



## Commentary - issue 4

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### 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<br>Rating: 0  | Reactive<br>Rating: 5  | Proactive<br>Rating: 10  |
|---|------------------------|--|--|
| <b>WORK/LIFE BALANCE</b>  |                        |  |  |
| 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   |
| <b>HEALTH &amp; WELL-BEING</b>  |                        |  |  |
| 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<br>Rating: 0   | Reactive<br>Rating: 5  | Proactive<br>Rating: 10  |
|----------------|--|--|--|
| DIVERSITY      |  |  |  |
| Recruitment    | Vacancies are advertised through job centres, agencies and mainstream media. | Vacancies are advertised through job centres, agencies and mainstream media.<br>Vacancies are advertised in non-mainstream media only if role requires it. | Vacancies are advertised through job centres, agencies and mainstream media.<br>Vacancies are usually advertised in mainstream and non-mainstream media. |
| Harassment     | No documented policies   | Compliant with current legislation.<br>Policies and guidelines documented  | Process and guidelines for reporting and managing cases are available to all staff.<br>Managers receive training regarding current legislation.          |
| Discrimination | No documented policies   | Compliant with current legislation.<br>Policies and guidelines documented  | Process and guidelines for reporting and managing cases are available to all staff.<br>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                    | <a href="http://www.personneltoday.com">www.personneltoday.com</a>   |
| Employing older workers            | <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a> |
| The Commission for Racial Equality | <a href="http://www.cre.gov.uk">www.cre.gov.uk</a>                   |
| Employing people with disabilities | <a href="http://www.direct.gov.uk">www.direct.gov.uk</a>             |
| Business Link                      | <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a> |

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](mailto:info@amosbutler.com).