

# The FIR Toolkit

## What is the FIR Toolkit?

The **FIR Toolkit** is a free range of resources available to anyone to use and share, promoting and inspiring fairness, inclusion and respect within the workplace. The FIR Programme runs a range of free workshops (all we ask is that you provide a venue) and webinars enabling successful implementation of best practice. The Toolkit is available online at [www.supplychainschool.co.uk/FIR](http://www.supplychainschool.co.uk/FIR) and includes:

- E-Learning modules
- Toolbox talks
- Resource library
- Case studies

## E-Learning Modules



### Setting up an inclusive site and site office

For project directors & managers  
How to set up a site of any size, and a site office, so that they are inclusive of everyone's needs.



### Achieving business success through FIR

For directors & managers  
What FIR is, its business benefits and risks associated with not progressing FIR.



### FIR on site: Why it matters and how to achieve it

For site management  
What FIR means; employer and employee rights, responsibilities



### Recruiting fairly & inclusively

For managers & supervisors  
Step-by-step guide for good practice via a recruitment process flowchart.



### Leading people inclusively

For managers & supervisors  
What it means to lead people inclusively and the difference between leadership and management.



### Flexible working

For managers & supervisors  
What flexible working means, why workers increasingly want to work flexibly and related legislation.



### FIR Train the Trainer

For FIR ambassadors  
How to deliver "Introduction to Fairness, Inclusion and Respect" workshops. Also, what to do before and after delivering a FIR workshop.



Find the FIR Toolkit at  
[www.supplychainschool.co.uk/FIR](http://www.supplychainschool.co.uk/FIR)



## Toolbox Talks



**3-15 minutes**  
For site and frontline workers

**Toolbox Talks** comprise videos and trainer scripts suitable for anyone working in the Built Environment designed to be delivered by site managers to site operatives. They are a great way to stimulate group discussion and reflection on the issues considered.



- **FIR Induction:** Sets expectations in relation to 'acceptable' workplace language & behaviours (Equality Act 2010).
- **Language:** How the words and language we use have an impact on others.
- **Mental Health & Wellbeing:** What mental health is, how to maintain wellbeing; symptoms and consequences of mental ill health.
- **Responsibilities:** Responsibilities of employers and employees on site.
- **Respect:** Actions that make people feel respected and disrespected.
- **Wellbeing:** How to support physical and mental wellbeing.
- **Community Liaison:** How to work with the public and manage confrontation on site.



## Workshops



**½ day—1 day**



**Introduction to FIR**  
For everyone  
What FIR is, why it matters  
& how to achieve it.



**Becoming a FIR ambassador**  
For everyone  
FIR good practice,  
barriers to overcome, &  
potential workplace  
scenarios.



**FIR Train the trainer**  
For FIR ambassadors  
How to deliver workshops,  
training others & practice  
delivering a workshop.



**Leading people inclusively**  
For managers & supervisors  
What it means, how it feels  
to be excluded, recognising  
biases & influencing  
organisational progression.

## Webinars



**1 hour**

### Train the Trainer coaching

For FIR trainers

Discussion and sharing of  
experiences around topical  
FIR issues.

### Ambassador coaching

For FIR ambassadors

Facilitated sharing of  
experiences in delivering FIR  
training & tips to improve.

Contact the team today:

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🌐 [supplychainschool.co.uk/FIR](https://supplychainschool.co.uk/FIR)

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