

**Specification of Competency Standards for the Retail Industry**  
**Units of Competency for ‘Human Resource Management & Development’**

1. Title	Promote equality policy
2. Code	111378L3
3. Range	This unit of competency (UoC) is applicable to personnel management staff in the retail industry. Practitioners have the ability to perform non-routine tasks, promote the established equality policy of the organisation when performing personnel management tasks and in workplace and ensure that the policy complies with relevant legal requirements.
4. Level	3
5. Credit	6 (for reference only)
6. Competency	<p>Performance Requirements</p> <p>6.1 Understand the knowledge of equality policy</p> <ul style="list-style-type: none"> <li>◆ Understand the equal opportunities and anti-discrimination policy of the organisation</li> <li>◆ Understand the basic coverage of the equality policy, e.g. sex, disability, race and equal opportunities</li> <li>◆ Understand the purpose and benefit of implementing equality policy</li> <li>◆ Master the government and regulatory bodies’ legal requirements on equal opportunities, e.g.: <ul style="list-style-type: none"> <li>• Race Discrimination Ordinance</li> <li>• Sex Discrimination Ordinance</li> <li>• Disability Discrimination Ordinance</li> <li>• Family Status Discrimination Ordinance</li> </ul> </li> <li>◆ Understand retail trade unions’ requirements on equal opportunities</li> </ul> <p>6.2 Promote equality policy</p> <ul style="list-style-type: none"> <li>◆ Regularly arrange employees of different positions to participate in trainings, workshops and activities related to equality policy to promote their awareness of the equality policy</li> <li>◆ Convey and promote the equality policy of the organisation to employees at different levels through communication channels</li> <li>◆ Promote the equality policy effectively when performing human resources management tasks and in workplace</li> <li>◆ Carry out equality impact assessments (EIA) on workplace procedures or guidelines to identify equal opportunities items and measures that need to be improved or strengthened, such as: <ul style="list-style-type: none"> <li>• Advertisement content</li> <li>• Selection criteria</li> <li>• Staff remuneration and benefits</li> <li>• Staff retaining policy and promotion criteria</li> <li>• Job opportunities for persons with disability</li> </ul> </li> <li>◆ Review the performance and effectiveness of the equality policy of the organisation regularly and recommend improvements to the higher level or relevant departments, ensuring that the policy complies with the legal requirements</li> </ul> <p>6.3 Exhibit professionalism</p> <ul style="list-style-type: none"> <li>◆ Ensure that employees with different backgrounds are equally treated without any discrimination</li> <li>◆ Ensure that the equality policy implemented complies with the legal requirements</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>◆ Promote equality policy effectively when performing human resources management tasks and in workplace; and</li> <li>◆ Review the effectiveness of the equality policy of the organisation to identify areas for improvement or deficiencies, recommend improvements to the higher level/relevant departments.</li> </ul>
8. Remark	This UoC is adopted from 105009L3.