

# BRIEFING

## CAPTURING ETHNICITY DATA – WHAT SHOULD EMPLOYERS MONITOR IN TERMS OF ETHNICITY? (BRIEFING 2 OF 3)

The Race at Work Charter has seven commitments. This briefing supports commitment two.

### Capture ethnicity data and publicise progress

Highlighted below are more examples of the benefits of knowing the ethnicity breakdown of your workforce and how it can help you to ensure that your employees are being given fair access to development and opportunity once they join your organisation.

You want to be confident that you understand the ethnic composition of your workforce, to take advantage of the benefits that a diverse workforce offers both the employee and the organisation. So ideally, you should monitor ethnicity and use the data to ask and answer a range of questions at **every stage of the employment cycle including:**

- who applies to join us?
- the profile of the communities in which we operate
- who we eventually hire, and what happens to them?
- all of our recruitment processes, including tests and assessment centres
- appraisals and performance management processes

- position, grade/level and seniority
- responses to our employee opinion or attitude surveys
- how we retain people?
- remuneration, reward and promotion
- who participates in our training and incidents of bullying, harassment and other complaints?

**Please review** [‘Tackling racial harassment and bullying – a toolkit for employers’](#). This publication has been created specifically for employers and is free to download. It can be used by employers as a checklist to ensure there is a clear and transparent process to promote early resolution, if possible, and ensure that employees are supported in any of the following incidents:

- grievances and disciplinary action
- resignations, redundancies, exit interviews
- staff turnover
- development schemes

### How can employers use the information collected through monitoring ethnicity?

- To inform board discussions, general policy-making and action planning.



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- To manage based on fact, rather than perceptions or gut feeling.
- To translate rhetoric and commitment into focused action based on evidence.
- To spot trends and patterns that show where problems and disparities exist early on. This, in turn, can help employers to avoid the costs of expensive litigation and tribunal activity, and the corresponding loss of management time.
- To develop an effective management information system. This will enable managers to manage based on a realistic assessment of where the organisation is at.
- As a fundamental building block and key component of a successful race and diversity programme.

There are three briefings in this **Capturing Ethnicity Data** series. See also:

- **10 reasons to monitor ethnicity**
- **Seven steps to a successful monitoring programme**

BITC's expert Inclusion Advisers provide a range of tailored support to our members, from increasing data declaration rates and analysis, to communicating data externally through our Ethnicity Pay Gap Reporting workshop. In addition to helping our members progress against individual charter commitments, our Inclusion Advisory team can also work with you to embed the commitments as part of a review of your wider Equality, Diversity and Inclusion (EDI) strategy. Contact [advisory@bitc.org.uk](mailto:advisory@bitc.org.uk) to find out more.

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