

# INCLUSIVE AND NON-DISCRIMINATORY JOB OFFERS

**Company name :** IMS LUXEMBOURG

**Activity sector :** Activités de services administratifs et de soutien

**Company category :** Fondation, Association, ONG

## Description of the action

Inclusive and non-discriminatory job offers

## Context

Previously to this good practice, editing a job offer was a non-formalised procedure where each project manager created its text based on an existing job offer. IMS considered itself naturally inclusive and non-discriminatory.

Within that time, the person in charge of HR started to formalise the recruitment procedure by establishing a methodology and guaranteeing equality of treatment and non-discrimination.

## Objectives

- Establish a methodology to guarantee equality of treatment and non-discrimination.
- Building a diverse candidate pool.

## Approach

The creation of the finalised format and methodology took almost one year. The HR service started implementing small changes and testing them. To mention a few of the milestones:

- The very first step was to add to our job offers “M/F/X” and use inclusive language.
- For the second step, IMS ensured that the job offers were not directly or indirectly discriminatory (based on the 7 grounds of discrimination). This was checked internally by the Diversity Charter project manager.
- The latest step ensures that the job offers were read and checked by different project managers and HR. It was explained to HR how some wording could be direct or indirect discrimination.

Today, every job and internship offer that is published:

- Uses inclusive language in French
- Describes the position and requirements based on skills and competences
- Display an “inclusion clause”: IMS recruits without distinction of the nationality, actual or assumed membership of a race or ethnic group, gender, sexual orientation, religion or belief, disability or age. The quality of life at work is our priority and we are convinced that diversity and inclusion represent an asset for our employees and our business.
- Avoid direct and indirect discrimination
- Is validated by HR before its publication

## Impact

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Increase of the candidates' diversity: from all gender, ages, origins, and professional backgrounds. For example, for the last internship offer we received enormously more candidates from men than in the past.

## « To do »

- Do not be afraid to start! Even a baby step is a change and an evolution.
- Communicate internally the new methodology and explain the reason behind
- Support inclusive recruitment with awareness and training to avoid discrimination. For example, training on unconscious bias or stats on discrimination grounds.
- Request support from (internal) experts.

## « Not to do »

- Involuntary indirect discrimination. For example, request a university degree or request native speakers when is not essential.