# EDI Toolkit for Social Investors
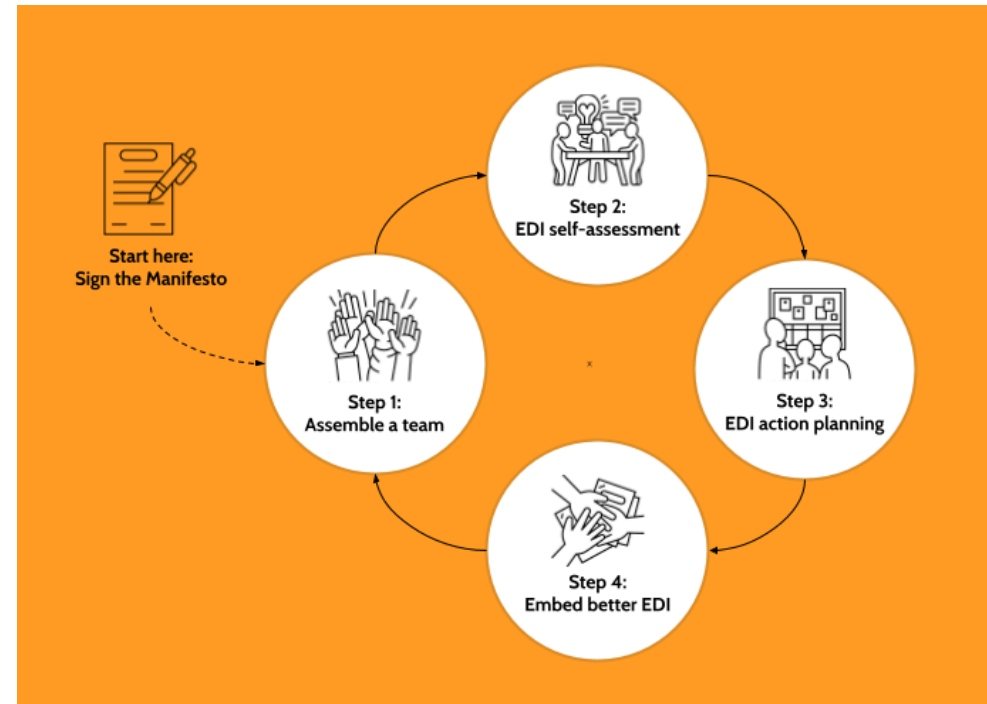
*A guide to using our toolkit, brought to you by Diversity Forum*

The Diversity Forum's Equity, Diversity, and Inclusion Toolkit (EDIT) helps Social Investment Teams level up their EDI. First by highlighting current examples of good practices, then by helping you to prioritise actionable improvements.

Our EDI toolkit is a continual improvement tool created to support your organisation's ongoing commitment and journey towards better EDI practice.

We have created the tools and resources you need to bring your social investment organisation through a 4-step process on an annual basis.

In this document, you'll find an outline of the 4-step process and the components of our EDI toolkit - including **3 written guides** (assembling a team, running your EDI self-assessment session and running your EDI action planning), along with the **link to our EDI self-assessment tool**.



Start here:
Sign the Manifesto

Step 1:
Assemble a team

Step 2:
EDI self-assessment

Step 3:
EDI action planning

Step 4:
Embed better EDI

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# How to use our EDI toolkit

## Start here: Sign the Manifesto

➔ Become a signatory of the Diversity Forum Manifesto 2.0 with seven commitments to report on annually. Visit our website to sign the Manifesto.

## Step 1: Assemble a team

➔ Assemble an EDI working group with the knowledge and authority to assess and improve EDI at your organisation. Jump to our Assemble a Team Guide.

## Step 2: EDI self-assessment

➔ Bring together your EDI working group for a first session to assess EDI at your organisation against the 7 principles of the Manifesto. Jump to our EDI Self-Assessment Session Guide.

## Step 3: EDI action planning

➔ Bring together your EDI working group for a second session to select 1-2 improvement areas and commit to practical and achievable actions. Jump to our EDI Action Session Guide.

## Step 4: Embed better EDI

➔ Once you have committed to actions, you should meet quarterly to track progress and meet after 12 months to repeat steps 2 and 3.

## Lastly: Tie back in with Diversity Forum

➔ A member of the Diversity Forum will check-in with your nominated lead after the first 3 months, 6 months and for annual reporting.

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# Step 1: Assemble a team

Your first step is to assemble a working group with the knowledge and authority to audit and improve EDI within your organisation and the services you offer. Once you have this team in place, you can move on to steps 2 and 3 – running an EDI self-assessment and planning your EDI actions.

## Purpose of your EDI working group

The purpose of your EDI working group is to improve EDI practice within your organisation. The jobs of the people who commit to this group will be to:

➔ Build buy-in at board and SMT levels to level up your organisation's EDI practice

➔ Self-assess current EDI practice (both internally for staff and externally for investments)

➔ Plan and commit to practical and achievable EDI improvements

➔ Make or coordinate these improvements to see through your EDI commitments

Consider the diversity of those who make up your EDI working group. Where lacking representation, you could collaborate with organisations led by marginalised groups and/or seek EDI expertise externally.

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## Who should be on your EDI working group

EDI responsibility can often fall to one individual. But driving real change requires coordination across the organisation. Your working group requires the right mix of knowledge to assess both internal *and* external EDI practices, plus the authority to decide what changes your organisation will make. Your EDI working group should include:

➔ One person responsible for **internal EDI practice**. They should have knowledge or oversight of your organisation's operations and HR processes.

➔ One person responsible for **external EDI practice**. They should have knowledge or oversight of your investment policies, practice and approach to EDI for your investees.

➔ One person from your **senior management** team. They should have decision-making authority at an organisational level. This could be a CEO, Director or someone at Board level.

➔ One facilitator/guide to facilitate team sessions and guide the process. They can be the same individual as any of the above or another person.

➔ Optional: Either one investee/customer with experience of applying to your funds or an advisory group representative

## Commitments of your EDI working group

All group members should be available for:

- **One 2-hour "EDI self-assessment" session.** This is where you'll assess your EDI practice across the 7 principles of the Diversity Forum's manifesto. This will cover a mix of questions on your internal and external EDI practice.

- **One 2-hour "EDI action planning" session.** This is where you'll look back at your own self-assessment and choose 1-2 improvement areas and commit to practical and achievable actions. Hence why it's important to have people with the right level of authority and oversight.

- **Time to embed better EDI.** The amount of time here is variable and will be different for each person depending on the actions you commit to as an organisation.

The facilitator of this process will also need time to assemble this EDI working group, schedule sessions, write up your EDI self-assessment and actions, and share it with the Diversity Forum and our community of signatories (this is optional and only if you choose to).

## Inviting colleagues to join your EDI working group

We've provided an email template on the right to help with inviting your colleagues to your EDI working group.

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**Subject: Improving EDI at our organisation**

Dear [name],

We have recently signed the [Diversity Forum's Manifesto](#) and made a public commitment to continual improvement of our EDI practice.

I am bringing together an EDI working group to complete a self-assessment of our internal and external EDI practices. Research shows that EDI is often led by one or two passionate individuals in an organisation, but to make meaningful change, we require a diverse group of people from across internal and external practices. That's why I'm keen for you to join this process alongside others in HR, social investment and senior leadership.

**What's the ask?**
There will be 2x two-hour sessions to attend to co-develop:
- An EDI self-assessment session to review our current EDI practice against the Manifesto's seven principles
- An "EDI action planning" session to prioritise actionable and achievable improvements for our organisation
- Some time to action our EDI priorities

# Step 2: EDI self-assessment

Once your working group is assembled, you're ready to run the first of your two group sessions. In this first session, your working group will self-assess EDI practice at your organisation against the 7 principles of the Diversity Forum's Manifesto. Through this activity, you'll highlight areas of good EDI practice, as well as areas that can be improved. You'll finish by receiving a copy of your responses to use in step 3).

## Before the session

- ☐ Schedule a 2 hour "EDI self-assessment" session for your EDI working group
- ☐ Assign a designated facilitator
- ☐ Check you have access to the self-assessment tool
- ☐ If you're meeting in-person, you'll need a monitor or projector to share your screen with the group
- ☐ Get familiar with the 7 principles of the Diversity Forum's Manifesto

## After the session

- ☐ Check your email inbox for a copy of your responses
- ☐ Schedule a 2 hour "EDI action planning" session for your EDI working group

## Agenda for the session

**15 mins: Start with a check-in**
Ask everyone "When it comes to EDI practice at our organisation, what's one thing we do well and one thing we could do better?"

**60-75 mins: Complete the self-assessment**
- The session facilitator should open the self-assessment tool on their laptop and share their screen with the group
- Answer all questions to complete the EDI self-assessment
  - First you'll be asked 17 yes/no questions about your current EDI activity in relation to the first 6 principles of the Diversity Forum Manifesto
  - After each question - depending on whether you answered yes or no - you'll also be asked about any additional EDI activity or EDI gaps at your organisation
  - Finally, you'll be asked to rate the maturity of your EDI practice for 6/17 questions

**30 mins: End with a check-out**
Ask everyone "What surprised you about our self-assessment today? Is there anything worth mentioning that we didn't cover?"

# Step 3: EDI action planning

Once you have completed your EDI self-assessment, you're ready to move on to your EDI action planning session. This is where you'll look at gaps in your organisation's EDI practice (in relation to the Diversity Forum's Manifesto) and prioritise 1-2 areas for improvement.

## Before the session

- ☐ Schedule a 2 hour "EDI action planning" session
- ☐ Review your responses to the 17 EDI self-assessment questions and highlight which ones you answered 'no' to - these will be your potential areas for improvement so be prepared to present these back to your EDI working group during the session

## After the session

- ☐ Schedule follow up meetings with your EDI working group to track progress against your agreed actions
- ☐ Create a report with two sections - one summarising your EDI self-assessment responses and the other outlining the EDI actions your organisation is committing to
- ☐ Share this report with the Diversity Forum as part of your annual reporting and during your next check-in

## Agenda for the session

**15 mins: Start with a check-in**
Ask everyone "Since completing our self-assessment, what is the most important change our organisation needs to make in relation to our EDI practice, and why?"

**45 mins: EDI priority areas**
- The session facilitator should replay your EDI self-assessment responses, using this to create new targets.
- Where your EDI practice *meets* the Manifesto principles (i.e where you answered 'yes' to the 17 questions) consider your level of maturity and how this could be improved
- Where your practice *does not meet* the Manifesto principles (i.e. where you answered 'no'), you should work as a group to choose the areas under each principle that feel most urgent

**45 mins: EDI action planning**
- For the areas you have chosen, ask the group "What does better or best EDI practice look like for your organisation?"
- Together, agree your new annual goals, add a deadline for each, assign a lead and list the steps you'll take between now and achieving the goal(s)

# EDI action planning template

| Manifesto principle | Choose 1-2 areas to work on | List your actions | Lead | Deadline |
|---|---|---|---|---|
| **1. Organisational Commitment** "We take ownership of our commitment to equity, equality, diversity and inclusion" | ☐ EDI statement | | | |
| | ☐ EDI targets | | | |
| | ☐ EDI policies | | | |
| **2. Collaboration & Co-production** "We build accountability through meaningful collaborations and co-production with networks and marginalised communities" | ☐ Partner working to create EDI funds, products and services | | | |
| | ☐ Investee representation and participation | | | |
| | ☐ Centring marginalised groups | | | |
| **3. Inclusive Culture** "We move beyond representation to work towards an inclusive culture" | ☐ EDI training | | | |
| | ☐ EDI roles and responsibilities | | | |
| **4. Open & Transparent Sharing** "We accept the longevity and risk involved in meaningful pursuit of diversity and inclusion through open and transparent sharing" | ☐ Using and collecting data | | | |
| | ☐ Data sharing in sector | | | |
| | ☐ Pay gaps | | | |
| **5. Equitable Representation** "We act with integrity through the investment of time, energy and resources in equitable representation" | ☐ Diverse recruitment | | | |
| | ☐ Staff retention & wellbeing | | | |
| | ☐ Senior representation and inclusion | | | |
| | ☐ Marketing & accessibility | | | |
| | ☐ Investment Committees | | | |
| **6. Sustainable Inclusion** "We engage in intentional systems of change and sustainable inclusion" | ☐ EDI standards and supply chains | | | |
| **7. Advocacy** "We advocate for diversity and inclusion and amplify marginalised voices" | When you've made good progress on the action areas above, think about - what does EDI advocacy look like for your organisation? | | | |

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