

(Name of the Organization)

## **DIVERSITY POLICY TEMPLATE**

Below is a sample diversity policy. Firms wishing to establish a diversity policy are invited to use the ideas contained in this template and modify them to suit the individual character of the firm.

### **Diversity vision**

1. [Name of Company] recognizes its talented and diverse workforce as a key competitive advantage.
2. Our business success is a reflection of the quality and skill of our people. [Name of Company] is committed to seeking out and retaining the finest human talent to ensure top business growth and performance.
3. Diversity management benefits individuals, teams, our company as a whole, and our customers. We recognize that each employee brings their own unique capabilities, experiences and characteristics to their work. We value such diversity at all levels of the company in all that we do.
4. [Name of Company] believes in treating all people with respect and dignity. We strive to create and foster a supportive and understanding environment in which all individuals realize their maximum potential within the company, regardless of their differences. We are committed to employing the best people to do the best job possible. We recognize the importance of reflecting the diversity of our customers and markets in our workforce. The diverse capabilities that reside within our talented workforce position [ Name of Company ] to anticipate and fulfil the needs of our diverse customers, both domestically and internationally, providing high-quality products/services.

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5. [Name of Company] is diverse along many dimensions. Our diversity encompasses differences in ethnicity, gender, language, age, sexual orientation, religion, socio-economic status, physical and mental ability, thinking styles, experience, and education.

We believe that the wide array of perspectives that results from such diversity promotes innovation and business success. Managing diversity makes us more creative, flexible, productive and competitive.

### **Recruitment**

As a global player, [Name of Company] recruits people from all around the globe. We believe that our employees from many different cultural, linguistic and national backgrounds provide us with valuable knowledge for understanding complex international markets. We have established outreach programs to identify talented women and individuals from under-represented backgrounds for recruitment. We provide scholarships for promising young women and under-represented status students with the potential to become high achieving professionals in [ ].

### **Career development and promotion**

1. [Name of Company] rewards excellence, and all employees are promoted on the basis of their performance. All managers are trained in managing diversity to ensure that employees are treated fairly and evaluated objectively.

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## **Community programs**

1. [Name of Company] recognizes that there are distinct demographic groups that have long been disadvantaged. We recognize that racism, ageism, sexism and other forms of discrimination are problems both for our organization and society as a whole.
2. [Name of Company] is committed to tackling cultural stereotypes both within and outside our organization. We have clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incidents.
3. [Name of Company] combats discrimination in the wider community through partnerships with community-based groups. We work closely with [\_\_\_\_\_].

## **Diversity bodies**

Our commitment to diversity is led by our diversity champions, who come from all levels of the company, from top management to the shop floor. The diversity champions make up a diversity committee, which is responsible for ensuring that our diversity policy is articulated in the day to day running and the strategic direction of the company.

## **Diversity practices**

All employees undergo diversity training. Diversity training encompasses raising awareness about issues surrounding diversity and developing diversity management skills.

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1. Provides a safe and pleasant environment for our employees. We offer:

- Flexible working time arrangements
- Employee education assistance
- Employee network and support groups
- Open communications
- Childcare assistance
- Mentor programs