# Free research paper on best practices for workplace diveristy

Sociology, Communication

## Organization

- In the modern era of business environment, when people of all age groups, cultures and genders work together to achieve the same goal, it important to maintain a healthy respect for one and all.

- Personal opinions about any specific religion or gender should not form the basis for taking a professional decision.

- Never express your personal opinions about race, color, class, or religion in the workplace, because it might hurt sentiments (Thomas, 1996).

- Communication is the most important key for working under different conditions (Kossek et al, 1996). You should try to learn about the communication style preferred by your team members and try to use the channels preferred.

- Create a comfortable work environment for all. It means that inclusive working conditions should be created, where no one feels left out or excluded from the group. For example, it should be noted that a common language, which all members of the team can speak, should be chosen for communication (DeAnde, 1996).

- Patterns of discrimination against any particular culture, gender, or age group should not be evident.

- All team members should be given a chance to come up with their suggestions or complaints, in case they feel discriminated on any unjustified basis (Wilson, 1996).

- All meetings and employee gatherings should be used as a means to communicate the importance of appreciating workplace diversity (Thomas, 1996). All employees within an organization should be clearly made to

understand that acceptance of differences is important and that all
employees are expected to abide by it.

- When working with people of different age groups, genders and cultures,
you many some time come across conflicting values (Anderson, 1997). For
example, if you have some extra load of work and want to do overnight duty,
then people above the age of 60 many not accept it. In such circumstances,
entering into a negotiation and compromise process is the best way to make
arrangements which satisfy both teams.

- It is important to demonstrate sensitivity towards the views of each
individual.

- An important message to communicate amongst all members of an
organization is that though each one of them might belong to a different
background, while working, they are a part of single team, and thus have a
common goal to accomplish (Kossek etal, 1996).

- Treating each employee with fairness is important to send the message
that nobody would be discriminated for belonging to a particular culture,
gender or age group. This helps in building trust and confidence amongst
each other (Lambert & Myers, 1996).

- The resources within the organization should be allocated in a manner
which ensures that no group or individual is left behind, alienated or
excluded (Thomas, & Ely, 1996).

- The barriers to managing a diverse workforce, such as personal bias, should
be identified and addressed.

- All written or oral communication within an organization should reflect the
tolerance for all cultures, gender and age group (Thoms & Ely, 1996). In

addition, diversity statements should be included in all documents.

- Proper training sessions should be organized for making people understand the diversity, and how it can be tolerated.

## Works Cited

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