

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Develop policies and procedures to promote equal opportunities and diversity
Code	107097L5
Range	Developing policies and procedures to promote equal opportunities and diversity throughout the employee life cycle. This applies to the development of policies and procedures with the support from senior management to govern the organisation's practices in providing a same set of employment opportunities to all employees regardless of their race, age, gender, disability, marital status, etc.
Level	5
Credit	5
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand the importance and statutory requirement of equal opportunities and diversity, as well as the related compliance requirements and issues • Understand market best practices in promoting equal opportunities and diversity in order to create a work environment that promotes such values effectively in the organisation <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Partner with senior management to incorporate equal opportunities and diversity as core values in the organisation • Develop policies and procedures that promote equal opportunities and diversity within the organisation • Involve major stakeholders in promoting equal opportunities and diversity • Develop mechanism to capture salient concerns on equal opportunities and diversity • Promote equal opportunities and diversity as components of the employee engagement level <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Benchmark the organisation's prevailing practices with market best practices in promoting equal opportunities and diversity throughout the employee life cycle • Maintain the accuracy and consistency of all policies and procedures developed
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of policies and procedures to promote equal opportunities and diversity throughout the employee life cycle. • Establishment of mechanism to capture salient concerns on equal opportunities and diversity (e.g. survey, online voting poll). • Implementation of the relevant policies and procedures to provide a same set of employment opportunities to all employees regardless of their race, age, gender, disability, marital status, etc.
Remark	