



Commentary - issue 4

In this issue

- [Enable diversity in the workplace](#)
- [Useful contacts](#)

Ensure diversity in the workplace

Diversity and a healthy work/life balance play an important part in attracting and retaining good quality employees. Is your organisation embracing this reality or merely taking the relevant steps “only when absolutely necessary”?

Use the following table to assess whether your organisation is striking the right balance. With a maximum rating of 30 for each category, your rating should be no lower than 10 per category.

Note: organisations with no anti-discrimination policies or procedures take tremendous risks. They can be found liable under health and safety and anti-discrimination legislation if they do not fulfil their duty of care to all their employees.

	Inactive Rating: 0	Reactive Rating: 5	Proactive Rating: 10
WORK/LIFE BALANCE			
Flexible working	Unavailable	Available if operationally appropriate	Process and guidelines for applying and approval is available to all staff
Home working	Unavailable	Available if operationally appropriate	Process and guidelines for applying and approval is available to all staff
Part-time working	Unavailable	Staff can apply to work part-time or job-share	Process and guidelines for applying and approval is available to all staff
HEALTH & WELL-BEING			
Harassment	No documented policies	Compliant with current legislation. Policies and guidelines documented	Process and guidelines for reporting and managing cases are available to all staff. Managers receive training regarding current legislation.
Discrimination	No documented policies	Compliant with current legislation. Policies and guidelines documented	Process and guidelines for reporting and managing cases are available to all staff. Managers receive training regarding current legislation.
Offices and floors are easy for people with mobility difficulties to access	Not all areas	Compliant with current legislation. If possible, required adjustments are made on request.	True of all/most areas. Regular reviews are done through employees to assess access requirements.

	Not being addressed Rating: 0	Reactive Rating: 5	Proactive Rating: 10
DIVERSITY			
Recruitment	Vacancies are advertised through job centres, agencies and mainstream media.	Vacancies are advertised through job centres, agencies and mainstream media. Vacancies are advertised in non-mainstream media only if role requires it.	Vacancies are advertised through job centres, agencies and mainstream media. Vacancies are usually advertised in mainstream and non-mainstream media.
Harassment	No documented policies	Compliant with current legislation. Policies and guidelines documented	Process and guidelines for reporting and managing cases are available to all staff. Managers receive training regarding current legislation.
Discrimination	No documented policies	Compliant with current legislation. Policies and guidelines documented	Process and guidelines for reporting and managing cases are available to all staff. Managers receive training regarding current legislation.

Your rating

- < 10 Your organisation lacks positive action in this area. Strategic direction is required.
- = 10 Your organisation tends to react to internal influences in this area. You comply with legislation where relevant but strategic direction is required.
- 15-20 Your organisation has some processes in place in this area to support legislation. Further direction may be required.
- 25-30 Your organisation has a strategy for this area, which is supported by widely communicated and documented processes and procedures.

Useful contacts

If you would like further information or guidance on diversity in the workplace and ensuring your employees' health and well-being, contact one of the following organisations:

Personnel Today	www.personneltoday.com
Employing older workers	www.businesslink.gov.uk
The Commission for Racial Equality	www.cre.gov.uk
Employing people with disabilities	www.direct.gov.uk
Business Link	www.businesslink.gov.uk

Amos Butler Ltd can work with you to develop processes and procedures to support your organisation in the areas which require further attention. Please contact us for further information on 0845 125 9612 or email info@amosbutler.com.