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## ACCA F1 知识课程

Accountant in Business (AB)

商业中的会计师 第十四讲

ACCA Lecturer: Tom Liu





# Diversity and Equal Opportunities

## *Topics*

- 1 Discrimination at work
- 2 Equal opportunity
- 3 The practical implications
- 4 Diversity



# Discrimination at work

Equal opportunities is an **approach to the management of people** at work based on **equal access to benefits** and **fair treatment**.

机会平等是一种管理人的手段。

机会平等意味着每个人可以以同等的努力获得一定的好处。（好处包括培训机会、薪酬、晋升机会）

机会平等意味着每个人都能被公平地对待。



# Equal opportunity

Discrimination of certain types is illegal in the UK on grounds of:

- Sex and marital status
- Colour, race, nationality and ethnic or national origin
- Disability
- Sexual orientation and religious beliefs
- Age

There are three types of discrimination.

- Direct discrimination (直接的不公平待遇)
- Indirect discrimination (制定一些表面公平但实际存在歧视的政策，比如所有员工必须刮胡子)
- Victimisation 迫害 (迫害那些检举不公平待遇的人士)



# The practical implications

## Formulating an effective equal opportunities policy

- Support from the top of the organisation
- A working party ( 一个由不同背景的人们组成的组织，共同推动政策执行 )
- Action plans and resources ( 提供培训资源还有杂志书籍 )
- Monitoring the numbers of women and ethnic minority staff ( 监控女员工和少数族裔员工的数量 )
- Positive action ( 一些积极的行为，例如在招聘广告里用少数族裔的语言，多提供些产假，多建女洗手间 )



# The practical implications

## Recruitment and selection

- Advertising
- Recruitment agencies ( 不要向猎头表示歧视性偏好 )
- Application forms
- Interviews
- Selection tests
- Records ( 拒绝某一候选人的原因一定要写详细 )





# Diversity

## Diversity policy

- Analyse your business environment ( 分析市场环境 , 特别是客户市场和人力资源市场 )
- Define diversity and its business benefits ( 认识到多样性的好处 )
- Introduce diversity policy into corporate strategy ( 在公司策略中融入多样性的考虑 )
- Embed diversity into core HR processes and system ( 在招聘流程中考虑多样性 )
- Ensure leaders implement policy ( 领导要有意识 )
- Involve staff at all levels ( 让从上到下的员工都参与进来 )
- Communicate, communicate, communicate ( 不断沟通 , 不断改进 )
- Understand your company's needs ( 认识到自身公司的条件 )
- Evaluate ( 评估 , 自评、外评结合 )



## PS: 老师的联系方式

微信：lzh383117290

知乎：刘校长

微博：刘泽宏ACCA



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