**Samir Mendhe**

**The Analytical Team**

**Diversity and Inclusion Insights Report**

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| **Perspective** | **Insights** | **Effect in workplace** | **Action needed** |
| Department and Job level employee distribution | Women are more likely recruited into lower paid roles compared to men in job level  **Less than 20%** Women’s are working for upper management job level role like Senior manager, Director and Executive  **Less than 50%** Women’s are working for job level role of senior officer and manager  except Junior officer roles  **Less than 40%** Women’s are working for all department except HR department where 70% women’s are working  **Only 30%** Men’s are in HR department compare to women’s | Bad atmosphere for gender equality  Gender inequality  Gender inequality  Gender inequality  Gender inequality  Gender Inequality | Use experience -based assessment tasks in recruitment for higher level position  Appoint an influential senior individual who cares about equality, diversity and inclusion  Ensure the diversity lead has access to data to ask for more information on why decisions were made and Be enabled to develop and implement diversity strategies and policies  so they can track progress and outcomes. |

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| Promotion opportunity  by department and region | Women are less promoted compared to men  11.19% of male’s and **8.75%** of women’s got promoted in FY 2021  **Only 4.85 % increases** in promotion of women’s  from FY 2020 to FY 2021  **Less than 30%** women’s are promoted from each job level except senior officer job level where around 60% women’s got promotion  **No one** promoted from region other than Europe and Switzerland in years  2020 and 2021 too  **Only 35 % women’s** working in sales and marketing even they have high performance rating score than men’s | Gender inequality  Good for gender equality  Gender inequality  Bad atmosphere for gender quality  Gender inequality | Increase transparency to promotion, pay and reward processes  Include more women  in shortlists for recruitment  and promotions  Offer mentoring, sponsorship and networking programme include with performance self assessment, unconscious bias training, diversity training, and leadership development training |

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| Hiring | **Total 66** employees are hired in 2020  **Only 1** employee is hired from region other than Europe and Switzerland in 2020  **32 Men’s and 34 Women’**s are hired in 2020 | Bad atmosphere for gender equality  Good atmosphere for gender equality | Offer flexible working by default in job adverts  Use skill-based assessment tasks in recruitment  Remove biased language from job adverts with diverse selection panels  Anonymize CVs  Include more women in shortlists for recruitment and promotions  Use targeted referrals with diversity statements  Network with diverse talent hunter for hiring diverse employees |
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| Performance Rating score | Men’s have less average performance rating compare to women’s  Overall average rating for men is 4.1 while 4.2 for women’s  In all department women’s have **less than 50%** performance rating compare to male except sales and marketing  Women’s from elsewhere region has **highest performance rating** score about 2.50 compare to men’s women’s from Europe and Switzerland | Good for gender equality  Bad atmosphere for gender equality  Good progress towards gender equality | * Develop systems that enable employees to be evaluated more than often than once a year. * [Continuous feedback and measurement](https://www.profit.co/blog/performance-management/how-to-implement-a-continuous-performance-management-cycle/) will tend to even out bias and yield more comprehensive views of each employee, irrespective of gender.   Provide employees with self-service access to their current and past performance review information.  [Getting access to their review](https://www.profit.co/blog/performance-management/employee-self-evaluation-templates-examples-and-tips/) not only helps them gauge their performance, but also offers more transparency into the evaluation process. |
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| Employment type | 33 Women’s while 2 men’s are working for part time job  Very less men’s compare to women’s are work as part time job | Seems as only a benefit for women | Encourage and enable men to work flexibly, so that it is not seen as only a benefit for women’s |
| Leave | There are total **47** employees leave in 2020  Around 45% Women’s and 55% Men’s take leaves in FY 2020 |  | Make more transparency in leave policies.  Both men and women’s should have same leaves. |