



Diversity Task Force

Disability Inclusive Workplace Quick Guide for Employers

TOP TIPS

Rachel Clift FIMI, Health & Wellbeing Director at BEN



An inclusive workplace

- Welcomes and includes every employee
- Ensures employees feel accepted within the team they work in, across the wider organisation (as applicable) and supports them to thrive in the work they perform
- Creates a workplace environment that respects and values all employees unique traits
- Means that all employees can bring their authentic self to work

Top tips for developing an inclusive workplace

Starts at the top!

Like all workplace initiatives, senior engagement is paramount. Senior leaders should understand and be able to define what being inclusive means and live by this day to day. Without this, developing an inclusive workplace just won't happen. In addition to this, Senior leaders need to give a bit of themselves to their workforce and be authentic, this will help others do the same. This isn't always easy when as a leader you feel you need to maintain professional boundaries and may feel you need to keep your personal life private, But you can still do that, bringing your whole self to work, sharing the things in life you place value on and what is important to you will aid connection to your workforce and shows others that it is also safe for them to do the same.

Embeds into an organisation

Embedding inclusion into any organisation starts by considering it in your mission and vision, ensuring it features in your organisation values and ambitions. To truly embed any initiative into an organisation not only requires robust policies and procedures but ensures that inclusion is considered at every touch point in the employee life cycle from attraction, during the recruitment process, onboarding, induction, performance management, employee engagement and even when someone leaves the organisation. Like all initiatives, it's unlikely to stand the test of time without investment in awareness and engagement, so embedding training and development specifically to maintain an inclusive culture should be a continuous focus from induction throughout an employee's length of service.

Embraces diversity

Inclusivity is often considered to be the next step to supporting a diverse workforce so creating and embracing a diverse workforce is a great starting point for any organisation. Given that diversity is the collective mix of employee differences and similarities which outside of any protected characteristics even, includes individual characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviours. On this basis, no matter where an organisations starting point is, every organisation has diversity in their workforce now, understanding your workforce and getting to know your people is key to opening up an inclusive culture.

Thinks 'employee experience'

Traditionally organisations talk about employee engagement, referring to the strength of mental and emotional connection employees feel toward the work they do, their teams and their organisation. Having a stronger focus on employee experience not only will enhance employee engagement but fosters a sense of belonging, and community. This requires an organisation, its leaders, and managers to really think about the physical and psychological environment people work within. From the facilities and signage being provided and used on-site, the way communication is managed and shared, language being adopted by everyone to celebrating a range of diverse events, awareness campaigns and dates in the annual calendar, as well as encouraging openness and welcoming and pro-actively seeking people's thoughts, feedback and ideas, building personal skills or the introducing the right forums for those that it might not be natural to do this, to really enable a contribution by all. Ultimately everyone working for an organisation being more mindful of employee experience will enhance what it feels like to work for the organisation, this is everyone's responsibility not just senior leaders or managers.

Keeps inclusion moving

Inclusion cannot be static; it needs to keep moving, evolve and continually develop over time. An organisation needs to keep closely connected to its workforce to ensure it continues to move with the make up its workforce, making inclusion an intentional habit for everyone, that employees are reminded of this on a frequent basis, and it becomes part of the organisations DNA. Finding the best way to quantify and measures inclusion as an organisation is also a critical success factor.



INSTITUTE
OF THE **MOTOR**
INDUSTRY

Registered office

Fanshaws, Brickendon, Hertford, Hertfordshire, SG13 8PQ

theimi.org.uk

+44(0)1992 511 521

hello@theimi.org.uk

