



# Catalyst's Diversity and Inclusion Principles for Recruitment

## Our approach

At Catalyst, we have an open, fair, transparent, objective and consistent approach to internal and external recruitment. This is to make sure we select the best people with the right skills, knowledge and abilities.

Our ambition is to work together to promote a more diverse and inclusive environment - a place where we can all be ourselves and succeed on merit. By ensuring an inclusive approach, we are more likely to attract a diverse pool of talent and experience which signals our commitment to celebrate and promote diversity.

In order to deliver on our commitment to diversity and inclusion at Catalyst, we have outlined a series of Diversity & Inclusion Principles that must be adhered to for all recruitment campaigns at Catalyst.

## Our Diversity & Inclusion principles:

### **ALL Candidates will be:**


- Treated fairly, with respect and without discrimination
- Assessed on their knowledge, experience, skills and abilities
- Assessed against our company values and the cultural fit for Catalyst
- Asked to remove their personal data from CVs to enable blind shortlisting
- Asked to complete diversity monitoring information anonymously

### **Hiring managers will be required to:**

- Attend our mandatory Unconscious Bias training session
- Carry out shortlisting and CV scoring with a minimum of one other panel member
- Organise a diverse interview panel for every recruitment campaign
- Ask all candidates a minimum of four value-based interview questions across all interview stages
- Ask an interview question based on Diversity & Inclusion for every role

### **The Recruitment team will:**

- Work with external partners who are committed to diversity and inclusion, to ensure job adverts reach a diverse pool of candidates
- Encourage candidates to remove their personal data from their CVs
- Offer all candidates the option to make reasonable adjustments to the recruitment process

- 
- Review all interview questions to ensure they adhere to our D&I Principles
  - Challenge recruitment decisions that do not reflect Catalyst's commitment to diversity and inclusion
  - Challenge non-diverse interview panels, if required
  - Regularly track and monitor Equal Opportunities data during live recruitment campaigns
  - Provide monthly reports on Equal opportunities data for all closed recruitment campaign

**Catalyst will:**

- Ensure all hiring managers receive unconscious bias and recruitment training
- Regularly review diversity monitoring and equal opportunities data
- Remove blockers to recruiting and promoting diverse talent
- Follow the Rooney Rule<sup>1</sup> for all senior posts (Heads of and above)
- Ensure our hiring process is user friendly and easy to access for both internal and external talent
- Regularly review our recruitment process to ensure it remains equal, fair and consistent

---

<sup>1</sup>Adapted from American football, this is a form of positive action. We recognise that our leadership teams do not reflect our wider workforce or communities, in terms of the representation of women and people from under-represented ethnicities.