

Beacon Group, LLC
Staffing & HR Solutions

DIVERSITY BEST PRACTICES AND PROGRAMS



This form doesn't help without time to follow-through options carefully.

Important Instructions for Using this Sample Checklist:

This checklist doesn't ensure that HR shares the burden of cost for liability blunders.

Scroll down to Checklist

The laws are constantly changing and changes may apply which are not shown in this sample. Consult with an HR professional and/or attorney for questions about a specific situation.

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DIVERSITY BEST PRACTICES AND PROGRAMS

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Conduct training programs for all employees in EEO rights and responsibilities including, but not limited to:

- ___ 1. gender awareness;
- ___ 2. diversity;
- ___ 3. disability, pregnancy, and religious accommodation;
- ___ 4. harassment prevention; and
- ___ 5. affirmative action.

Encourage and support formation of employee groups along diversity lines (e.g., women, men, minorities, persons with disabilities, older persons, religious persons) to actively participate within the company in EEO matters.

Form a Diversity Council with representatives of all interested organizations to discuss matters of equal employment opportunity.

Encourage high-level management participation and interaction with employees and employee groups, and ensure employee access to management.

Consider special emphasis programs and other events recognizing and highlighting the contributions of various cultural and/or social heritages.

Publish a pamphlet or handbook detailing EEO rights and responsibilities, as well as diversity and affirmative action programs.

Conduct assessments and surveys of employees, asking for their views as to what is right and what needs improvement in the company's conduct of its equal employment opportunity programs. Include in the process:

- ___ 1. Encourage suggestions for improvements.
- ___ 2. Be prepared to act on worthy suggestions.
- ___ 3. Develop business relationships with minority-, disability-, and women-owned businesses.
- ___ 4. Participate in the community and show that the company is a good corporate citizen. Advantages of these actions may include:
- ___ 5. Facilitate additional good will with the company's employees, enhancing pride in their employer.
- ___ 6. Encourage residents of the community to be more interested in working for the company.

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