

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Communicate the policies and practices to maintain equal opportunities and diversity
Code	107099L4
Range	Communicating with and assisting all employees to get familiar with and follow the policies and practices related to equal opportunities and diversity in the organisation. This applies to the communication of policies and practices to develop a work environment where employees have equal opportunities and employee differences are treated with respect and dignity.
Level	4
Credit	4
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the strengths and weaknesses of different communication channels and tools for education on diversity and inclusion 2. Applications and Processes <ul style="list-style-type: none"> • Adopt appropriate communication channels and tools to communicate relevant policies and practices (e.g. educational activities, exhibits, displays) with all employees • Organise appropriate training to improve employees' understanding of the objectives of diversity and inclusion related policies, complaint and resolution procedures as well as possible consequences of non-compliance • Adopt appropriate training format (e.g. classroom, e-learning) and use in-house resources or liaise with industry experts (e.g. Equal Opportunities Commission) to deliver the training • Produce education tool kits on diversity and inclusion related policies and practices • Coordinate with target participants for training and communicate common pitfalls and risks on diversity and inclusion related matter with all employees 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Organise new employee orientation to cover diversity and inclusion related policies and practices • Benchmark best practices of developing educational materials related to diversity and inclusion with other organisations
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Adoption of communication channels (e.g. educational activities, exhibits, displays) as well as production of education tool kits related to equal opportunities and diversity for employee education. • Provision of a variety of internal and / or external training to help all employees get familiar with the policies and practices upholding equal opportunities and diversity in the organisation.
Remark	