

# ACTIVE UK RECRUITMENT MANIFESTO

Active was established on the core principle that innovation, fresh thinking and new ways of operating can come from anywhere and having a diverse team is critical to our success.

We are an equal opportunities employer and positively encourage applications from potential new Activians regardless of sex, race, disability, age, sexual orientation, gender or gender reassignment, religion or belief, marital status, pregnancy, maternity, physical ability or attributes, cognitive processing style, political views and socio-economic background.

This Recruitment Manifesto outlines our commitment to support everyone involved in the recruitment process to be the best they can be. It includes both Active's positive action steps as well as the expectations we have of our recruiting partners.

## Our commitment to clear, fair and kind recruitment practices

- Clearly outline processes and expectations.
- Share accurate job descriptions for each open role.
- Review language in job adverts to support inclusivity.
- Ensure consistent interviews and criteria.
- Flexible with interview plans, where possible.
- Provide valuable feedback in a timely manner, regardless of success in process.
- Share office accessibility information on our website.
- Make reasonable adjustments relevant to candidate needs.
- Elevate experience, market benchmarking and internal role comparison above current or last salary.
- Set appropriate timescales for sourcing candidates.
- Aim for a gender-diverse panel in offer decision making.
- Review our recruiting partner relationships to support our commitment.
- Request anonymous CVs for our managers.
- Educate interviewers on bias and objective decision making.
- Arrange a "get to know you" call for every employee referral.

## What we will not do

- Place the importance of speed above the right candidate.
- Positively discriminate.
- Use quotas in hiring decisions.

## Recruiting partner commitment

- Promote and represent Active in-line with this manifesto.
- Get to know us, our people and culture - our aim is for "culture add" not "culture fit".
- Encourage applications and source candidate shortlists from a diverse pool of talent.
- As an extension of Active, partner with candidates to support them end-to-end during the process.
- Represent candidate profiles authentically and accurately.
- Provide anonymous versions of CVs for managers.
- Relay accurate feedback to candidates promptly.