



Considerations when implementing Diversity and Inclusion policies

Steps to promote workplace diversity and Inclusion and mitigate workplace discrimination:

1. Identify the various employee demographic in the workplace.
 - Ensure you include all demographics not just gender and ethnic
2. Identify the needs of each demographic to make them feel comfortable in the work environment.
 - In order to promote diversity in the workplace, managers need to have a sense of what will help everybody work together effectively and feel equally supported
3. Create working group (can be all the team if a small business) who can help brainstorm strategies for promoting diversity in the workplace.
 - In order to avoid discrimination, the group's goal should be explained to the employees and ask for volunteers, as opposed to appointing members.
4. Establish a clear equal-opportunities policy (under the guidelines of Equal Employment Opportunities laws "EEO").
 - Such policies should help to create a culture in which employees are promoted and based on performance, and regardless of age, race or gender.
5. Become an Equal Opportunity Employer.
 - Establish hiring practices that select the best candidate for the position without considering age, race or ethnicity.
 - Redesign job applications to remove any culturally related questions and delete questions asking for birthdates and marital status.
6. Promote workplace diversity by providing diversity training for all employees.
 - Many businesses hire outside corporations to train employees about issues such as communicating effectively despite linguistic and cultural differences.
7. Acknowledge that prejudice will exist in the workplace.
 - This doesn't mean, however, that you have to disregard it.
 - Set clear consequences for incidents of discrimination and inform employees of the policy.
8. Implement diversity-friendly office policies in regard to dress codes and holidays.
 - As long as employees are dressed appropriately for the workplace, allowing them to dress according to their cultural customs can make them feel more supported.
 - Providing flexible work hours allows employees to celebrate the holidays that are important to them.
9. Recruit by looking for employment candidates from a wide variety of cultural backgrounds.
 - Recruit from a highly diverse student population, encourage referrals from current employees that come from culturally distinctive groups
 - Place help-wanted ads at local cultural centres.
10. Enhance the benefits of the cultural diversity that currently exists in the organisation.
 - Use training sessions to explain the benefits of including diverse ideas in the company.
 - When employees understand the impact of diversity on the company's success, they will be more eager to look for ways to incorporate differences into their everyday work patterns.
11. Teamwork: For all team-based work assignments include as many employees from different cultural backgrounds as possible.
 - Not only will employees become more familiar with cultural differences, but the company will benefit from an enhanced knowledge base on the team assignments.