THE RACE REPORT

LIST OF DATA POINTS

Participating organisations will submit data through an online data collection form, which is presented below in tabular form to allow organisations to see what data is needed prior to making an online submission.

The live version can be accessed here.

Section B of the data collection form contains our standardised reporting protocol, which we would like the sector to adopt. This protocol is also incorporated into the staff survey template for participating organisations.

THE RACE Report

This form sets out to collect data on the proportion of people of colour in UK environmental, climate, nature and sustainability charities and not-for profit organisations, and the organisations that fund their work. It also sets out to identify what policies, strategy and action on race equity is being taken within the sector.

The form should be completed by a senior member of staff who leads on HR and / or equality, diversity and inclusion for your organisation. If you do not already have compatible data on the race and ethnicity of your staff, we recommend you survey staff to gather information on how they identify. We anticipate most organisations will need to do this in their first year of data submission. After data collection, the data should then be securely retained for existing staff and collected from new starters on a routine and rolling basis e.g. when new employees join the organisations. We have a staff survey template that you can use to develop your own survey.

Please read the completion instructions pack before starting your submission to The RACE Report.

We include age and gender identity as controls, so we can further understand what is influencing the data and trends, but also because of the intersectionality of diversity issues.

For organisations with offices overseas, please only include staff that are based in the UK.

Please only start to complete this form once you have all the data required for your submission. You will not be able to save your submission part way through. You can see a list of each data point that we are requesting.

Please note: All of the questions in section A and B are compulsory. All of the questions in section C are optional.

We recognise that there are likely to be multiple definitions of race and ethnicity across the organisations taking part in this research. In section C we use the phrase 'people of colour' and by that we mean any person who identifies as being from the following ethnic minorities or marginalised communities:

Arab
Asian/Asian British - Indian
Asian/Asian British – Pakistani
Asian/Asian British – Bangladeshi
Asian/Asian British – Chinese
Asian/Asian British – Any other Asian background

| Black/African/Caribbean/Black British – Caribbean |
| Black/African/Caribbean/Black British – African |
| Black/African/Caribbean/Black British – British |
| Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background |
| Gypsy or Traveller Communities |
| Jewish |
| Latin/South/Central American |
| Mixed/Multiple ethnic groups – White and Black Caribbean |
| Mixed/Multiple ethnic groups – White and Black African |
| Mixed/Multiple ethnic groups – White and Asian |
| Mixed/Multiple ethnic groups – White and Latin/South/Central American |
| Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background |
| Roma |

SECTION A. ADMINISTRATION AND ORGANISATION CHARACTERISTICS

Please provide the following details for administrative purposes:

A1	What is your name?	
A2	What is your role in your organisation?	
A3	Please provide your email address	

Now please tell us more about your organisation

A4	What is the name of your organisation?	
A5	Please provide your organisation's charity (and/or company) number(s)	

A6	Approximately how many paid members of staff (FTE) does your organisation employ overall? Please select one answer only	
	0-9	
	10-49	
	50-249	
	250-499	
	500-1000	
	1000 or more	

A7	What is the total number of paid staff (headcount) in your organisation?	

A8	Which UK region are most of your staff based in? Please select one answer only	
	East Midlands	
	East of England	
	London	
	North East	
	North West	

	Northern Ireland	
	Scotland	
	South East	
	South West	
	Wales	
	West Midlands	
	Yorkshire and The Humber	
	No dominant region	

For the remainder of the survey, please provide all answers as staff headcount, not full time equivalent (FTE).

For the following questions, if you do not have the data for any category, please leave the box blank. Please only use 0 if you have no members of staff in a particular category.

A9	How many members of staff (headcount) fall under these age groups? Please write your answers in the boxes below	
	17 and under	
	18-24	
	25-34	
	35-44	
	45-55	
	56-64	
	65 and over	
	Not known	

A10	How many members of staff (headcount) declare the following gender identities? Please write your answers in the boxes below	
	Woman	
	Man	
	Non-binary	
	Self-describe in another way	
	Not known	

A11	How many members of staff (headcount) declare that the gender they live in does not match that which they were assigned at birth? Please write your answers in the boxes below	
	Number of staff	

A12	Which sector best describes your organisation? Please select all that apply	
	Climate or climate justice	
	Environment or nature	
	Sustainability	
	Other (please specify)	
	Answer	

A13	Which activities best describe what your organisation primarily does? Please select up to three answers only	

	Activism	
	Behaviour change	
	Campaigns and advocacy	
	Collaborative work with businesses	
	Consultancy, service provision and products	
	Education	
	Finance and investment	
	Grant-making and funding	
	Marketing, communications, PR	
	Membership and/or representation	
	Movement building	
	Policy	
	Programmes	
	Providing access to nature	
	Recruitment and careers	
	Regulation and/or litigation	
	Renewable energy generation	
	Research and/or academia	
	Species-specific conservation work	
	Supporting young people	
	Sustainable land management	
	Other activities (please specify)	
	Answer	

SECTION B. RACE AND ETHNICITY

The information this section will be published on your transparency card, subject to the restrictions outlined in the completion instructions.

Please leave the box blank if you do not have the data for a specific identity. If you do not have any data for the entire question, please indicate using the tick box beneath each question.

B1	How would you describe the data on the racial/ethnic diversity of the following groups in relation to your organisation... Please select one answer for each group	1. We have accurate and up to date data 2. We have some data, but there may be gaps or it is out of date 3. We do not have any data 4. Don't know 5. Not applicable to my organisation
	Overall staff - headcount	
	Permanent staff - headcount	
	Non-permanent staff - headcount	
	All people managers - headcount	
	Senior leaders - headcount	
	Governance / Trustee board - headcount	

	Non-permanent staff (headcount) who have received contract extensions and/or been made permanent [during 2022]	
	Permanent and non-permanent staff (headcount) who have been promoted to a better-paid and/or more senior role [during 2022]	

B2	**Overall staff - headcount** **Please write your answers in the boxes below**	
	Total number of staff	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B3	**Overall staff**	
	The organisation does not collect this data at any level	

B4	**Permanent staff - headcount** *Permanent staff are those with contracts that do not have expiration dates.* **Please write your answers in the boxes below**	
	Total number of staff	

	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B5	**Permanent staff**	
	The organisation does not collect this data at any level	

B6	**Non-permanent staff - headcount** *Non-permanent, or temporary staff, are those on contracts that have a stated expiration date. These can include casual work, seasonal work and any other temporary work. It should not include volunteers – they are out of scope for The RACE Report.* **Please write your answers in the boxes below**	
	Total number of staff	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	

	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B7	**Non-permanent staff**	
	The organisation does not collect this data at any level	

B8	**All people managers - headcount** *Any staff, including senior leadership, that manage one or more staff*	
	Total number of staff	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	

	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B9	**All people managers**	
	The organisation does not collect this data at any level	

B10	**Senior leaders - headcount** *Individuals at the highest level of executive management within the organisation. They can include heads of departments, directors and chief executive. Typically these are people that sit on a senior leadership team, or similar.*	
	Total number of senior leaders	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	

	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B11	**Senior leaders**	
	The organisation does not collect this data at any level	

B12	**Governance / Trustee board - headcount** *The governing body that is responsible for the governance of the organisation – it is typically made up of unpaid individuals. The name of the governing body is usually determined in its governing document.*	
	Total number of trustees / people on governing body	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B13	**Governance / Trustee board**	
	The organisation does not collect this data at any level	

B14	**Retention: Over the 12 months of 2022, how many non-permanent staff (headcount) identifying as the following have received contract extensions and/or been made permanent?**	
	Total number of staff	

	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	
	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B15	Retention	
	The organisation does not collect this data at any level	

B16	Promotion: Over the 12 months of 2022, how many staff (headcount, both permanent and non-permanent) in the following categories have been promoted to a better-paid and/or more senior role? This should not include staff that have only received cost of living increases.	
	Total number of staff	
	a. Total Arab	
	b. Asian/Asian British - Indian	
	c. Asian/Asian British – Pakistani	
	d. Asian/Asian British – Bangladeshi	
	e. Asian/Asian British – Chinese	
	f. Asian/Asian British – Any other Asian background	
	g. Black/African/Caribbean/Black British – Caribbean	
	h. Black/African/Caribbean/Black British – African	
	i. Black/African/Caribbean/Black British – British	

	j. Black/African/Caribbean/Black British – Any other Black/African/Caribbean/Black British background	
	k. Gypsy or Traveller Communities	
	l. Jewish	
	m. Latin/South/Central American	
	n. Mixed/Multiple ethnic groups – White and Black Caribbean	
	o. Mixed/Multiple ethnic groups – White and Black African	
	p. Mixed/Multiple ethnic groups – White and Asian	
	q. Mixed/Multiple ethnic groups – White and Latin/South/Central American	
	r. Mixed/Multiple ethnic groups – Any other Mixed/Multiple ethnic background	
	s. Roma	
	t. White – English	
	u. White – Scottish	
	v. White – Welsh	
	w. White – Northern Irish	
	x. White – British	
	y. White – Irish	
	z. White – Any other White background	
	aa. Any other ethnic group	
	Total individuals that have not disclosed this information	

B17	Promotion	
	The organisation does not collect this data at any level	

B18	If you would like to add any notes or comments about the data you have submitted under any category, please do so using the box below. Where your comments relate to a specific group please ensure you include the relevant details.	
	Answer	

SECTION C. POLICY STRATEGY AND ACTION

This section is optional, however we strongly encourage all organisations to complete.

We'd like to understand more about the policies, actions and strategy related to equality, diversity and inclusion that cover your organisation. We believe that all of the below help to tackle discrimination, improve inclusion and increase racial diversity.

For each item, we will ask you to indicate your progress according to the following scale:
- No implementation yet
- In the process of implementing, with some progress made
- Fully implemented and operational
- Don't know
- Not applicable

This information will not be published on your organisation's transparency card but will be amalgamated with responses from other organisations participating in The RACE Report and published to present a general analysis of action across the sector.

C1	Has your organisation implemented any of the following aspects related to transparency? Please provide one answer for each action	
		ANSWER OPTIONS: 1. No implementation yet 2. In the process of implementing, with some progress made 3. Fully implemented and operational 4. Don't know 5. Not applicable
A	A published statement that shows the organisation is committed to tackling racism reviewed in the past 12 months	
B	Signed up to the Race at Work Charter, or similar	
C	Statement on recruitment page stating the organisation is underrepresented in terms of racial diversity	
D	Reporting on diversity, equality and inclusion in the last annual report	
E	Race equity pay gap published in last 18 months	

C2	Has your organisation implemented any of the following aspects related to strategy and targets? Please provide one answer for each aspect	
		ANSWER OPTIONS: 1. No implementation yet 2. In the process of implementing, with some progress made 3. Fully implemented and operational 4. Don't know 5. Not applicable
A	Race equity / diversity and inclusion strategy, or similar	
B	A progression plan to support people of colour across the organisation to be retained and/or promoted	
C	Published target to increase racial diversity by a given amount by a stated date	
D	Improvement in racial diversity in the performance targets for managers / directors	

C3	Has your organisation implemented any of the following <u>aspects related to management and governance</u>? Please provide one answer for each aspect	
		ANSWER OPTIONS: 1. No implementation yet 2. In the process of implementing, with some progress made 3. Fully implemented and operational 4. Don't know 5. Not applicable
A	Senior leader has official responsibility for equality, diversity and inclusion	
B	The risk register for the organisation includes a lack of action to tackle racial injustice / increase racial diversity	
C	Ringfenced budget to deliver race equity / diversity and inclusion work	
D	Regular review of equality, diversity and inclusion activities to ensure they remain effective and impactful	

C4	Has your organisation implemented any of the following <u>HR processes</u>? Please provide one answer for each action	
		ANSWER OPTIONS: 1. No implementation yet 2. In the process of implementing, with some progress made 3. Fully implemented and operational 4. Don't know 5. Not applicable
A	Process to measure and track staff perceptions of belonging / inclusion within the organisation	
B	Statements promoting race equity and inclusion within all new recruitment materials	
C	Guaranteed interview scheme for people of colour that meet essential criteria for all new recruitments	
D	Proactive efforts to locate / promote jobs in racially diverse communities	
E	Proactive efforts to get people of colour to apply for jobs, including advertising through specialist diversity jobs boards	
F	No requirement for a degree / work experience within the sector	
G	Collation of application data on racial diversity and ongoing monitoring	
H	Interview feedback is routinely provided to unsuccessful applicants who are people of colour	

I	Policy to have racial diversity in all recruitment / interview panels	
J	Exit interviews are routinely completed and ask about issues relating to race equity and inclusion	
K	Mechanism for complaints relating to witnessing or experiencing racial discrimination or harassment	
L	There is a culturally competent care and support programme for individuals progressing complaints relating to racial discrimination or harassment (over and above standard employee assistance programmes)	
M	Accredited for Investors in Diversity, or similar	

C5	Has your organisation implemented any of the following **practical and positive actions**? Please provide one answer for each action	
		ANSWER OPTIONS: 1. No implementation yet 2. In the process of implementing, with some progress made 3. Fully implemented and operational 4. Don't know 5. Not applicable
A	Partnering with an organisation for people of colour to help create a talent pipeline for the organisation	
B	Have offered fixed-term paid placements or internships restricted to people of colour within last 12 months	
C	Compulsory staff training on race equality, diversity and inclusion	
D	Cultural competence and/or unconscious bias training for staff / trustees involved in recruitment	
E	Anonymised survey of people of colour in the organisation within last 12 months	
F	A safe space for staff of colour to speak about lived experiences and/or support network for employees of colour	
G	Inclusion of racism towards staff of colour in risk assessments	
H	Mentoring scheme for employees of colour	
I	Recent review of imagery and language used in marketing and websites / process in place to ensure it is representative of racial diversity and inclusive	
J	Spokespeople / patrons include people of colour	
K	If a funder, have a funding requirement for grantees to tackle racial injustice / increase racial diversity	
L	If a funder, require all existing and/or new grantees to publish race diversity data	

C6	Please use the box below to share anything you have done that you feel is particularly innovative or impactful on equality, diversity and inclusion,

	explaining why it has been impactful, and, if possible, how you know what impact it has had. **We will contact you before publishing any good practice that you share in this box.**
	Answer

C7	**Please use the box below to share any other comments you wish to make on your organisations work towards equality, equity, diversity and inclusion. We will not publish anything you provide in this box without your prior permission.**
	Answer

C7	**In 2023 we plan to publish transparency cards for all organisations with 30 or more staff (headcount). You can read the full details of our publication plans on The RACE Report website.** **If you have any concerns about your organisation's data in relation to these plans please let us know using the box below. We will contact you to discuss these concerns and reach an agreement on what data is and isn't published.**

	Answer

Thanks for taking time to send us this information. When you submit it to us, you will receive an automatic copy of your submission to the email address you provided at the start of this form. If you have any questions about your submission, please contact race-report@sos-uk.org. A feedback survey will be sent to all individuals that submit data so you can help us improve the reporting process.

Please click submit to complete your submission.