



How to introduce Diversity into your workplace

Planning...

- It is helpful to produce a diversity guide outlining your organisation's goal for establishing a diversity strategy, what is expected, what won't be tolerated, and how you intend to reward positive attitudes and actions. Print out enough guides for each employee.
- Schedule a casual meeting or conference in which you inform all employees of your diversity-friendly company policy.
- At the meeting distribute the diversity guides and emphasize the positive aspect of welcoming and working with diversity.
- Offer benefits for promoting diversity in the workplace (i.e., surprise bonuses or gifts to those who have actively and genuinely offered assistance to new employees).
- Maintain an "open-door" policy so employees feel comfortable bringing their concerns to management.
- Hold monthly in-office lunches to encourage further communication between staff members in a positive, relaxed atmosphere. This helps staff from different departments get to know each other better, thus promoting understanding and more tolerance.
- Hold employee workshops to receive input on welcoming and promoting diversity in the workplace. Consider hiring a motivational speaker who specializes in this area.
- Get staff feedback through surveys or feedback boxes.

Tips...

- People accept changes and diversity more easily if it is done in a positive and upbeat manner. Be consistent with enforcing your policies toward discrimination in the workplace.
- Be cautious about providing repeat incentive bonuses or gifts to the same person(s), as this might promote negative feelings of favouritism among the staff.

Introduction can only be a beginning and a consistent, transparent, on-going commitment is vital.