

HANDOUT FOR PRESENTATION

- SLIDE 2

- accepting people who are different
- **accepting people just as who they are creates a starting point for a good relationship with that person**
- take a positive attitude towards differences

SLIDE 3

- diversity doesn't need to be limited to racial differences, **age, gender, weight, height, skin and eye color**
- every employee brings their own uniqueness to the workplace.
- **uniqueness needs to be recognized, accepted, and valued by peers, leaders, and co-workers.**
- is important that employees value the uniqueness of others too
-

SLIDE 4

- **we should focus on the things we have in common, and not in the ways we are different**
- similarities and differences in the workplace **can make a huge difference in whether or not the business succeeds or fails**
- all co-workers need each other.

SLIDE 5

- environment- valuing and respecting differences in the environment can create a better and more pleasant work environment
- productivity - Workers who are treated fairly are more likely to be happy, and happy workers are more productive

SLIDE 6 - ENVIRONMENT

- people who treat each other with fairness and respect feel better about their co-workers and themselves
- **when people respect each other, they get along better, enjoy their job more, and feel like they are part of a team**
- to make a better working environment, coworkers need to be available, reliable, respectful, clear, and fair

SLIDE 7 - PRODUCTIVITY

- **Has been proven that flowers in a workplace can increase productivity of 55% of workers in small or medium-sized businesses**
- **Having and all-in-one printer, scanner, fax, and copy machine can help keep office space available, as well as cut cost for having multiple machines**
- Nice, comfortable chairs can make workers feel better, making them work more efficient

SLIDE 8 - LEGAL REQUIREMENTS

- Businesses are required, by law, to treat employees fairly and to make sure that they treat each other fairly
- **Workers who don't agree with these laws can cause problems**
- If employees treat coworkers unfairly, it can cause lawsuits to be filed against the business

SLIDE 9 - LAWS PROTECTING WORKERS

- civil rights act of 1964 - prohibited businesses from discriminating on the basis of race, color, religion, gender, or national origin
- civil rights act of 1991 - allowed employees who felt discriminated to sue employers

SLIDE 10 - TERMS

gender - **male or female**

race - **a division of human beings based on their skin color and other physical characteristics**

mental stability - **A person's learning and thinking ability**

sexual orientation - **An individual's sexual preference for members of the same, opposite, or both sexes**

physical condition - **A person's overall health**

age - **How old someone or something is in years**

religion - **a belief, worship, creed, sect, cult, or church**

ethnic heritage - **The background handed down to individuals from the ethnic group, or culture, into which way they were born**

geographic origin - **The part of the world and the type of area from which a person has come**

education - **the process of receiving or giving systematic instruction, esp. at a school**

language or language usage - **the method of human communication, either spoken or written, consisting of the use of words in a structured and conventional way**

personality - **the combination of characteristics or qualities that form an individual's distinctive character**

lifestyle - The way in which people lead their daily lives; determined by their income, interests, and activities

job position - The worker's assigned duties and level of authority that goes with his or her job