

10 TIPS

to **increase diversity** in your organisation



1 Make diversity core business, not an HR initiative Research shows increasing diversity results in increased productivity. So it makes sense to think of diversity as a business decision and not just to write it up as a few bullet points in your company's HR policy. Make diversity a priority and let everybody in the company know it is highly valued. **TIP 1**

2 Actively seek out your company's unconscious bias Unconscious bias is one of the biggest obstacles you'll face in creating a diverse workforce so it's worth spending some time figuring it out. It can be confronting but encourage key members of your team – particularly those who have a hand in hiring and promotion – to work through these online tests. (Please note: The results are anonymous but will contribute to survey data.) Even if everybody keeps the results to themselves, a little more self-awareness can be a powerful tool for even-handed decision-making. **TIP 2**

3 Let diversity have the deciding vote You search through hundreds of CVs and eventually narrow it down to a handful of candidates, then you narrow it two and it is almost impossible to decide – either of them could do the job. Choose diversity. Think about which candidate stands out as being different from the rest of your team and choose them. Bringing a different perspective can bring fresh ideas and new solutions. **TIP 3**

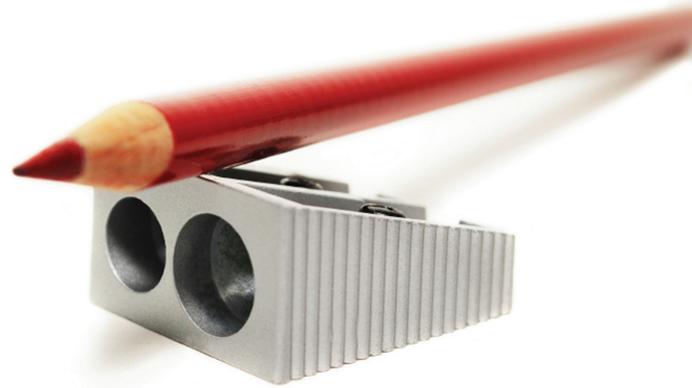
4 It's not me, it's you. Remember diversity is all about you Diversity always seems to be about 'them' but in fact it's all about you. It's easy to think about diversity as a race issue but it is much broader and it will impact the vast majority of employees at some point in their career. In work environments that reject diversity, employees may face bias based on their gender, age, weight, sexuality, skin colour, accent, religious beliefs, education, disability or socio-economic status. **TIP 4**

5 Take your measurements. Report your progress A desire to increase diversity is a great first step. To make it real you need to carry out a stocktake of your current level of workplace diversity (or lack of it), set some goals and deadlines and then measure your progress against those initial results. You can document the current profile of your workplace with this Diversity Australia spreadsheet: **TIP 5**

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6 **Keep an eye on the exit**

All the diversity policies in the world are of no use if you can't hold on to employees that don't fit the mould. Check in with employees who decide to leave and ask them why they're going. Don't forget that for a more diverse workplace to evolve it needs to be part of the company culture. Provide regular training opportunities focusing on diversity and inclusion – and make it a function of everybody's role to attend. Keep an eye on Diversity Works NZ training opportunities **TIP 6**



7 **Don't ignore the workplace bully**

Ignoring the bully won't make them go away, but it could mean you lose some of your best staff. Bullies often target people based on difference so an unchecked bully is a disaster for a workplace trying to increase diversity. Have a harassment and bullying policy in place, make it understood bullying isn't tolerated and take action **TIP 7**

8 **Be lexible**

An Equality and Human Rights Commission survey identified 'outdated working patterns' and 'inflexible organisations' as key barriers to women reaching senior roles. Don't make the total hours worked a measure of success in your workplace. Encourage efficient use of time. Reward achievement. Make flexi-hours and job-sharing a real option for all of your team. For advice on how to establish a successful job-share role visit the Diversity Site Toolkit: **TIP 8**

9 **Play to your strengths**

Get to know what each of your staff members are good at and make use of their talents. In a workplace where people are encouraged to play to their strengths, diversity is more likely to be accepted. When new people join the team don't focus on making them fit in, focus on getting to know their personal identity - you'll figure out what they're good at much sooner and research shows they will feel more satisfied and perform more effectively. **TIP 9**

10 **It won't happen overnight**

Good things take time and increasing diversity within your workplace is a very good thing. Take the time to read other organisations' diversity policies and find out what works – and what doesn't. Set manageable goals (with deadlines) and then work towards them. **TIP 10**