



**USAID**  
FROM THE AMERICAN PEOPLE

# Nurturing an **Inclusive and Diverse Workforce**

**1 Open Doors for Everyone:** When hiring, treat everyone fairly. Look at applicants without caring about where they're from, their gender, age, abilities, background, beliefs, thoughts, ideas, religion, relationship status, or sexual orientation.

**2 Fair Play Always:** Create clear rules for handling problems and complaints in the workplace. Make sure all employees know and can easily access them.

**3 Empowering Women:** Break down obstacles that stop women from working. Ensure women have the same chances as men.

**4 Sustainability is Good for Workers:** Employees at sustainable businesses tend to be happier and more productive, which lowers employee turnover rates.

**5 Compliance is Key:** Follow the rules for age, work hours, and breaks set by labour law.

**6 Balancing Work and Life:** Encourage employees to utilize their paid time off regularly.



A diverse workforce helps your organization better understand the needs of varied customers and market segments.



Companies with a diverse workforce experience 2.5 times more cash flow per employee.



Inclusive work teams are over 35% more productive.