

7 KEY TIPS

Managing Diversity and Inclusion in the Workplace

1

Prevent Harassment

Take proactive steps to prevent incidents of harassment in the workplace including periodic training.

2

Foster Positive Environment

Promote an environment of honesty, openness and mutual respect.

3

Communicate Policies

Ensure the diversity and inclusion policy is communicated and consistently adhered to by all.

4

Recognise Signs

Know how to spot signs of potential discrimination or harassment and take appropriate action without delay.

5

Lead by Example

Demonstrate inclusive behaviour in your conduct and interactions.

6

Ensure Fair Treatment

Ensure equality of opportunity for everyone at all times.

7

Mind Your Words

Encourage everyone to be mindful of language, tone and what they say to avoid causing unintentional offense.



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