

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Design policies and procedures to uphold equal opportunities and embrace diversity
Code	107098L6
Range	Designing policies and procedures to uphold equal opportunities and embrace diversity for employee engagement, corporate social responsibilities and competitive edge. This applies to the design of policies and procedures with the support from senior management to govern the organisation's practices in managing equal opportunities and diversity in the workplace, and therefore maintaining a diverse workforce with a wide range of knowledge, skills and resources to the business.
Level	6
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge in the Subject Area</p> <ul style="list-style-type: none"> • Understand employment ordinances and statutory regulations on equal opportunities and diversity in the market in order to design appropriate policies and procedures for the organisation • Understand market practices in advocating and embracing equal opportunities and diversity in order to design appropriate policies and procedures for the organisation <p>2. Applications and Processes</p> <ul style="list-style-type: none"> • Engage senior management to determine the scope of equal opportunities and diversity, as part of an important process in designing appropriate policies and procedures • Determine clear definition and scope of equal opportunities and diversity in consideration of relevant legal grounds • Design policies and procedures to resolve complaints / allegations in violation of equal opportunities and diversity, including handling procedures, consequences of non-compliance and resolution measures • Determine the role of employees, managers and senior management in upholding equal opportunities and embracing diversity in the organisation <p>3. Professional Behaviour and Attitude</p> <ul style="list-style-type: none"> • Evaluate accessibility of the diversity and inclusion policies and procedures within the organisation • Evaluate and introduce changes in diversity and inclusion policies and procedures
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Establishment of policies and procedures to resolve complaints / allegations in violation of equal opportunities and diversity, including handling procedures, consequences of non-compliance and resolution measures. • Provision of recommendations on the role of employees, managers and senior management in upholding equal opportunities and embracing diversity in the organisation for maintaining a diverse workforce.
Remark	