

THE : FUTURE : LABORATORY

Recruitment Policy

Recruitment at The Future Laboratory means bringing a new team member into a role, whether that is an existing team member moving into a different role, or someone from outside the company being hired to fulfil a role within the team. This policy does not apply to freelancers, contractors or agency temps.

The Future Laboratory is committed to equitable, fair and inclusive hiring practices, and we actively encourage applications from all under-represented groups.

This policy does not form any part of team members' employment contracts and may be updated as recruitment practices develop and evolve over time, particularly in line with our diversity and inclusion strategy.

1. DIVERSITY OF TALENT

Every person is unique, and no one person represents diversity. The Future Laboratory endeavours to hire a group of individuals inclusive of protected characteristics and different identities to ensure that we are diverse and representative of the community in which we operate. We know that there are systemic barriers in place that prevent some groups securing certain roles and development with as much ease as others, especially in our sector, and we believe it is essential to implement affirmative hiring practices to overcome this global issue within our place of work.

2. EQUAL OPPORTUNITIES & EQUITY

The Future Laboratory is committed to ensuring a fair hiring process for all. We recognise that hiring on merit makes us susceptible to unfair recruitment practices because not everyone starts with the same opportunities as others. We must be fully aware of our own implicit biases and the systemic barriers that exist in society to create a truly equal and equitable place of work, and this will inform our decision-making.

3. INCLUSION

The Future Laboratory is committed to creating a safe and inclusive space for all, but we also acknowledge that we are a predominantly white organisation. We know that good diversity statistics are not synonymous with inclusion, and that we must actively work to create inclusion and belonging for all of our staff. We seek to understand everyone's experience, particularly those who are in any minority, and dismantle the barriers that exist to create a sense of welcome and belonging without requiring any person to assimilate to the majority or the most familiar.

4. APPLYING FOR A ROLE AT THE FUTURE LABORATORY

- : A comprehensive job description will be provided for each role we are hiring for
- : All applications will be made through The Future Laboratory careers page where applicant data will be collected. This will allow us to analyse who is applying for our jobs so that we can ensure this is being expanded further to reach people of all backgrounds and experience
- : If a candidate referral is made by an existing member of the team, this information will not be shared with the hiring manager. Nepotistic hiring practices will not be tolerated
- : As we receive a lot of applications via the website, we will not be able to reply to everyone. If you do not receive a response within two weeks of applying for a role, unfortunately your application has not been successful

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5. AFFIRMATIVE HIRING QUOTAS

- : The Future Laboratory is committed to ensuring that all leadership and management roles adhere to the Rooney Rule, where all candidates that are people of the global majority (PGM, also known as POC or non-white) will automatically be put forward to interview stage
- : PGM candidates must make up at least 40% of the total candidates put forward for leadership and management roles
- : The Future Laboratory is committed to ensuring that 50% of all CVs forwarded to hiring managers are made up of people that are not cis male
- : The Future Laboratory is committed to ensuring that 50% of all CVs forwarded to hiring managers are made up of PGM

6. INTERVIEWS

- : For all interviews, we will ensure that a PGM team member forms part of the decision-making process
- : We will apply horizontal interviewing techniques where decision-making is made up of same-level peers as well as people in senior positions
- : You will always have access to the People team during the process, who can give you feedback and access to support to help with your application. This will include:
 - : A telephone call with the People team before each interview to take you through the interview process, to discuss additional access options and to answer any questions you may have
 - : An email confirming who you will be meeting, what their role is and why they have been selected for the interview process
 - : Objective feedback following each interview
- : We wish to tailor interview formats, access and tasks for all requirements. We will ask you before each interview whether you require any adjustments. This may include:
 - : Additional time to complete interview tasks for neurodivergent candidates
 - : Alternative venues for candidates with physical disabilities (such as over Zoom or on the ground floor of our building)

7. FEEDBACK

After the interview process has concluded, we will ask you for feedback on your experience. We would like to know how you found our communication and how supported you felt to ensure our process is inclusive for all candidates.

8. ONBOARDING & RETENTION

- : Our diversity and inclusion coaches are working closely with our hiring team to ensure the ongoing removal of unfair hiring practices. If you are a person who possesses any protected characteristics, you will have access to multiple resources (including D&I coaches and healing spaces) to ensure that you feel a sense of protection and belonging at The Future Laboratory
- : Our team are actively addressing the under-representation of marginalised groups within our own organisation through our policies, training, recruitment practices and the work we produce. It is our ongoing mission to hire and retain team members who possess protected characteristics and provide them with a safe working environment where they can prosper personally and professionally
- : We have a zero-tolerance policy when it comes to bullying, harassment, victimisation and unlawful discrimination. All team members will be held to account for their actions

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- : We will regularly monitor the make-up of our team using information such as age, gender, sex, ethnic background, neurodiversity, sexual orientation, religious belief and disability to quantify, analyse and improve our team make-up, and we will be transparent with this data
- : Salary bands for each role at The Future Laboratory will be published in January 2021 to remove the risk of pay gaps and will be reviewed annually
- : This policy extends to all our present and future recruitment partners