



EQUALITY & DIVERSITY IN THE WORKPLACE

A GUIDE FOR EMPLOYERS

SYNOPSIS

▷ **Duration:** Full Day (7 hours)

▷ **Format:** Lecture/Workshop with Q&A

▷ **Equipment:** Projector & Screen

▷ **Audience:** Workplace, Club, Organisation

▷ **Cost:** from £POA + VAT

Summary:

This presentation aims to raise awareness and promote Equality & Diversity in the workplace.

Tailored to the requirement, delivered in a lecture/workshop presentation style, suitable for managers, HR or business owners to understand their responsibilities to embrace an inclusive and diverse workforce.

CONTENT

▷ THE BASICS

- ▷ What does The Equality Act 2010 ensure?
- ▷ Who does it apply to?
- ▷ How do businesses benefit?

▷ BUSINESS BENEFITS

- ▷ What does a diverse workforce demonstrate?
- ▷ How does diversity directly help organisations?
- ▷ How does a diverse work force help and organisation?

▷ WHAT IS DIVERSITY AND INCLUSION?

- ▷ How is a diverse workforce made up?
- ▷ What does a diverse work force enable?
- ▷ What is Inclusion is a recognition of?
- ▷ What are the risks?
- ▷ What is it good practise to consider?

▷ THE LEGAL REQUIREMENTS

- ▷ What is The Equality Act 2010?
- ▷ What are the “Protected Characteristics”?
- ▷ What must employers do to prevent disadvantaging one group?
- ▷ What must employers do in relation to disabled employees?

▷ ESTABLISHING AN INCLUSION CULTURE

- ▷ Implementing an equality and diversity policy
- ▷ Raising Awareness
- ▷ Implementing an anti-bullying and harassment policy.
- ▷ Ensuring good communication channels

▷ MAINTAINING AN INCLUSION CULTURE

- ▷ Establishing a fair recruitment and promotion process
- ▷ Reviewing Terms and Benefits of Employment
- ▷ Establishing a formal grievance process

▷ MEASURING IMPACT

- ▷ Verifying that Policies are working for everyone
- ▷ Maintaining employee awareness
- ▷ Recognising and Reward Achievements
- ▷ Benchmarking against other organisations
- ▷ Keeping abreast of changes in legislation



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