DIVERSITY TOOLKIT FOR SME'S

Practical resources to implement diversity in your company

SELF-ASSESSMENT: WHERE DO WE STAND?

- **Quick-Check:** Diversity Readiness in your Company
- **Checklist:** "Are we inclusive?" (Language, Accessibility, Recruitment, Onboarding)
- **Scorecard:** Diversity Maturity Level (Basic → Advanced)

RECRUITMENT & EMPLOYER BRANDING

- **Template:** Inclusive Job Description
- **Guidelines:** Where to publish job ads to reach diverse audiences
- **Examples:** Diversity Statement for Career Websites
- **Avoiding bias** in Hiring Decisions (Checklist)

ONBOARDING & INTEGRATION

- **Onboarding Checklist** for International Professionals
- **Buddy & Mentoring Programs** – how to set them up
- **Supporting Arrival** (Housing, Everyday Help, Language Access)

WORKPLACE CULTURE & COMMUNICATION

- **Tips** for Intercultural Communication
- **Mini-Guide:** Leading Diverse Teams
- **Best Practices:** Inclusion from within – Stories from other SMEs

LEGAL & PRACTICAL INFO

- **Links:** Residence, Work Permits, Recognition of Qualifications
- **Document Checklist for HR**
- **Regional Support:** Welcome Centers, Integration Offices, Chambers, etc.

TEMPLATES & DOWNLOADS

- **Editable Forms** (in .docx and PDF)
- **Diversity Policy** (Company-Wide)
- **Internal Communication Plan**
- **Checklist:** "How inclusive is our next team meeting?"
- **Visuals:** Icons & Slides to include in Company Presentations