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GUIDELINE TO EQUALITY AND INCLUSIVITY AT THE WORKPLACE

February 19, 2021

why
why
why
why





**THE FIRST GUIDELINE DEVELOPED
BY AND FOR THE PRIVATE SECTOR
IN INDONESIA**



Where are the areas in which equality and inclusivity are implemented?
Where to start?

How to implement equality and inclusivity at the workplace?

When can organizations start implementing equality and inclusivity at the workplace?



What are equality and inclusivity at the workplace? What are the things to do?

Why is it important to implement equality and inclusivity at the workplace?

Who are the vulnerable ones? Who are to be involved in implementing equality and inclusivity at the workplace?

CHAPTER I

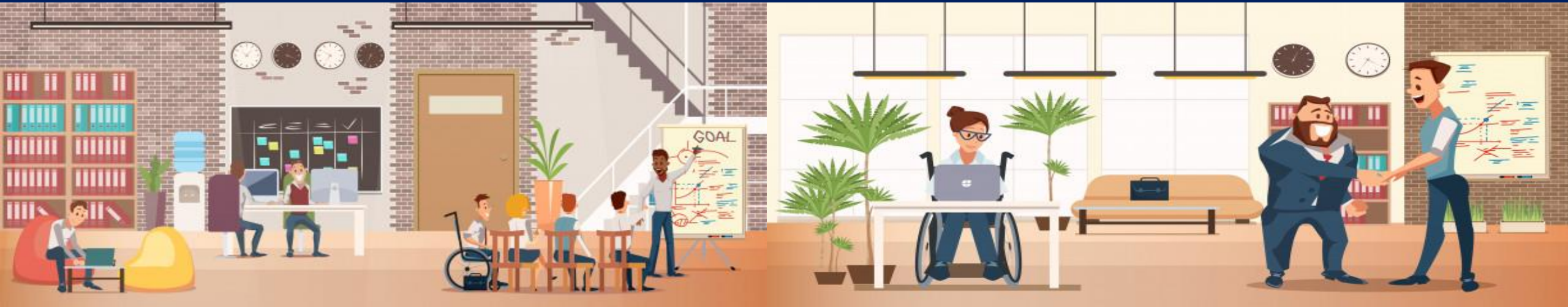
Introduction contains the basic information and concepts on equality and inclusivity. This part also explains the legal framework and policies as potential grounds to implement equality and inclusion as well as their benefits for the company.

CHAPTER II

Stages of Implementing Equality and Inclusivity at the Workplace consists of the steps that companies need to take to implement equality and inclusivity at the workplace.

CHAPTER III

Practices of Equality and Inclusivity at the Workplace and the Provision of Non-physical Reasonable Accommodation for Workers with Disabilities contains the practices of equality and inclusivity at the workplace, starting from recruitment, promotion and progress of career path, termination, to affirmative actions that are deemed necessary at the workplace.



CHAPTER IV

Reasonable Accommodation at the Companies' Physical Buildings and Environment talks about concepts, principles, and types of reasonable accommodation, and the guidance to develop buildings and infrastructures that are inclusive for people with disabilities.

CHAPTER V

Equal and Inclusive Information and Communication Media consists of inclusive communication principles, types of printed and online information media, and inclusive interpersonal communication.

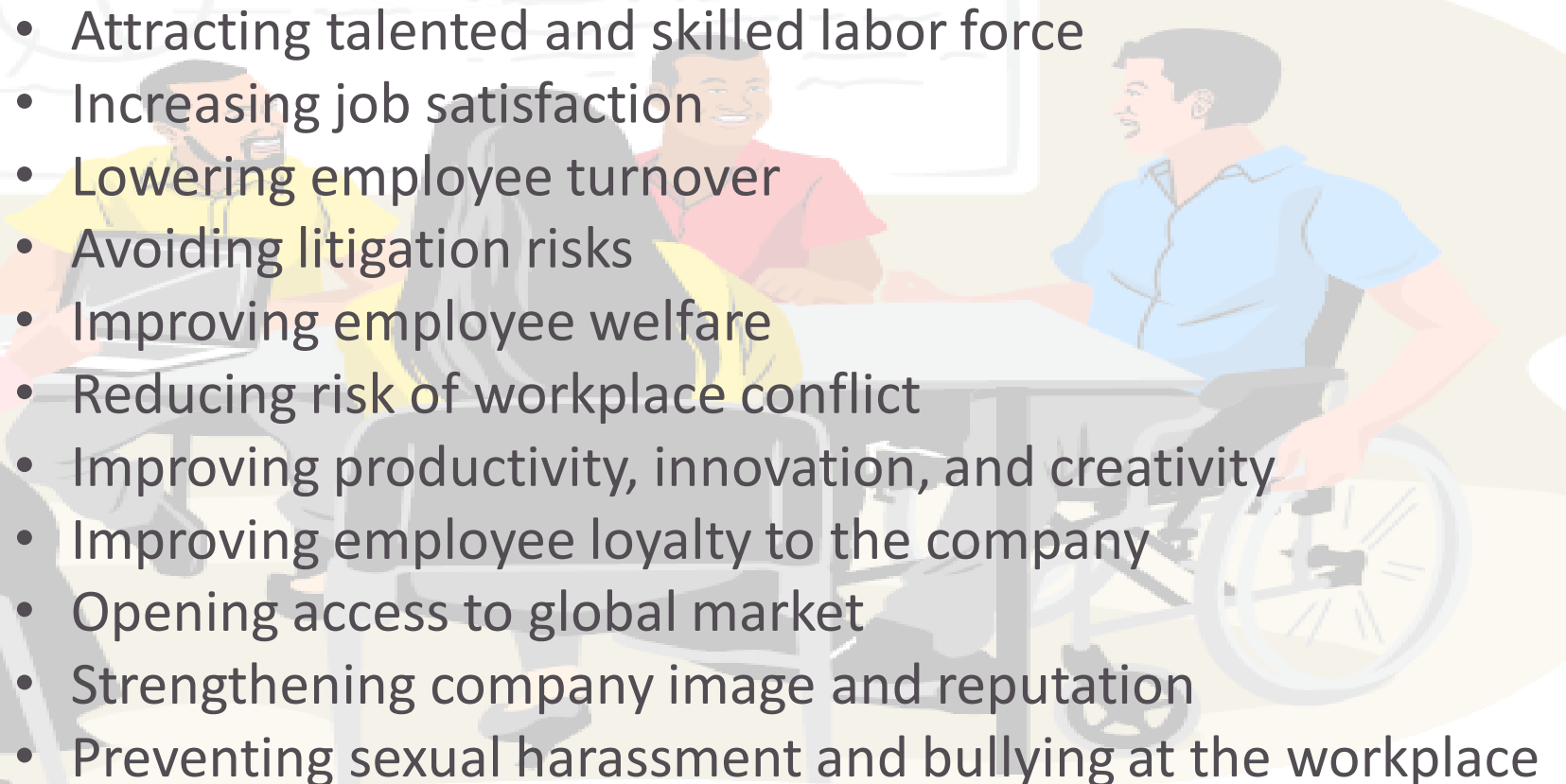
CHAPTER VI

Emergency Situations talks about management of emergencies, basic principles of disaster management, things to note during an emergency, et cetera.

#Impact

- Environment that appreciates diversity
- Consumer appreciation
- Branding opportunities as an inclusive company

#Benefits

- 
- An illustration of a diverse group of people sitting around a table in a meeting. There are five people: a man with glasses and a yellow shirt, a woman in a pink shirt and black hijab, a man in a yellow shirt, a woman in a grey shirt, and a man in a blue shirt sitting in a wheelchair. They are all looking at a laptop on the table. The background is a light yellow wall with a window.
- Attracting talented and skilled labor force
 - Increasing job satisfaction
 - Lowering employee turnover
 - Avoiding litigation risks
 - Improving employee welfare
 - Reducing risk of workplace conflict
 - Improving productivity, innovation, and creativity
 - Improving employee loyalty to the company
 - Opening access to global market
 - Strengthening company image and reputation
 - Preventing sexual harassment and bullying at the workplace

Make an Action Plan

Companies need to set priorities on the kinds of change they aim to achieve when the review is done later.

Set the Targets

The considerations on targets and benefits for companies who intend to implement equal and inclusive workforce.

Independent Review

Independent review is done to observe how the companies implement equality and inclusivity.

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Communicate the Action Plan

The publication of the companies' action plan could be done through various media.

Implementation of Action Plan

- Strengthening capacity for equality and inclusivity at the workplace
- Appointing Coordinator(s) for Equality and Inclusivity

Monitoring and Evaluation

This activity becomes a joint process of reflection and is held regularly.

STAGES OF IMPLEMENTING EQUALITY AND INCLUSIVITY AT THE WORKPLACE

PRACTICES OF EQUALITY AND INCLUSIVITY AT THE WORKPLACE AND THE PROVISION OF NON- PHYSICAL REASONABLE ACCOMMODATION FOR WORKERS WITH DISABILITIES



- Equal and Inclusive Recruitment Process
- Equal and Inclusive Treatment at the Workplace
- Equal and Inclusive Self-development and Progress of Career Path
- Affirmative Actions to Support the Implementation of Equality and Inclusivity at the Workplace
- Employment Termination

Disability parking space is located near the building's entrance for ease of mobility



Provision of special line for people with vision disabilities in office buildings could be done in simple, low-cost ways



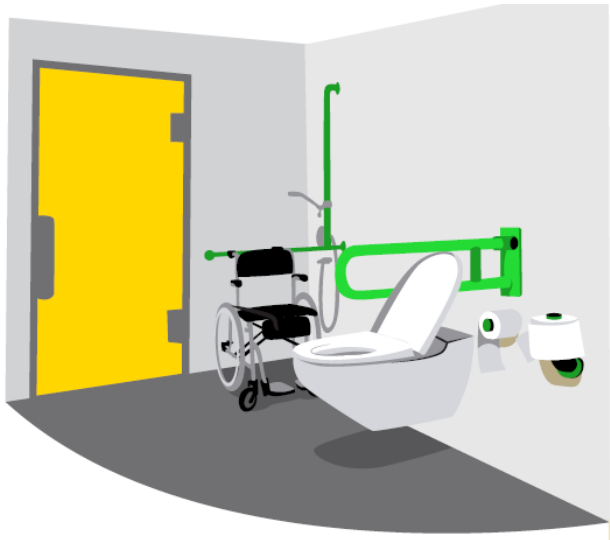
People with disabilities can still pray at their workplace if the companies' access to praying facilities also implement reasonable accommodation principles

Examples

Audio-supported lifts and lift buttons embossed (in Braille numbers) can assist people with vision disabilities to use the facility easily



Spacious toilet with enough room and handrail for easy use for people with disabilities

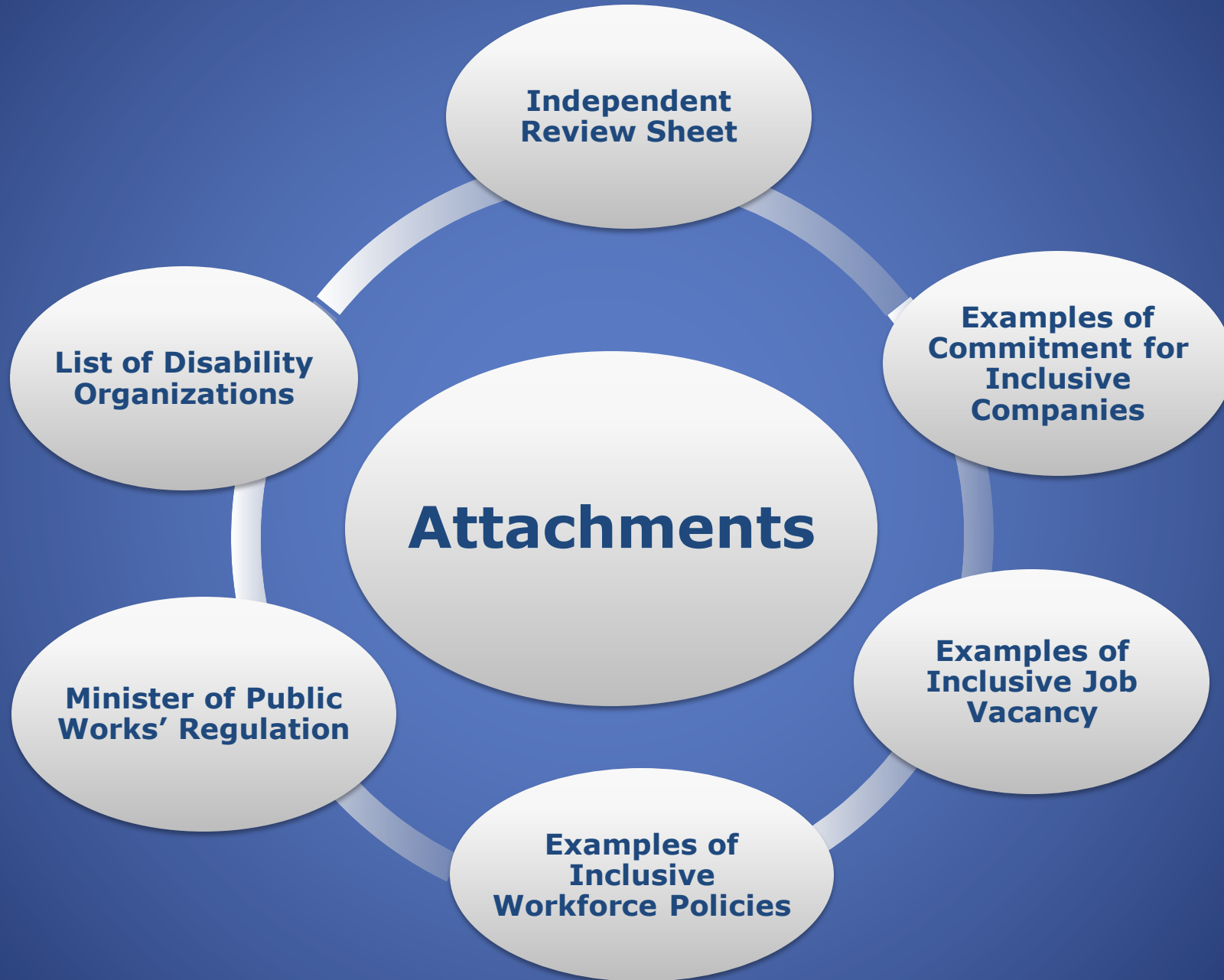


Companies need to provide public sinks that accommodate employees who are wheelchair users





- Principles of Inclusive Communication
- Steps to Encourage Inclusive Communication at the Workplace
- Models of Inclusive Communication



Thanks!

