the activity on the following page:

1

Ask the delegates to re-group in teams of 2 or 3 and circulate the quiz to them.

(The quiz can be found in the activity link /QR code on page 8 for easy sharing with the group.)

2

Instruct the groups to collaboratively discuss and answer the questions.

Encourage them to draw upon their understanding from earlier discussions and share diverse perspectives.

3

After 10 minutes, gather the group together and read out each quiz question one by one. Ask the group to share their answers and reasoning for each question.

Tip: Add in some friendly competitiveness and award a small 'prize' to the team who got the highest score!

4

Confirm the correct answers using the answer sheet provided on pages 10 and 11.

Facilitate a discussion, encouraging participants to reflect on how the answers align with their own experiences and work environments. Where relevant, relate the answers to your organisation's policies and practices. Discuss how understanding and applying these concepts can contribute to a more inclusive and equitable workplace.

Answers

Let’s find out...

Review each answer with the group.

Question	Answer
1	b. A variety of people from different backgrounds
2	a. To ensure all individuals have access to the same opportunities and are protected from discrimination.
3	c. Protected characteristics.
4	a. Equality means treating everyone the same, while equity means giving everyone what they need to succeed.
5	c. Making decisions based on stereotypes and preconceived notions.
6	a. Small and unintentional actions that may hurt or offend marginalised individuals.
7	a. Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, and Asexual.
8	a. To support and advocate for marginalised groups.
9	a. It recognises that individuals have multiple identities that intersect and impact their experiences and perspectives.
10	b. A generalisation is based on facts, while a stereotype is not based on facts.

Answers

Bonus Question

Here are some actions you can take to be an ally to underrepresented groups in the workplace:

- Learn about the experiences and challenges faced by underrepresented groups. Take the time to read articles, books, and watch videos that provide insight into the issues.
- Ask open questions and be willing to listen to their experiences and perspectives. Seek to understand and empathise with their challenges.
- Use your voice to speak up against discriminatory behaviours, language, or actions. Stand up for colleagues who may not have a voice or feel uncomfortable speaking up.
- Be mindful of the language you use and how it may impact others. Avoid making assumptions or generalisations based on someone's identity or background.
- Use your privilege and influence to advocate for changes that promote equality and inclusion in the workplace. This can include advocating for diverse hiring practices, creating safe spaces for underrepresented groups, and promoting diverse perspectives in decision-making.
- Attend training sessions or workshops that provide insight into the experiences of underrepresented groups, how to be an ally, and how to create an inclusive workplace culture
- Remember, being an ally is an ongoing process that requires continuous learning, self-reflection, and action. It's important to be open to feedback and willing to make changes to improve your allyship.

Supporting Material

subscribetoinclusion.com

hello@subscribetoinclusion.com

SUBSCRIBE TO

INCLUSION

Data and Real-World Examples

In 2011, I&D was non-existent or minimal in 81% of organisations.

In 2021, 100% or organisations surveyed said I&D was on their agenda.

86% said that I&D work by employers is having a positive impact on the wider world.

There’s still a lot more to do

78% of large companies pay men more than women.

69% of women say society expects them to put family ahead of their career.

The employment rate for ethnic minorities is only 62.8% compared with an employment rate for White workers of 75.6%.

35% of LGBT staff hid or disguised that they are LGBT at work in 2018 because they were afraid of discrimination.

Almost 1 in 5 LGBT staff (18%) have been the target of negative comments or conduct from colleagues because they're LGBT.

In 2021, there are only 6 female CEOs of FTSE 100 companies.

Women only make up 17% of the UK IT workforce.

16% of autistic adults are in full-time paid employment and 77% of unemployed autistic adults want employment.

79% of HR directors & managers said that unconscious bias is widespread in areas such as recruitment & promotion.

Your Action Plan

One thing I will stop doing...

One thing I will start doing...

One thing I will do differently...

SUBSCRIBE TO

INCLUSION

subscribetoinclusion.com

hello@subscribetoinclusion.com