

# Top Tips: 5 Top Tips on Creating an Inclusive Workplace

All of your employees should have equal opportunities to progress in their careers. Showing that your company is committed to diversity is the best way to make employees feel safe and secure whilst working for you.



## 01 Have equal opportunities policies in place

This can set out your company's commitment to equal opportunities for all members of staff, as well as outlining the steps that you will take to tackle any form of discrimination that may arise.

**37%** 

Claims for disability discrimination increased by 37% in 2018.

## 02 Maintain a zero-tolerance approach to bullying or harassment

Have strict procedures in place to handle any complaints of inappropriate behaviour, and reassure employees that any such instances will be properly dealt with.

More than 2/3rds of LGBT employees have been sexually harassed in the workplace.

**2/3**



## 03 Avoid stereotypes

Be careful not to introduce a practice that could discriminate against certain individuals, e.g. female employees having to wear high heels or skirts.



**1 in 10**

1 in 10 women admit to being told to wear more revealing clothing whilst at work.

## 04 Carry out discrimination training for all staff

This can help to prevent discriminatory behaviour from both employees and employers. It can also help managers to identify staff who may need some further support at work.

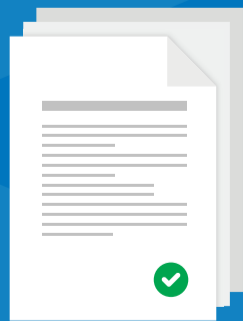
More than half of UK employees have witnessed racism in the workplace.

**50%** 



## 05 Conduct 'blind' recruitment

Prevent managers from unintentionally being drawn to towards candidates who they're similar to, by removing personal information from CVs or application forms.



**78%**

2019's gender pay gap reports showed that 78% of eligible companies still had a pay gap in favour of men.