

i. Introduction

Singapore's workforce has become increasingly diverse over the last decade. Employees from different generations, gender, nationalities and cultures often work together in the same organisation.

With such workforce diversity, it becomes important for organisations to put in place policies and practices to build an inclusive and harmonious workplace. An inclusive and harmonious workplace is one that appreciates differences amongst workers and works towards maximising their potential.

This toolkit aims to help organisations:

- ➔ Understand why managing workplace diversity is important;
- ➔ Assess how your organisation is managing diversity;
- ➔ Implement practices and policies to manage diversity and build an inclusive and harmonious workplace.

How do I use this toolkit?

- 1** Take the self-assessment on **page 8** to understand how your organisation is managing diversity.
- 2** The section "How do I build an inclusive and harmonious workplace" on **page 10** outlines practices which organisations can put in place to manage diversity. Select the practices most applicable to your organisation.