

Create a best practice sheet in diversity and inclusion

In order to guide and inspire you in the creation of a good practice sheet, we have created this guide. Do not hesitate to contact the Diversity Charter team if you have any question about the information required.

What is a best practice in diversity and inclusion?

- This is any action, large or small, taken by an organization to promote and foster diversity and inclusion within its organization.
Example: talk about a global diversity plan or strategy or mention a specific action taken by the organization.
- This action should benefit employees but can also be directed at the organization's clients and partners.
Example: all employees, specific groups, local residents.
- The action must, in a direct or transversal way, refer to diversity and inclusion in the company.
Example: When purchasing work uniforms, take into consideration the diversity and specific needs of employees.

How can you make your good practice more impactful and inspiring?

- Be clear and concise.
- Include images, numbers, links or testimonials.
- Highlight your practice's connection to diversity and inclusion.

How to fill in the form?

We have provided some ideas to complete each section as a guide. The organisation is not obligated to fill in each of these ideas.

1. Identify to which article of the Charter your practice corresponds:

Choose an option.

- Raise awareness, train and involve
- Define a diversity policy
- Apply
- Evaluate
- Communicate
- Encourage

2. Name of your company:

Full name and avoid acronyms.

3. Title of your best practice:

4. Description of your action:

- *Type of action: training, awareness campaign, procedure...*
- *Target: all staff, managers, 45+ ...*
- *Duration: punctual, indefinite, at an (un)defined frequency...*

5. Context:

- *Tell your story: work group or management initiative, response to a current event, motivation...*
- *This action aims to: solve a problem, consolidate a diversity policy, satisfy a particular demand...*
- *What was the trigger? What brought about this awareness?*

6. Objectives:

- *The objective is a call to action! Start with a verb.*

7. Approach:

- *Processus : durée de mise en place de la pratique, coût des actions entreprises...*
- *Canaux et méthodes de communication utilisés : staff meeting, affiches, intranet...*
- *Allié.e.s : employé.e.s, partenaires sociaux, associations...*
- *Rôles et responsabilités : la direction, RH, employées...*

8. Impact :

- *Quantitative impact: increase or decrease of a figure, quantification of the impact of the action...*
- *Qualitative impact: employers' perception, employees' feedback...*
- *In the long term: following the action, in the long term, continuity and evolution of the action...*

9. Practical "To Do" Tips:

- *Factors for success.*
- *Recommendations or improvements to be made.*

10. Practical "Not to Do" Tips:

- *Safeguards and possible pitfalls.*
- *Points to avoid.*

11. Keywords:

Choose an option.

- Raise the top management's awareness
- RH processes
- Governance
- Indicators/Evaluation
- Diagnosis
- Diversity management plan
- Communication
- Selection and recruitment
- Welcoming and socialization
- Working conditions and remuneration
- Evaluation, mobility and career management
- Training

- Organizational culture
- Collaboration with trade unions

Why share a best practice?

"The more you share, the more you get back" is our motto.

Beyond the necessity to respect the commitments of the moral contract that binds you to the Lëtzebuerg Diversity Charter, submitting the good practices that you have thought of, implemented and improved within your structure allows you to assert your role as a committed and active actor. Indeed, we believe that everyone has a role to play and that each company can inspire and raise thoughts.

How do we use your best practices?

The good practices that you document on the Charter website are used for multiple purposes, including:

- To publish the best practice of the month on our social networks, website and newsletter.
- To testify during a Diversity Network or similar event.
- To be shared with our network of European Charters.
- To be used as an example in our exchanges with network members.