

# DIVERSITY TOOLKIT FOR SME'S

Diversity Module Templates & Downloads



## MODULE: TEMPLATES & DOWNLOADS

This module provides ready-to-use templates and visual materials to support the implementation of diversity measures in your company.

### EDITABLE TEMPLATES

- **Diversity Policy Template** – A general policy statement that can be adapted to your company's values.
- **Internal Communication Plan** – Outlines how diversity-related topics are communicated internally.
- **Meeting Inclusivity Checklist** – A list to ensure meetings are accessible and inclusive for all participants.
- **Diversity Welcome Letter** – A customizable letter for new hires outlining the company's commitment to inclusion.
- **Buddy Program Guidelines** – A document describing roles and expectations in mentoring or buddy programs.

### VISUAL & PRESENTATION MATERIALS

- Icons and infographics to illustrate diversity topics
- PowerPoint slide templates for internal training or workshops
- Flyer layout for workshop promotion
- Printable posters on inclusive workplace behavior

### FORMAT AVAILABILITY

- All templates will be provided in .docx and PDF format.
- Visual materials will be available in .jpg/.png and editable .pptx formats.



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