Diversity for All Employees
Session Objectives

- Identify how we are diverse
- Understand the challenges and opportunities of workplace diversity
- Help avoid discrimination
- Follow workplace policy
Diversity Trends

- Minorities
- 55 and Older
How Are We Diverse?
Your Diversity History

- Parents
- Teachers
- Peers
- Media
Silent Diversity
Challenges

• Getting used to differences
• Coordinating work styles
• Learning to communicate
• Developing flexibility
• Adapting to change
Opportunities

QUALITY
PEOPLE!
Fill in the Blank

1. By the year 2020, more than **40** percent of the workforce is projected to be minorities.

2. By the year 2050, **20** percent of the workforce will be over the age of 55.

3. **Morale** increases when everyone feels welcome and appreciated.

4. Accepting and encouraging diversity reduces **discrimination** and the risk of lawsuits.

5. Clear and open **communication** is the key to working effectively with a diverse group.
Workplace Diversity

Do you understand:

• What workplace diversity is?
• The challenges and opportunities of having a diverse workforce?
Discrimination and Diversity

Recruitment, hiring, and firing
Harassment and Diversity

- Slurs or jokes
- Segregation from others
- Stereotyping
- Unwelcome sexual advances
- Derogatory comments regarding a co-worker’s culture or religion
Legal Protections

- Title VII
- The Age Discrimination in Employment Act (ADEA)
Legal Protections (cont.)

• The Americans with Disabilities Act (ADA)

• The Rehabilitation Act of 1973

• Genetic Information Nondiscrimination Act (GINA)

• Equal Pay Act
Diversity Policy

• Make diversity a priority
• Make sure everyone is trained
• Be comfortable discussing diversity
• Provide uniform expectations
Diversity Policy (cont.)

- Promote an open-door policy
- Protect your rights
- Promote compliance and prevention
- Create a respectful and dignified work environment for all
Do You Think This is Illegal—Yes or No?

- Not hiring someone for a position because he or she is Indian.
- Repeatedly telling ethnic jokes in the workplace even though the jokes offend certain people.
- Failing to promote an employee because he or she is over the age of 50.
Do You Think This is Illegal—Yes or No? (cont.)

- Paying a woman more money to do the same job as a man.
- Firing an employee because he or she needs special accommodation, such as a ramp, to do his or her job.
Legal and Policy Issues

Do you understand about:

• Discrimination?
• Harassment?
• Our policy on diversity?
Perception or Reality?

• There is one best-qualified person for each job
• People within the same minority group get along better than with those of different groups
• Diversity programs benefit only minorities
Making Diversity Work

• Learn names and use them frequently
• Show interest in co-workers
• Never assume
• Encourage teamwork
• Avoid personal attacks
Making Diversity Work (cont.)

- Approach controversial topics generally
  - Treat genders equally
  - Avoid sexist comments
  - Don’t guess co-workers’ identities
  - Learn—and use—acceptable terms
Making Diversity Work (cont.)

- Use the variety of experiences among co-workers
- Respect differences
- Look at co-workers’ abilities—not their disabilities
- Don’t go along with insensitive comments
- Think inclusive—not exclusive
Key Points to Remember!

- Diversity respects differences
- It encourages new ideas and perspectives
- It promotes fairness and allows everyone to contribute to goals and share in success
- It helps to create a stronger, more successful organization