

Diversity Monitoring Form

Guidance

Collecting reliable demographic data is key to monitoring organisational progress toward an inclusive workplace culture. This factsheet has been created to support organisations in designing questions which support gathering accurate data, with inclusion at the forefront.

Introduction and general advice

Inclusive Employers have compiled diversity data monitoring questions for a diversity monitoring form, along with UK Census questions where appropriate, to allow for best practice in inclusion.

For best practice, it is recommended that questions are asked relating to all demographics rather than selected characteristics, and each question must include a 'prefer not to say' option. It may not always be possible, but the option of selecting 'I prefer to self-describe' along with a free text box with or in place of the answers, should also be included, as some respondents may wish to identify with another term not used in the options provided.

With all answer options, they should be ordered alphabetically and chronologically.

Small data sets must also be anonymised to protect employee confidentiality and should not be published if employees could be identified when shared alongside other data and/or indirect identifiers (ethnicity compared with pay grade for example). To prevent this, consideration must be given to the answer options given to prevent small data sets, as small data sets must be removed with an explanation, or grouped to form part of a larger data set when data reporting.

Diversity data monitoring questions

Age

For questions about age, it is best to ask respondents to select an age band (for example 16-18, 18-24, 25-34 etc.). There are no set recommendations on which age bands to use, so these can be amended to suit the needs of the organisation.

Question example:

What age group do you belong to?

16-24
25-34
35-44
45-54
55-64
65+

Disability

The best way to collect data on disability is by giving employees the opportunity to self-describe. If that is not possible, it is recommended to give as many options to select from as possible. Some examples are provided below, along with suggested wording for the data collection form.

Suggested wording: Under the Equality Act 2010, a person has a disability if they have a physical or mental condition that has a 'substantial' and 'long-term' impact on their ability to carry out normal daily activities.

Question example one:

Would you consider yourself to have a disability or long-term health condition?

Yes
No
Prefer not to say
Please specify: _____

If you require adjustments to your application process or work environment, please contact (NAME)

Question example two:

Would you consider yourself to have a disability or long-term health condition?

Yes
No
Prefer not to say

If yes, please tick any that apply:

Vision (for example blindness or partial sight)
Hearing (for example deafness or partial hearing)
Mobility (for example difficulty walking short distances or lifting and carrying objects)
Learning or concentrating or remembering (for example dyslexia, dyscalculia, or dementia)
Mental health condition (for example depression or anxiety)
Stamina or breathing difficulty (for example asthma or heart conditions)
Social or behavioural conditions (for example Autism or ADHD)
I prefer to self-describe _____
Prefer not to say
How I would self-describe is not listed here

If you require adjustments to your application process or work environment, please contact (NAME)

Ethnic group

It is recommended that the question and all options below are used and that answers are always ordered alphabetically; 'White' should not be put at the top of the list as this may imply it has superiority over other ethnic groups.

If further information is to be collected outside of the ethnic origin answers listed below, then an optional question on 'nationality' may be asked, as shown below. As with all questions, respondents must have the option to select 'prefer not to say' or skip the question.

Suggested wording: Ethnic Group refers to groups of people who are united by common heritage, culture, or biological trait. Terminology continues to evolve, and descriptive language is not universally agreed, but the options here reflect the most current best practice at time of writing. The options below are a blend of inclusive best practice based on feedback from marginalised groups and options used in the UK Census 2021.

Question example:

How would you describe your ethnic origin?

Arab
Asian or Asian British – Bangladeshi
Asian or Asian British – Indian
Asian or Asian British – Pakistani
Other Asian Background
Mixed – Asian and white
Black or Black British – African
Black or Black British – Caribbean
Mixed – Black African and white
Mixed – Black Caribbean and white
Chinese
Gypsy or Traveller
Irish Traveller
Jewish

White
Other white background
Other mixed background
Other ethnic background
I prefer to self-describe _____
Prefer not to say
How I would self-describe is not listed here

Optional question (amend based on your requirements):

How would you describe your nationality?

British
English
Irish
Northern Irish
Scottish
Welsh
I prefer to self-describe _____
Prefer not to say
How I would self-describe is not listed here

Religion / Belief

The below question and options are recommended based on inclusive best practice. Please note, that 'Jewish' is an ethnoreligious category (a group of people united by a common religious and ethnic background) and we recommend including it as an option in both Ethnic Group and Religion/Belief.

Suggested wording: Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief.

Question example:

What is your religion?

Buddhist
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
Hindu
Jewish
Muslim
No religion
Sikh
Spiritual
I prefer to self-describe _____
Prefer not to say
How I would self-describe is not listed here

Sex, gender identity and trans identity

There are a few ways in which questions about gender can be asked. It is best practice to have a free text box for respondents to describe their gender in their own words; if this is not possible, we recommend the use of all example responses below.

Suggested wording: A person's sex is the sex they were assigned at birth, for example: 'male' 'female'. A person's gender identity is their innate sense of their gender, whether that be male, female, non-binary or other identity that may not align with the sex they were assigned at birth.

Trans Identity is about whether someone identifies as 'trans'. Trans is an umbrella term which refers to someone whose gender identity does not align with the sex they were assigned at birth. Some non-binary people may also identify as trans. Non-binary is an umbrella term for people whose gender identity does not sit comfortably within the binary of 'male' or 'female'.

Question example one:

What best describes your gender?

Female
Male
Non-binary
I prefer to self-describe _____
Prefer not to say

Do you consider yourself to be trans?

Yes
No
Prefer not to say

Question example two:

What best describes your gender?

Agender
Bigender
Female
Genderfluid
Genderqueer
Male
Non-binary
Trans man
Trans woman
I prefer to self-describe _____
Prefer not to say

Sexual Orientation

It is recommended that all options below are in alphabetical order. Aim to include a free text box to self-describe wherever possible. Notice that 'gay/lesbian' is a single option. This is to enable people of all gender identities to select the option that suits them best.

Suggested wording: Sexual orientation is about a person's sexual attraction toward their own sex or gender, the opposite sex or gender, or to all sexes/genders.

Question example:

What best describes your sexual orientation?

Asexual
Bi/Bisexual
Gay/Lesbian
Heterosexual/straight
Pansexual
I prefer to self-describe _____
Prefer not to say

Depending on your priorities and inclusion strategy you might also consider questions on the following:

Marriage and civil partnership

Question example:

Are you married or in a civil partnership?

Yes
No
Prefer not to say

Caring responsibilities

Question example:

Do you have caring responsibilities?

Primary carer of disabled child/children (under 18)
Primary carer of a child/children (under 18)
Primary carer of a disabled/elderly adult (18 and over)
Secondary carer (another person carries out the main caring role)
None
Prefer not to say

Socio-economic class

Identifying appropriate measures of socio-economic class is complex and there are different measures that can be used. [The Social Mobility Commission Toolkit](#) offers a vast selection of questions and measures you can choose from. Below are an example of questions to choose:

Question example:

During your school years, what was the occupation of the higher earner in your family?

Which option best describes the type of schooling you received at age 14?

At any point in your school years were you eligible for free school meals?

Have you spent any time in care?

At any time have you claimed refugee or asylum status?

At any point in your school years did your household receive income-related benefits?

What was your home postcode at the age of 14?

Do you consider yourself to be from a lower socio-economic background?