

## Retention

One of the best ways to maintain the stability of your team is to promote values such as respect, accommodation, acknowledgment, recognition, consultation and trust.

### Tips for Retaining Candidates

- Provide leadership in enforcing the principles of equity by treating employees equitably.
- Create a positive work environment by respecting and valuing cultural differences.
- Establish a code of conduct that respects individuals and their diversity; share the written rules as well as the unwritten practices.
- Participate and encourage all staff to attend awareness workshops that promote respect for diversity.
- Provide all staff with an orientation to the rationale and principles of employment equity and diversity.
- Explain and clarify work requirements and expectations to all staff.
- Provide the information and resources necessary for employees to successfully adapt and integrate into the workplace.
- Set up a “buddy system” between the new employee and a colleague for on-the-job coaching.
- Encourage self-identification by circulating information on its importance and benefits.
- Consult the DFAIT Human Resources Intranet page for information on the department’s policy on harassment and discrimination.
- Be aware that assumptions, stereotypes and personal biases can impact unfairly on managerial and other decisions.

### Did you know ?

Linda Duxbury and Christopher Higgins, of Carleton University’s School of Business, reported in a 1995 study at the National Symposium on Diversity that flexibility is an excellent retention tool. They noted that “employees want flexibility with respect to when they work and where they work.”

The following table, from that report, lists the percentage of employees who find the following work arrangements very appealing:

	<u>Men</u>	<u>Women</u>
Regular	40	40
Flextime	80	80
Compressed work week	69	72
Work at home	45	58
Part time	12	50