

## **Diversity, Equity + Inclusion Recruitment Charter**

Hill+Knowlton Strategies is committed to ensuring that all people receive equal opportunity in all aspects of their recruitment process and/ or employment at H+K irrespective of age, race, gender, disability, sexual orientation, religion or belief.

H+K are committed to ensuring candidates and future employees feel safe and confident to be their authentic self throughout our recruitment processes and into their employment at H+K. We want to be accountable and proactive in our D,E+I recruitment measures and have therefore outlined the following procedures and guidelines.

- All H+K London job descriptions are put through a decoder to ensure language used is inclusive and avoids stereotyping or use wording that may discourage particular groups from applying.
- Intern level roles replace CVs with application forms, to focus on skills and interests rather than education and experience. For more information about our Intern LEAP program please contact Jamie Wall.
- Our recruitment procedures are reviewed regularly to ensure that individuals are treated on the basis of their relevant merits and abilities.
- We take steps to ensure that our vacancies are advertised to a diverse audience by working with specific companies and charities who work with underrepresented groups.
- The Talent team regularly discuss and encourage H+K's recruitment agency partners to share diverse candidates for roles at all levels. Our recruitment agency partners are also briefed on wider H+K Diversity, Equity + Inclusion policies.
- Where possible, H+K London are committed to ensuring interview panels are diverse and have at least two interviewers.
- If an interview process includes a writing test or task, the Talent team will ask the candidates if they would like to disclose any reason for needing more time and/or a different task. For example a candidate who is dyslexic may require more time to complete a writing test. We encourage candidates to tell us about any disabilities or conditions so that we can consider what reasonable adjustments or support can be appropriate.
- All hiring managers at H+K are provided access to interview training materials and take part in an annual hiring manager training module, with a focus on D,E+I recruitment processes.

For further information about our Diversity, Equity + Inclusion recruitment processes please contact Pippa Burrige, Sarah Fell or Jamie Wall.

For further information about our Diversity, Equity + Inclusion recruitment charter or if you would like to discuss any concerns regarding our D,E+I recruitment processes. Please contact our Diversity, Equity + Inclusion Manager, Jamie Wall.