**Strictly Confidential**

**Candidate Diversity, Equity & Inclusion (DEI) Questionnaire**

At the HTA, we aim to recruit and retain talented individuals whose values align with our mission and who are excited to grow with us and the horticulture industry. We are committed to hiring based on merit and fostering an environment where everyone’s unique perspectives and contributions are valued.

We recognise the strengths that a diverse workforce brings and welcome applicants from all backgrounds, including those of all ethnicities, religions, genders, sexual orientations, abilities, and experiences.  We are focused on providing an inclusive, barrier-free recruitment process and will make accommodations upon request for candidates wherever needed and practical throughout the hiring process.

You may wish to read our [Diversity, Equity and Inclusion Statement](https://hta.org.uk/legal/diversity-equity-inclusion-dei-statement/) and our [Recruitment & Selection Policy](https://hta.org.uk/media/moijzlyd/recruitment-selection-policy-for-our-careers-page.pdf), both of which apply to all job applicants.

We will do our utmost to ensure that all applicants and employees are treated equally regardless of any of the protected characteristics within the Equality Act 2010 listed below:

* age
* race including colour, nationality, ethnic or national origin
* religion or belief
* sex
* sexual orientation
* gender reassignment
* being married or in a civil partnership
* being pregnant or on maternity leave
* disability

These are known as ‘protected characteristics’.

In order for us to monitor the impact of our commitment to having a diverse and inclusive culture, we would like to ask all direct applicants for any of our vacancies to complete and return this questionnaire. The feedback you provide will help us improve our DEI strategy and ongoing initiatives.

Please could you complete and return this questionnaire via email to recruitment@hta.org.uk .

**Who will have access to this data, how will it be used and where will it be saved?**

This data will be treated with the utmost of confidentiality and will be used for monitoring purposes only. Effective monitoring is an important tool for measuring performance and progress towards equality and diversity goals and in ensuring a truly inclusive working environment. This information is only used for research and statistical analysis.

The data will be saved electronically and will only be accessed by our HR team on a secure server. If you have any questions about the questionnaire, please contact the HR team.

recruitment@hta.org.uk

Thank you

|  |  |
| --- | --- |
| **Your name** |  |
| **Date form completed** |  |

For the below 9 questions please answer by inserting a X in the appropriate right-hand column.

1. **How old are you?**

|  |  |
| --- | --- |
| 17-19 |  |
| 20-29 |  |
| 30-39 |  |
| 40-49 |  |
| 50-59 |  |
| 60-69 |  |
| 70+ |  |

1. **Disability**

A disabled person is defined under the Equality Act 2010 as someone with a ‘**physical or mental impairment which has a substantial and long-term adverse effect on that person’s ability to carry out normal day to day activities’**.

1. Do you consider yourself to be disabled under the Equality Act 2010?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |
| Don’t know |  |

If YES, please answer the following question; otherwise proceed to Q3.

1. Indicate which of the below apply to you. Mark all those which apply.

|  |  |
| --- | --- |
| Hearing impairment |  |
| Visual impairment |  |
| Speech impairment |  |
| Mobility impairment |  |
| Physical coordination difficulties |  |
| Reduced physical capacity |  |
| Severe disfigurement |  |
| Learning difficulties e.g. dyslexia |  |
| Mental ill health |  |
| Progression conditions |  |
| Other, please specify |  |

1. **Ethnic Origin**

Which group do you most identify with? The options are listed in alphabetical order.

Asian or Asian British

|  |  |
| --- | --- |
| Indian |  |
| Pakistani |  |
| Bangladeshi |  |
| Chinese |  |
| Any other Asian background |  |

Black, Black British, Caribbean or African

|  |  |
| --- | --- |
| Caribbean |  |
| African |  |
| Any other mixed or multiple ethnic background |  |

Mixed or multiple ethnic groups

|  |  |
| --- | --- |
| White & Black Caribbean |  |
| White & Black African |  |
| White & Asian |  |
| Any other mixed or multiple ethnic background |  |

White

|  |  |
| --- | --- |
| English, Welsh, Scottish, Northern Irish or British |  |
| Irish |  |
| Gypsy or Irish Traveller |  |
| Roma |  |
| Any other White background |  |

Other ethnic group

|  |  |
| --- | --- |
| Arab |  |
| Any other ethnic group |  |

1. **Sex**

Please indicate your sex:

|  |  |
| --- | --- |
| Female |  |
| Male |  |
| Intersex |  |
| Non-binary |  |
| Prefer not to say |  |
| If you prefer to use your own gender identify, please insert it here: |  |

Is the gender you identify with the same as your gender registered at birth?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

1. **Sexual orientation**

Which group do you most identify with? The options are listed in alphabetical order.

|  |  |
| --- | --- |
| Asexual |  |
| Bi-sexual |  |
| Gay |  |
| Lesbian |  |
| Heterosexual |  |
| Pansexual |  |
| Prefer not to say |  |
| Undecided |  |
| If you prefer to use your own sexual orientation, please insert it here:  |  |

1. **Religion or Belief**

What is your religion or belief (including non-belief)?

|  |  |
| --- | --- |
| Buddhist |  |
| Christian |  |
| Hindu |  |
| Jewish |  |
| Muslim |  |
| Sikh |  |
| Prefer not to say |  |
| No religion/belief |  |
| If other religion/belief, please insert it here: |  |

1. **What is your preferred working pattern?**

|  |  |
| --- | --- |
| Full time |  |
| Part time (including zero hours) |  |
| Prefer not to say |  |

1. **Do you have any caring responsibilities?**

**Mark all those which apply.**

|  |  |
| --- | --- |
| None |  |
| Primary carer of a child/children (under 18) |  |
| Primary carer of a disabled child/children |  |
| Primary carer of a disabled adult (18 and over) |  |
| Primary carer of older person |  |
| Carer of a dependant that has a long-term care need if they have:* A physical or mental illness or injury that means they’re expected to need care for more than 3 months.
* A disability (as defined in the Equality Act 2010).
* Care needs because of their old age.
 |  |
| Secondary carer (another person carries out the main caring role) |  |
| Prefer not to say |  |

1. Please feel free to provide additional feedback in the box below to help us: