

Trainline plc Ethnicity Data Reporting Criteria for the year ended 29th February 2024

KPI: Percentage of Early Career Hires identifying as an Ethnic Minority

Our reporting principles

1. Scope

Early Career Hires: individuals employed on a formal ‘early career’ programme, defined as work experience, internships, apprenticeships and graduate programmes. We currently only have one ‘early career’ programme in operation in the current reporting year, a formal apprenticeship programme, but may look into launching other programmes in future periods. Whilst the business has certain graduate positions, these are not formal graduate programmes and are not therefore included in the metric. A formal ‘apprenticeship programme’ is defined at Trainline as a programme that combines on the job experience with provider-led training that results in an industry recognised qualification. Apprenticeships allow Trainline to provide more opportunities to individuals who are choosing alternative routes to university.

Apprenticeships at Trainline support the business by closing the skills gap through upskilling teams, boosting capacity and building a pipeline for junior talent to grow. Trainline have teamed up with Multiverse, a third-party apprenticeship provider to run the training & delivery of Early Careers Apprenticeships.

Ethnic Minority: anyone who identifies themselves as an ethnicity that is not Caucasian (English, Welsh, Scottish, Northern Irish or British, Irish, Gypsy or Irish Traveler, Roma, Any other White background). We use the UK Government agreed list of Ethnic groups when asking for someone’s ethnicity, per the 2021 Census as linked here [list of ethnic groups](#) and as inserted into Appendix A.

2. Reporting period and boundary

Early career hires commencing an apprenticeship between 1st March 2023 and 29th February 2024 (our financial year) in any part of the Group. They do not need to remain in employment in the group at the year end date of 29th February 2024 and there is no minimum tenure period.

Early career hires who commenced employment prior to 1st March 2023 but remain in the business are not included in the metric as this is an ‘in year’ metric and not cumulative. “The Group” is defined as “Trainline plc and its subsidiaries”.

3. Methodology

As above, an 'early career hire' is defined as an individual commencing employment on an apprenticeship programme between 1st March 2023 and 29th February 2024 in any part of the Group. They do not need to remain in employment in the group at the year end date of 29th February 2024 and there is no minimum tenure period. This is a headcount metric and not an FTE metric, i.e. no adjustment is made for FTE if individuals work for different contracted hours. In the current reporting period, the population of early career hires is three people.

Annually, we send out a diversity survey to all early career hires which includes a field for ethnicity, containing the list of ethnic groups as defined in part 1 above and Appendix A. Ethnicity information is included as part of their broader personal information disclosure. This self declaration of ethnicity in the survey is our definition of '*identifying as*'. Completion of the "diversity survey" is not mandatory and individuals may choose not to disclose this information.

The population for this metric is all early career hires who have disclosed an ethnicity in the survey by 23rd April 2024. Any early career hires who did not disclose an ethnicity in the survey are not included in the KPI population. In the current reporting period, all three early career hires responded to the survey and there were no nil responses.

To calculate our KPI %, we divide the number of individuals who identify themselves as an ethnic minority that is not Caucasian (English, Welsh, Scottish, Northern Irish or British, Irish, Gypsy or Irish Traveler, Roma, Any other White background) by the total number of early career hires who disclosed an ethnicity.

Appendix A

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian background

Black, Black British, Caribbean or African

- Caribbean
- African
- Any other Black, Black British, or Caribbean background

Mixed or multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed or multiple ethnic background

White

- English, Welsh, Scottish, Northern Irish or British
- Irish
- Gypsy or Irish Traveller
- Roma
- Any other White background

Other ethnic group

- Arab
- Any other ethnic group