

# Honoring Diversity in the Workplace



## C H E C K L I S T

● **Maintenance Checklist:** Have your maintenance/safety checklist in a variety of different languages. (populations relative to your community)

● **Holiday Policy:** Offer a policy where employees can observe their holidays without penalty.

● **Demographics:** Make sure your workforce accurately reflects the diverse demographics of your community.

● **Multi-lingual:** Use your multi-lingual/bi-lingual techs to communicate with customers, when appropriate.

● **Advertising:** Create imagery in your advertising, posters and wall signage in shop that shows diversity.

**Resources:**  
Calendar of Ethnic  
Holidays

Google Translate