
Aims and Principles of Diversity Policy

Diversity Policy

Workforce Diversity Policy is a commitment by the organisation to create a workplace that is fair and inclusive, and builds a workforce which better reflects the diversity of the work place. It acts as a deterrent to discrimination against individuals based on their differences. It is very important to treat all the diverse workforce and everyone should enjoy equal rights.

Aims and Principles

An organisation's staff is its greatest asset and aims to attract and retain people with diverse skills, experience and background to deliver high quality education and training services. A workforce that reflects the diversity of our employees, management and communities will be better able to understand the needs of its customers and be able to offer responsive services to communities. The experience of work for employees is to be inclusive and respectful of individual differences, including but not limited to, family responsibilities. Employees awareness towards their rights and responsibilities of individual with regard to equity and respect for each other.

Benefits of Diversity Policy

Both companies and employees can benefit from diversity policies. Adopting diversity policies offer clear benefits for companies and the labour force, such as resolving labour shortages, greater product in adopting diversity policy offers clear benefits for companies and the workforce, such as resolving labour shortages, enhanced marketing opportunities, greater product innovation and a better corporate image.

Here are a few of the top benefits or diversity in the workplace.

Talents, Skills and Experiences

Individuals from diverse backgrounds can offer a selection of different talents, skills and experiences that may be of benefit to the organisation and their work performance.

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It Creates Innovation

By working alongside people of different backgrounds, experiences and working styles, creative concepts can be born from bouncing ideas off of each other and offering feedback and suggestions.

Language Skills can Open Doors for a Business

Language barriers and cultural differences can often act as a bit of an obstacle for a company who want to expand their business over shores; however by hiring employees who speak different languages it can make it possible for a company to work on a global basis and interact with a broader client-base.

Improves Employee Performance

Employees are more likely to feel comfortable and happy in an environment where inclusivity is a priority. Equality in the workplace is important for encouraging workers from all backgrounds to feel confident in their ability and achieve their best. The higher the team morale, the more productive employees are.

Requirement and Induction Procedure

A recruitment policy helps to ensure that you are clear about:

- What volunteer-based services you are providing
- How you will bring volunteers into your organisation
- What kinds of volunteers you plan to recruit
- How they will be involved

It also outlines your approach to finding volunteers. For example, the purpose of your policy might be to ensure that:

- Volunteer positions are filled with the best possible candidate/s
- Ensure all selections are fair and equitable/based on merit
- Recruitment and selection processes adhere to the Equal Opportunity Policy
- A standard approach is adopted for the recruitment of all volunteer positions.

Procedures will vary between organisations, but should outline the how your policy will be put into action.

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Describe the processes with reference to any documents, forms or checklists that are needed.

You might also need to include:

- Do you need permission to advertise or create a volunteer opportunity? If you do, who can approve this and what is the process?
- Who is responsible for writing job descriptions?
- Who is responsible for contacting unsuccessful applicants?

Selection

The selection process involves choosing the individual who best meets the requirements of a position. It's important to have clear processes in place for how you choose the most suitable volunteer for any vacant position. This makes sure the process is fair and transparent. It can also protect you if you have someone apply who is interested in the role but not suited to it. For many volunteer roles, selection is an informal process where a chat about the position and its requirements may be all that's needed. Other organisations follow a more formal selection process. Either way, your policy should state whether or not you require the following as part of your process:

- Application form
- Selection criteria addressed
- Attendance at a workshop or information session
- Interview
- Checks
- Following up personal reference
- Timelines.

Induction

- Orientation is the final step in the recruitment process. New members are welcomed to the organisation and given details about their position. Introduce daily operations and key people in the workplace.
- Having a well planned induction and orientation process can help make new volunteers feel more welcome and less stressed when they start their role.
- Include time where you can go through the details of their role and provide a copy of their job description – including responsibilities, hours and expectations

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