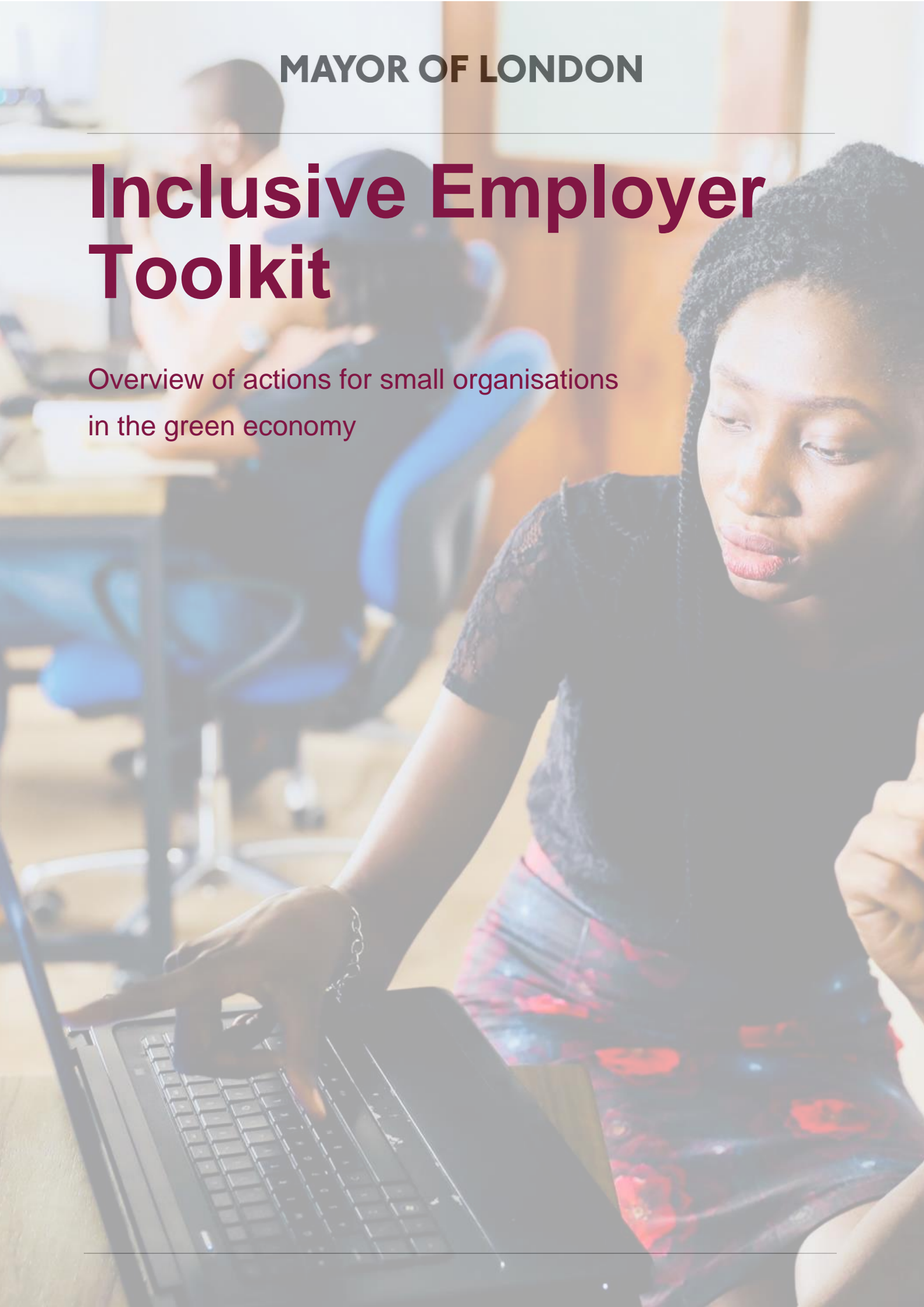


MAYOR OF LONDON

Inclusive Employer Toolkit

Overview of actions for small organisations
in the green economy



Introduction

The Mayor of London has produced this toolkit to help employers make their workplaces more equal and inclusive. The toolkit sets out practical actions which have been developed on the basis of in-depth research into the challenges and opportunities in each industry.

This short document presents an overview of the actions recommended for **small organisations in the green economy**. This overview will help you to assess which actions you are already implementing and which are your next priorities to work on.

How to use this document

Step 1

Review the actions below. Assess your organisation's progress and identify which actions you will prioritise next.

Step 2

Go back to the [online toolkit](#) to explore more detail, case studies and further resources on your priority actions across each of the five areas of the toolkit.

Step 3

Create a checklist of the actions your organisation will focus on in the next 30, 60, 90 days. Use the guidance and resources for each action to create a plan tailored to your organisation.

Actions for small organisations – green economy

| | |
|--------------|-----------------------------------------------------------------------------------|
| Foundational | A priority action, essential to your equality, diversity and inclusion (EDI) work |
| Enhanced | An action that will take your EDI work to the next level |

| Section | Action | Timescale | Priority |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------|--------------|
| Commitment and collaboration | Learn about EDI and how it applies to your sector | Ongoing | Foundational |
| | Collect data on the diversity of your workforce | Annually | Foundational |
| | Embed EDI into your business plan as a strategic priority | 1-3 months | Foundational |
| | Engage with other industry organisations and trade unions to access advice and support on EDI | Ongoing | Enhanced |
| Engagement and recruitment | Build a plan or strategy to attract and recruit diverse talent, such as using minority-focused recruiters | Annually | Foundational |
| | Follow inclusive recruitment best practices | Consistently | Foundational |

| Section | Action | Timescale | Priority |
|--------------------------------------|--------------------------------------------------------------------------------------------------|------------------|-----------------|
| | Ensure all interns and staff are paid at least the London Living Wage (LLW) | Consistently | Foundational |
| | Work with diverse intern, apprenticeship or access partners | Annually | Enhanced |
| Retention and progression | Organise regular check-ins with employees to discuss Individual Development Plans and well-being | Quarterly | Foundational |
| | Publish your organisation's pay scales internally and externally | Annually | Enhanced |
| | Set up mentoring arrangements for employees from underrepresented groups | Annually | Enhanced |
| | Connect existing staff from underrepresented groups to new 'green' job progression opportunities | Ongoing | Enhanced |
| Building an inclusive culture | Ensure your employees have access to (internal or external) HR | Ongoing | Foundational |
| | Discuss EDI and upskill your organisation on EDI best practice | Monthly | Enhanced |
| | Ensure your team and social events are inclusive | Consistently | Enhanced |
| Suppliers | Make a proactive effort to seek out and work with diverse suppliers | Quarterly | Foundational |

Next steps

Once you have identified your priorities from the overview above, go back to [the toolkit menu](#). From there, you can click on the sections of the toolkit to explore more detail, case studies and resources on each action.

You can then begin to assemble or amend your EDI plan, listing your priority actions and steps required to implement them, assign responsibilities and set timescales.

We have provided an EDI action plan template [here](#) in the 'More information' section.

About the toolkits

The Inclusive Employer Toolkits were produced by The Equal Group, data-driven equality, diversity and inclusion (EDI) consultancy. The Equal Group helps organisations across all industries to build more inclusive workplaces by gathering and analysing data.

Other formats and languages

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