

# FAIR EMPLOYMENT MONITORING RETURN

## FAIR EMPLOYMENT MONITORING RETURN

FAIR EMPLOYMENT AND TREATMENT (NORTHERN IRELAND) ORDER 1998

### FAIR EMPLOYMENT (MONITORING) REGULATIONS (NORTHERN IRELAND) 1999 (AS AMENDED)

The monitoring form is in five parts.

Parts A, B, and E must be completed by ALL registered employers and Public Authorities.

Part C to be completed ONLY by registered employers and Public Authorities who have employed apprentices under a contract of apprenticeship during the twelve month period ending on the date at A2.

Part D must be completed ONLY by employers with more than 250 employees and Public Authorities.

**Guidance notes to assist you in completing your monitoring return are enclosed with this form.**

**The Step by Step Guide to Completing a monitoring return is available online.**

#### PART A

A1 Registration No.

A2 Date to which the information should relate

Date Format DD/MM/YYYY

A3 Deadline for return

4-months after the date at A2

**Failure to complete and return this monitoring return to the Equality Commission for Northern Ireland by the date at A3 is a criminal offence and carries on conviction a fine of up to £5,000**



## Guidance notes to help you fill in your Fair Employment Monitoring Return

**PART A** *To be completed by all Registered Employers and Public Authorities.*

**A2** The date to which this return relates is your date (or anniversary) of registration with the Equality Commission for Northern Ireland.

**A6** List those premises, other than the address at A5, at which employees worked. It is not necessary for the employer to own or occupy the premises. If there is insufficient space in the form, continue on a separate sheet of paper and attach it to the form.

**PART A** *To be completed by ALL Registered Employers and Public Authorities.*

A4 Name of employer

A5 Address

A6 List other locations (Enter locations or append to the form)

# EMPLOYEES

PART B To be completed by ALL Registered Employers and Public Authorities.

## B7(a) & B7(b)

To complete the columns in these tables, you will require a copy of the 2010 edition of the "**Index for Classifying Job Titles**", which is available free of charge from the Equality Commission. The Index for Classifying Job Titles ascribes job titles to a major group of Standard Occupational Classification (SOC groups).

Apprentices (employees who are employed under contracts of apprenticeship) should also be included in the appropriate SOC group (i.e. the occupation for which they are being trained) within the tables. Information on apprentices should also be given in Part C.

You should include in columns (4) and (7) only those of your employees whom you have been unable to identify as Protestant or Roman Catholic having used the "**Principal**" method or "**Residuary**" method of monitoring.

The **principal** method and **residuary** method of monitoring are described in an explanatory "Step by Step Guide to Monitoring" which is available from the Equality Commission.

Include all persons who were employees on the date at A2.

In the **FT** (Full Time) columns include those employees who **normally work 16 hours or more each week**.

In the **PT** (Part Time) columns include those employees who **normally work less than 16 hours each week**.

Also ensure that you include any individual who on the date at A2 was under a contract personally to execute any work or labour, for example, a self-employed person.

## B9(a) & B9(b)

Where you are unable by means of the "**principal method**" to determine the community background of an employee, you are permitted to use the "**residuary method**" to establish the community background. The method is described in the Commission's "Step by Step Guide to Monitoring" available from the Equality Commission.

Include the number of employees whose religion you have been unable to identify using the principal method of monitoring but for whom you were able to ascribe a community background using the "**residuary method**". These employees will also have been included in tables B7(a) and B7(b).

# APPLICANTS AND APPOINTEES

PART B To be completed by ALL Registered Employers and Public Authorities.

If this is your first monitoring return you are not required to complete questions B10 to B15.

**However it is important that you begin collecting the information in respect of applicants and appointees required in questions B10 to B15 as you will be required to complete these questions in your second and subsequent annual monitoring returns.**

If this is your second or subsequent return you are required to complete questions B10 to B15.

**B10 to B12** For the purposes of these questions, an applicant is a person who applied to fill a vacancy for employment whether Full Time (FT) or Part Time (PT) regardless of whether or not they are already in your employment.

Where an applicant has applied to fill a vacancy on more than one occasion during the 12 month period ending on the date at A2, only include the first application in this return.

**B13 to B15** For the purposes of these questions appointees are those persons who filled a vacancy for employment in the 12 month period ending on the date at A2 and are still in employment in your concern on the date at A2.

Where a person has been appointed more than once during the 12 month period ending on the date at A2 only include the first appointment in this return.

# MALE EMPLOYEES To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to your MONITORING DATE (see A2).

See note page 4 Full Time = 16 hours or more

B7(a) Enter in the appropriate box the number of male employees on your monitoring date at A2 described in columns (2) to (4) who are employed in each of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male employees			(3) No. of Roman Catholic Male Employees			(4) No. of Male employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B8 (a) TOTAL NO. OF MALE EMPLOYEES ON YOUR MONITORING DATE

B9(a) Enter below the total number of Male employees included in columns (2) and (3) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male Employees			No. of Roman Catholic Male employees		
	FT	PT	Total	FT	PT	Total
Male employees whose community has been determined under the <b>residuary method</b> of monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# FEMALE EMPLOYEES To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to your **MONITORING DATE** (see A2).

See note page 4 Full Time = 16 hours or more

B7(b) Enter in the appropriate box the number of Female employees on your monitoring date at A2 described in columns (2) to (4) who are employed in each of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Female employees			(3) No. of Roman Catholic Female Employees			(4) No. of Female employees whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B8 (b) **TOTAL NO. OF FEMALE EMPLOYEES ON YOUR MONITORING DATE**

B9(b) Enter below the total number of Female employees included in columns (2) and (3) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Female Employees			No. of Roman Catholic Female employees		
	FT	PT	Total	FT	PT	Total
Female employees whose community has been determined under the <b>residuary method</b> of monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# APPLICANTS

To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 5

**B10** Enter the number of applicants for employment in each of the Standard Occupational Classifications as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male applicants	(3) No. of Roman Catholic Male applicants	(4) No. of Male applicants whose community cannot be determined	(5) No. of Protestant Female applicants	(6) No. of Roman Catholic Female applicants	(7) No. of Female applicants whose community cannot be determined
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**B11** Enter the number of male, female and total applicants from columns (2) to (7) above

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

**B12** Enter below the total number of applicants included in columns (2), (3), (5) and (6) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male applicants	No. of Roman Catholic Male applicants	No. of Protestant Female applicants	No. of Roman Catholic Female applicants
Applicants whose community has been determined under the <b>residuary method</b> of monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



# APPOINTEES

To be completed by ALL Registered Employers and Public Authorities.

## PART B

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 5

B13 Enter the number of appointees **who are STILL employees** on the Monitoring Date.

Exclude those people appointed to positions who left BEFORE that years Monitoring Date.

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male appointees	(3) No. of Roman Catholic Male appointees	(4) No. of Male appointees whose community cannot be determined	(5) No. of Protestant Female appointees	(6) No. of Roman Catholic Female appointees	(7) No. of Female appointees whose community cannot be determined
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B14 Enter the number of male, female and total appointees from columns (2) to (7) above

Male	Female	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>

B15 Enter below the total number of appointees included in columns (2), (3), (5) and (6) above whose community has been determined using the residuary method of monitoring.

	No. of Protestant Male appointees	No. of Roman Catholic Male appointees	No. of Protestant Female appointees	No. of Roman Catholic Female appointees
Appointees whose community has been determined under the <b>residuary method</b> of monitoring	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## APPRENTICES

To be completed ONLY by registered employers and public authorities who employed APPRENTICES during the 12 month period ending on the date at A2.

### PART C

C16(a) & C16(b) For the purposes of these questions an apprentice is an employee employed under a contract of apprenticeship.

Apprentices should have already been included in B7(a) and B7(b).

### APPRENTICE EMPLOYEES

C16(a)

Enter into the box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total MALE apprentices on the date at A2, who are included in columns (2) to (4), B7(a).

	No. of Protestant Male apprentices			No. of Roman Catholic Male apprentices			No. of Male apprentices whose community cannot be determined		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C16(b)

Enter into the appropriate box below the number of FT (Full Time - 16 hours or more), PT (Part Time - less than 16 hours) and Total female apprentices on the date at A2, who are included in columns (5) to (7), B7(b).

	No. of Protestant Female apprentices			No. of Roman Catholic Female apprentices			No. of Female apprentices whose community cannot		
	FT	PT	Total	FT	PT	Total	FT	PT	Total
Apprentices	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# PROMOTEES AND LEAVERS

PART D To be completed ONLY by Registered Employers who employ more than 250 employees and ALL Public Authorities.

If this is your first monitoring return you are not required to complete questions D17 to D20.

However it is important that you begin collecting the information in respect of promotees and leavers in questions D17 to D20 as you will be required to complete these questions in your second and subsequent annual monitoring return.

If this is your second or subsequent monitoring return you are required to complete questions D17 to D20.

**D17 to D20** If at the start of the 12 month period ending at the date at A2 you employ more than 250 employees (including both part time and full time employees) irrespective of whether the number of employees falls below that number during the 12 month period you must complete questions D17 to D20.

If at any time during the 12 month period ending on the date at A2 you employed more than 250 employees you must complete D17 to D20 including the relevant information **from the date at which your workforce exceeded 250** until the date at A2.

**D17** For the purposes of this question a promotee is a person who fills all 4 of the following conditions:

- (i) the employee has moved from one job to another within the concern; and
- (ii) in doing so the employee fills a job which was restricted to persons already employed in the concern; and
- (iii) the employee remained in the new job or was notified in writing that he would so remain, for a continuous period of not less than 6 months; and
- (iv) as a direct result of the move the employee received an increase in pay (excluding expenses).

The SOC information in relation to promotees should relate to the position into which the person has been promoted.

Where an employee has been promoted more than once during the 12 month period ending on the date at A2 only the first promotion should be included in the monitoring return.

The information in the return relating to promotees should only relate to persons who are still in employment on the date at A2. The information should be included even if the person is no longer in the promoted post.

**D19 & D20** For the purposes of these questions a leaver is a former employee who ceased to be employed in your concern during the 12 month period ending on the date at A2.

Where a former employee has left more than once during the 12 month period ending on the date at A2 only the first occasion should be recorded on the monitoring return.

# PROMOTEES

To be completed **ONLY** by Registered Employers who employ more than 250 employees and Public Authorities.

## PART D

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 11

**D17** Enter into the appropriate box below the number of promotes (who are ALSO employees at A2) in the major groups of the Standard Occupational Classification as described in column (1).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male promotees	(3) No. of Roman Catholic Male promotees	(4) No. of Male promotees whose community cannot be determined	(5) No. of Protestant Female promotees	(6) No. of Roman Catholic Female promotees	(7) No. of Female promotees whose community cannot be determined
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**D18** Enter into the appropriate box below the total number of promotees above who are male, the number who are female and the total number of promotes.

	Male	Female	Total
Promotees	<input type="text"/>	<input type="text"/>	<input type="text"/>

# LEAVERS

To be completed **ONLY** by Registered Employers who employ more than 250 employees and Public Authorities.

## PART D

The information in this part of the form relates to the 12 month period ending on the date at A2.

See notes page 11

**D19** Enter into the appropriate box below the number of leavers in the major groups of the Standard Occupational Classification as described in column (I).

(1) Standard Occupational Classification Major Groups	(2) No. of Protestant Male leavers	(3) No. of Roman Catholic Male leavers	(4) No. of Male leavers whose community cannot be determined	(5) No. of Protestant Female leavers	(6) No. of Roman Catholic Female leavers	(7) No. of Female leavers whose community cannot be determined
1 Managers and senior officials	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 Professional occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Associate professional & technical occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 Administrative & secretarial occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 Skilled trades occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6 Personal service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7 Sales and customer service occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8 Process, plant and machine operatives	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9 Elementary occupations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**D20** Enter into the appropriate box below the total number of leavers above who are male, the number who are female and the total number of promotes.

	Male	Female	Total
Leavers	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PART E

to be completed by all registered employers and public authorities

E21	Signed	<input type="text"/> Print name if emailing as proof of signature
E22	Print name	<input type="text"/>
E23	Position in concern	<input type="text"/>
E24	Date	<input type="text"/> (DD/MM/YYYY)

### ADDITIONAL INFORMATION

E25	Please give a contact for any queries arising from this return	
	Name	<input type="text"/>
	Telephone No.	<input type="text"/>
	Email address	<input type="text"/>

This form should be emailed to [MRF@equalityni.org](mailto:MRF@equalityni.org)

Or, posted to  
Compliance  
Equality Commission for Northern Ireland  
Equality House  
7-9 Shaftesbury Square  
Belfast  
BT2 7DP

BEFORE THE DEADLINE AT A3

YOU ARE ADVISED TO KEEP A COPY OF YOUR COMPLETED  
MONITORING RETURN FORM FOR YOUR OWN INFORMATION

If you require advice or assistance in completing this return contact the  
Equality Commission at [MRF@equalityni.org](mailto:MRF@equalityni.org) or 028 9050 0600

## Checklist

Before submitting this monitoring form, you should check that the information is correct and let us know if there were any substantive factors that changed your monitored figures from the previous year.

For example:

Employee sections, pages 6 and 7

- Are the employees (pages 6 & 7) in the same SOC groups as last year?
- Have you included all your employees, including those on career break?

Applicants and Appointees, pages 8 & 9

- Are all appointees (page 9) included as applicants (page 8); if not please detail and explain the reason (e.g. they are included in the previous or subsequent return).
- If you have used the residuary method for appointees (Box 15, page 9) do they show in Box 12, page 8 as well as Box B9a on either pages 6 or 7?

Apprentices, page 10

- If you have included apprentices (page 10) include them as employees as well (pages 6 & 7).