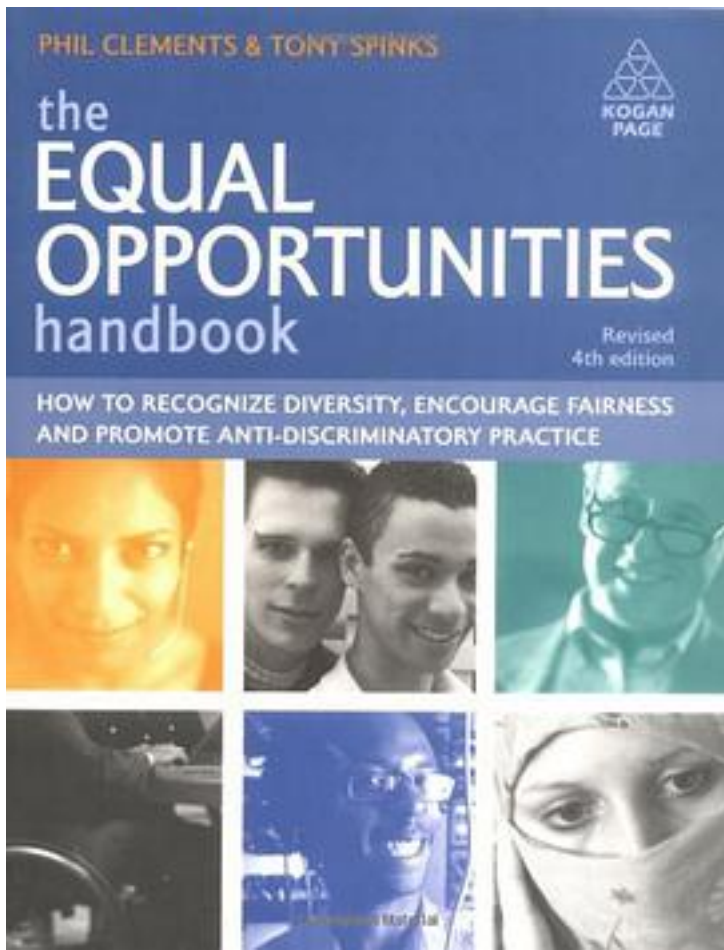


The Equal Opportunities Handbook



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出版者:

出版时间:2009-4

装帧:

isbn:9780749452971

"The Equal Opportunities Handbook" is a guide to indentifying and eradicating workplace discrimination through training and guidance. The revised edition of this popular text has been updated to reflect changes in legislation and policy. This

up-to-the-minute guide sets out straightforward procedures, relevant to all types of situation, and demonstrates how simple it is to behave with fairness, courtesy and sensitivity to all. Practical and realistic, this book will: help readers to check their own behaviour and attitudes; provide guidance on fair treatment; and, give valuable information on the most important issues in equal opportunities. The book includes personal action plans at the end of every chapter to aid learning and development, as well as a current A-Z of laws and agencies promoting equal opportunities.

作者介绍:

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