

2010

Module 2:

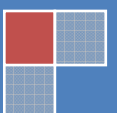
Promoting Diversity – the Laws and Initiatives

Sample



In association with
Equality and Diversity UK Ltd

2010



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Module 2 Promoting Diversity: The Law & Initiatives

The objectives of this session are to:

- explore the principles of equal opportunities policies
- identify the advantages to organisations in both the public and private sectors of embracing equal opportunities
- explore the legislation and initiatives to protect against discrimination (both direct and indirect), harassment and victimisation
- identify how we can support and promote equality and diversity and create individual or team Action Plans as appropriate

Preparation Checklist

Use this checklist to make sure that you have gone through the necessary preparations for the session. Tick each action when it is completed.

You will need to:

- book a suitable venue
- send course details to the participants reminding them to read the self-study materials, in particular *Equal Opportunities Policies* and *The Legal Framework for Diversity*, in preparation for this module
- incorporate a set of ground rules for the session in the course details
- check knowledge of the systems for support and advice available to employees in your organisation who are challenging issues of inequality as part of their work
- ensure that you are familiar with the resources in this toolkit and have a set to show the participants
- familiarise yourself with the Delivery Plan for this module and associated self-study materials
- if appropriate, develop some extended resources to meet the diverse needs of participants and for differentiation
- obtain resources such as a projector, OHP, flipchart/white board and markers, and sufficient copies of handouts, Action Plans and Review Sheets for participants
- if including the Option *Tribunals*, you will need to prepare case study scenario cards prepared from the template provided or based on examples from *The Legal Framework for Diversity* self-study material or other sources

You may also find it helpful to discuss the modules with another facilitator or your manager.

Delivery Plan

Welcome people to the session and explain any 'housekeeping' issues, e.g. timings, breaks, security.

Optional Activity *Icebreaker*

If appropriate to the participants, include an icebreaker that will help people to get to know each other and create an energetic, enthusiastic atmosphere (see *Icebreakers* in the *About This Guide* section for some suggestions).

Explain the objectives for the session.

At the end of the session participants will be able to:

- put forward the business case for promoting and embracing equal opportunities
- describe the broad content and coverage of equal opportunities legislation and initiatives
- develop effective action plans to promote diversity

MODULE 2 SLIDE 3

Explain that as the facilitator you will be leading the session but it is an important part of the training for participants to share experiences and good practice so that we can learn from each other.

The advantages to organisations in the public and private sectors of embracing equal opportunities

EQUAL OPPORTUNITIES POLICIES

Introduce this first session by linking it to the self-study material *Equal Opportunities Policies* that the participants should have worked through prior to the training.

Explain that we are starting the session by exploring the principles behind equal opportunities policies.

Encourage the participants to comment on their own organisation's equal opportunities policy and how this is monitored, using the self-study material for reference.

Optional Activity *Equality & Diversity in Practice*

Ask the participants to take their minds on a journey around their own workplace and look at the diversity in members of staff, senior managers, board of directors and so on, and share their observations with the rest of the group.

Summarise the view that effective equal opportunities policies, which are carefully monitored, help to reduce prejudice and discrimination in the workplace.

Equal opportunities policies help ensure:

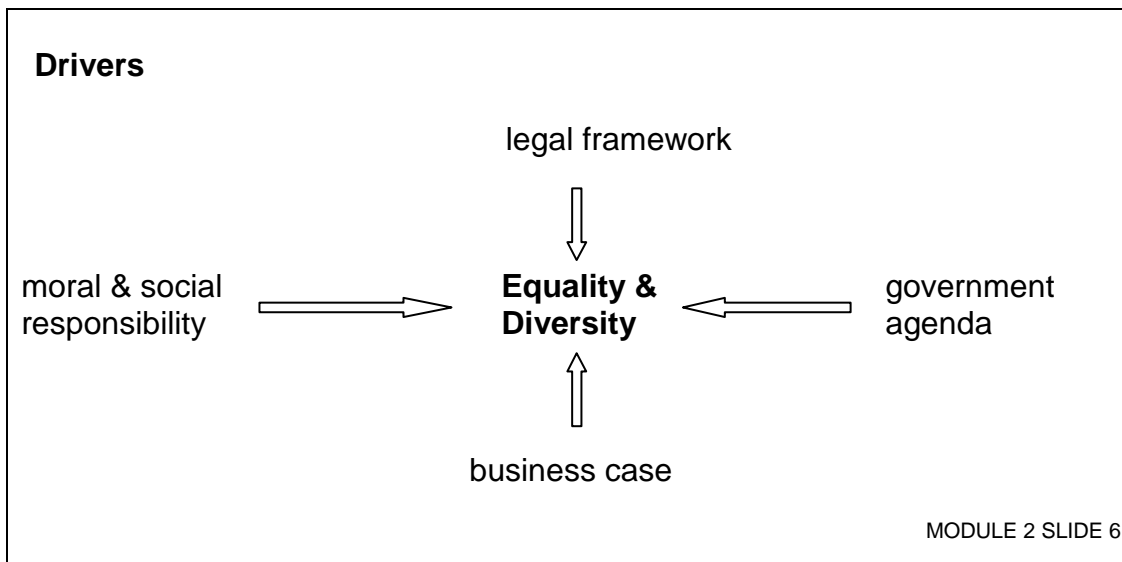
- an inclusive working/learning environment
- that everyone is treated equally, regardless of their background, origin etc.
- that staff learn how to embed equality into everyday activities and practice
- that individuals support the organisation's mission, vision and equality principles
- that everyone experiences a quality service

MODULE 2 SLIDE 4

WHAT ARE THE DRIVERS?

Ask the participants to work in pairs or split the group randomly (see *Random Splits* in the *About This Guide* section for ideas on how to do this). Encourage them write down what they think are the drivers persuading employers to embrace equal opportunities.

Show the presentation slide and ask whether anyone has thought of other drivers. Write these up on the flipchart/whiteboard.



- Drivers continued**
- Increased profitability
 - Increased efficiency
 - Improvement in motivation and performance
 - Shrinking of the traditional recruitment base
 - Recruitment of high calibre of staff from the widest talent pool
- MODULE 2 SLIDE 6

- Drivers continued**
- Stable workforce
 - Reduced recruitment training costs
 - To compete with competitors
 - Improved corporate and public image
 - Keeping within the law
 - Avoiding employment tribunals and compensation claims
- MODULE 2 SLIDE 7

Discuss the drivers with the participants, referring to the Supplementary Delivery Notes as appropriate.

Summarise the view that discrimination (direct or indirect), harassment and victimisation are bad for business. Equality of opportunity is cost effective and should be integrated into all management, personnel and employment practices. Employers have found that by putting equal opportunities policies into action they have the benefit not only of compliance with the law, but also enjoy a number of other advantages.

ENCOURAGING EMPLOYEES TO ENGAGE

Explain that effective equal opportunities policies help to change attitudes and make employees more aware of discrimination (direct or indirect), harassment and victimisation. They can also help reduce incidents of 'subtle discrimination'.

Legislation protects against cases of more obvious discrimination but there are many incidents of 'subtle discrimination' that do not go so far as to break the law but are none the less harmful.

Discrimination can be direct or indirect. Harassment is now a form of unlawful direct discrimination where unwanted conduct violates someone's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Suggested examples:

- With reference to the Supplementary Delivery Notes, talk through the case study of Nasreen who was ignored by her colleagues. She felt so uncomfortable that she left her job.
- Give out Handout 1 *Meet Rachel* and explain that it is a case study from the GERI Job Choice Learning Guide *Gender Stereotyping in Apprenticeships*.

Ask the participants to read through the case study. Refer to where Rachel says that she was the only girl on the course and a lot of the other students did not talk to her but Rachel did not let this deter her.

Encourage the participants to come up with examples from their own experience and discuss the effects and outcomes for the person who was on the receiving end.

Here is a list of the rest of the contents of this pack

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To view the remainder of this pack, you will need to purchase it