

# WORKPLACE CULTURE CHECKLIST

## Recruitment

All job vacancies are advertised.	
A variety of advertising methods are used to recruit new staff.	
Job advertisements use gender neutral terms.	
Application forms are used as part of the recruitment process.	
Only information that is relevant to the job is collected on the application form.	
Staff on maternity leave are informed of job vacancies.	

## Interviews

At least two people conduct interviews.	
Records of interviews are kept.	
Where possible, there is a gender balance on interview panels.	
All interview candidates are asked the same questions.	
All interview questions are relevant to the job.	

## Starting pay

There is a policy on starting pay that is consistently applied across the business.	
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## Record keeping

Staff records are kept on all aspects of recruitment, training, promotion, disciplinaries, pay, and absence, and are broken down by gender.	
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## Flexible working

All staff are able to access flexible working arrangements.	
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## Training

Equalities training is delivered to all staff.	
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**Creating a fair, safe and inclusive workplace culture**

There are health and safety and equalities policies in place.

Suitably-fitting PPE is available, where appropriate, for all staff.

Female staff have access to on site facilities such as separate toilets and changing rooms.

Staff are regularly consulted about changes made within the workplace.

Staff are not expected to routinely work late.

The business tries to accommodate staff with caring responsibilities.

Staff are supported to take their full two weeks' paternity leave entitlement.