



AI for Diversity and Inclusion

USER MANUAL FOR APP AI4DI

Co-funded by the
Erasmus+ Programme
of the European Union



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"AI for Diversity and Inclusion: raising awareness in the workplace" – AI4DI- was born as a project co-financed by the European Erasmus+ program in the field of vocational education and training (VET).

The objective is to create a new training approach on the importance of diversity and inclusion within working environments using AI for the analysis of employee sentiment, and the AI4DI App for administering the questionnaire, the creation of reports and statistics, and highlight a possible training proposal that improves the perception that workers have of their working environment.

The project

The project unfolds in various stages that will lead to the creation of an innovative and interactive training course, primarily based on the perspective of employees within their own work environment. The workflow steps include:

- Development of a questionnaire (20 open-ended questions)
- A new sentiment analysis tool (App and AI)
- Beta testing
- Manual and guide creation
- Training course and video

The questionnaire, comprising 20 open-ended questions within the App, has been designed and developed by a psychologist to explore workers' perceptions and feelings regarding the construct of "feeling included" within the work environment.

Responses to the questions are analyzed through an AI model that employs Natural Language Processing (NLP), a subfield of Artificial Intelligence that deals with natural language. This process extracts data highlighting the sentiment of workers within their work environment. Through the App, it's possible to analyze this data and identify areas needing improvement, while the platform also suggests potential training proposals necessary to enhance the more problematic aspects.

The AI4DI project addresses the following priorities of the EU:

- Contributing to innovation in vocational education and training
- Inclusion and diversity in all sectors of education, training, youth, and sports
- Addressing digital transformation by developing digital readiness, resilience, and digital skills.

WHAT DOES DIVERSITY MEAN

Diversity encompasses any dimension that can be used to differentiate between groups and individuals. Meaningful action must be taken for everyone to respect and appreciate what makes each of us different: age, gender, ethnicity, religion, disability, sexual orientation, education, and national origin.

For this reason, it's crucial to implement actions aimed at effective inclusive practices in the workplace. The key to an inclusive work environment is ensuring that employees feel like vital parts of their work setting. This is achieved by developing an inclusive corporate culture: inclusion fosters employee engagement and a sense of belonging.

Diversity, equality, and inclusion act as drivers for a strong sense of belonging and enhance a company's attractiveness.

WHAT DOES INCLUSION MEAN

The term inclusion refers to all practices aimed at providing equal opportunities to all individuals in a workforce—especially those facing disadvantages for various reasons. From an employee's standpoint, inclusion involves a sense of belonging derived from being recognized and valued for one's skills.

Companies that promote inclusion value an environment characterized by collaboration, flexibility, and fairness, where each employee's perspective and talent are effectively utilized and appreciated.

The Charter for Equal Opportunities and Equality in the Workplace states that "Valuing pluralism and inclusive practices in the workplace contributes to the success and competitiveness of companies, reflecting their ability to respond to societal and market transformations."

D&I

Diversity and Inclusion (D&I) is an expression indicating programs, policies, and processes supporting different groups of people within the same organization. It promotes fair representation for individuals of diverse ethnicities, religions, genders, and sexual orientations. D&I planning is conducted by the human resources department. However, managers of different teams can also contribute by sharing resources with their reports.

Employee engagement declines when workers perceive a lack of inclusion in their work environment. This will eventually drive employees to leave the company and seek a more inclusive environment elsewhere.

APP AI4DI

The AI4DI App is available for free download on Google Play and the App Store. The App has been developed to meet the needs of various users who may engage with the questionnaire. Suitable colors accessible for users with color blindness have been used, the chosen font is Open Dyslexic to enable clear reading for individuals with dyslexia, and to facilitate access for visually impaired users, each question is linked to an audio file.

TIMING

The questionnaire and the analysis report, once completed, cannot be repeated before 6 months. The estimated average time for completing the questionnaire is approximately 10 minutes.

STRUCTURE

The AI4DI App is designed with two distinct sections:

ADMINISTRATOR - this refers to the company, the manager, HR, or anyone wishing to initiate the analysis project for their workgroup.

USER - this refers to the employee or collaborator who needs to answer the questions.

Let's see in detail how they are presented and developed.

The image displays two side-by-side screenshots of the AI4DI mobile application interface. Both screens feature a dark teal header with the time '11:15', the AI4DI logo, and the text 'AI for Diversity and Inclusion' and 'raising awareness in the workplace'. The status bar at the top shows signal, Wi-Fi, and battery icons.

Left Screenshot (Employee Login):

- Header: 11:15, AI for Diversity and Inclusion, raising awareness in the workplace.
- Text: 'Welcome to AI4DI'.
- Text: 'Accedi per iniziare ad utilizzare AI4DI'.
- Form: 'Email*' field with 'Campo obbligatorio' below it.
- Form: 'Password*' field with an eye icon and 'Campo obbligatorio' below it.
- Button: 'ACCEDI'.
- Text: 'PASSWORD DIMENTICATA?'.
- Text: 'LOGIN PER DIPENDENTE'.
- Footer: 'Co-funded by the Erasmus+ Programme of the European Union', AI4DI logo, '© 2023 - All rights reserved | Made by Connecta', and 'Privacy Policy'.

Right Screenshot (Administrator Login):

- Header: 11:15, AI for Diversity and Inclusion, raising awareness in the workplace.
- Text: 'Welcome to AI4DI'.
- Text: 'Accedi con il token ricevuto dalla tua azienda'.
- Form: 'Token*' field with 'Campo obbligatorio' below it.
- Button: 'INIZIA IL QUESTIONARIO'.
- Text: 'CLICCA QUI PER ACCEDERE COME AZIENDA'.
- Footer: 'Co-funded by the Erasmus+ Programme of the European Union', AI4DI logo, '© 2023 - All rights reserved | Made by Connecta', and 'Privacy Policy'.

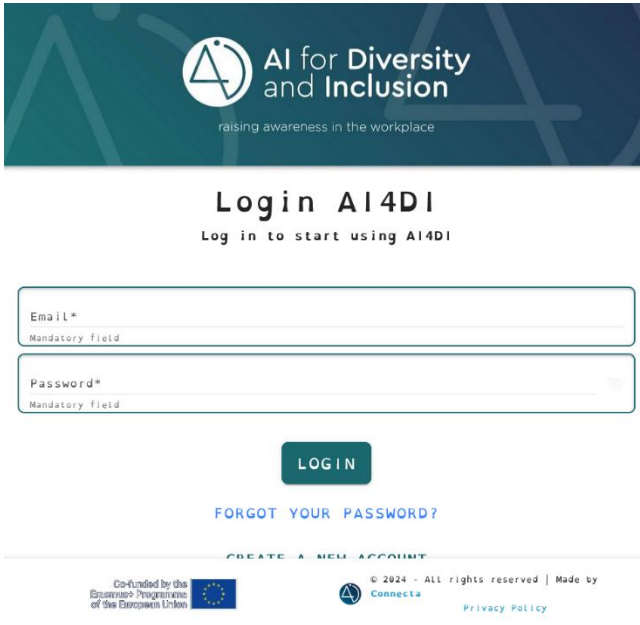
ADMINISTRATOR SECTION

These are the steps involving the administrator:

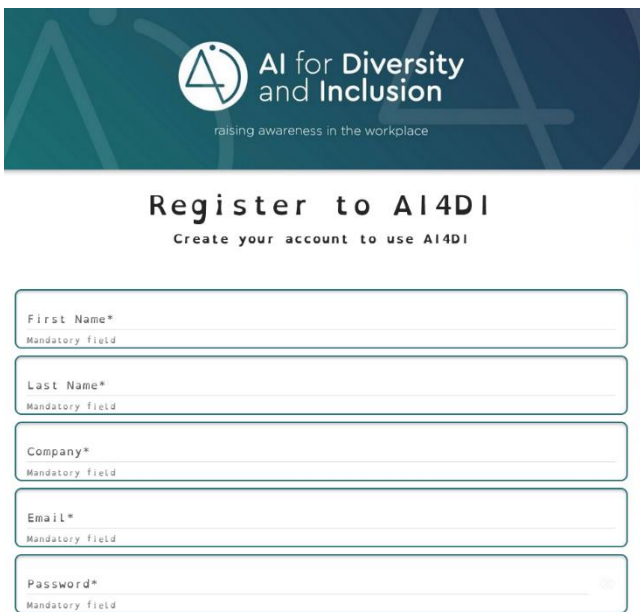
-Register the company from a desktop PC

The administrator must complete the company registration (email, password) available in the download area on the ai4di.com website. This operation must be done on a PC, and later it can be continued on the app as well.

The images in the guide illustrate the mobile version.



The login form for AI4DI features a dark blue header with the logo and tagline. Below the header, the title "Login AI4DI" is centered, followed by the instruction "Log in to start using AI4DI". The form contains two input fields: "Email*" and "Password*", both marked as mandatory. A green "LOGIN" button is positioned below the fields. A link for "FORGOT YOUR PASSWORD?" is located below the button. At the bottom, there is a link to "CREATE A NEW ACCOUNT". The footer includes funding information from the Erasmus+ Programme of the European Union, a copyright notice for 2024, and links to "Connecta" and "Privacy Policy".

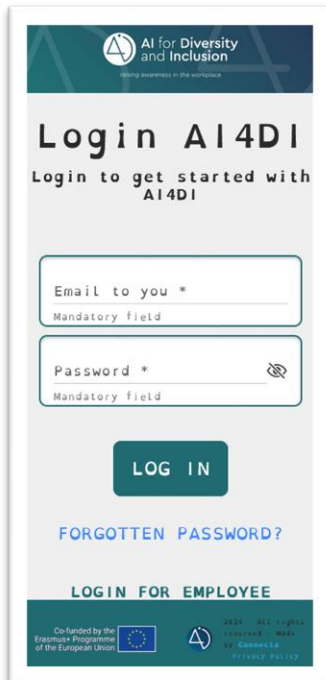


The registration form for AI4DI has a similar dark blue header. The title "Register to AI4DI" is centered, followed by the instruction "Create your account to use AI4DI". The form contains five input fields: "First Name*", "Last Name*", "Company*", "Email*", and "Password*", all marked as mandatory. A green "REGISTER" button is positioned below the fields. The footer includes the same funding information and copyright notice as the login form.



-Download the App

Download AI4DI from Google Play or the Apple Store and click on "Click here to log in as a company." You will arrive at the Login page where you must enter the email and password provided during the registration phase. Access has now been completed at his point.



The screenshot shows the AI4DI Login interface. At the top, there is a header with the AI4DI logo and the text "AI for Diversity and Inclusion". Below this, the main heading is "Login AI4DI" followed by "Login to get started with AI4DI". There are two input fields: "Email to you *" and "Password *", both marked as "Mandatory field". Below the password field is a "LOG IN" button. Underneath the button is a link for "FORGOTTEN PASSWORD?". At the bottom, there is a section titled "LOGIN FOR EMPLOYEE" with a link to "Go to the AI4DI Employee Login page". The footer contains logos for the Erasmus+ Programme of the European Union and the AI4DI logo, along with the text "Co-funded by the Erasmus+ Programme of the European Union".

-To choose the language

The possible options are Italian, English, and German. The language chosen by the administrator at this stage will be the same one that will appear for the employee when filling out the questionnaire. The language selected at this stage cannot be changed in subsequent stages.

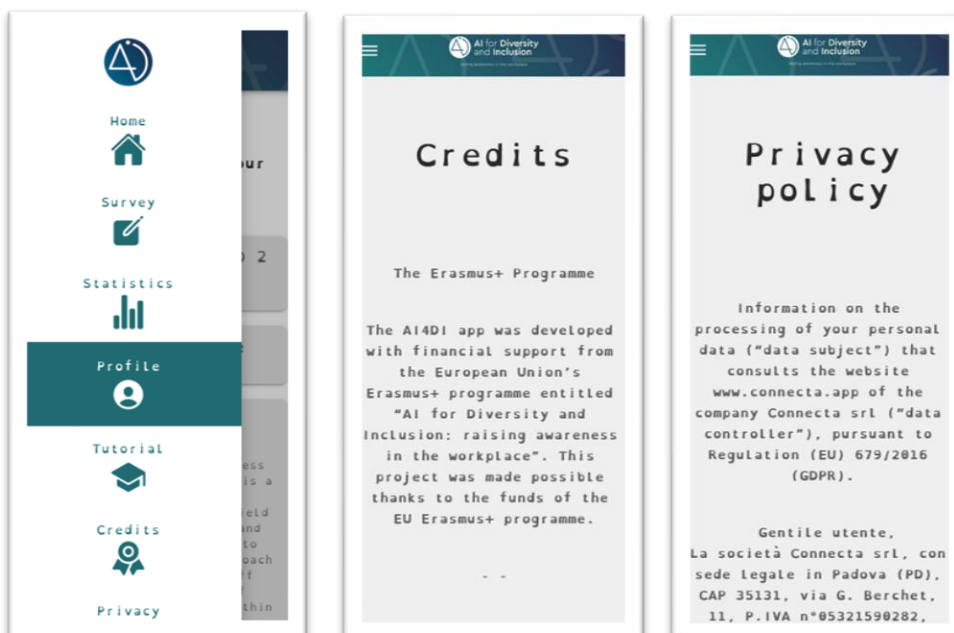
-To create the token

The administrator will create the token, which they will then need to send to users for questionnaire completion. Sending the token cannot be done directly from the App but must occur through an external method (company messaging, company email list, etc.). The token has a predetermined duration of 2 weeks; after that, it cannot be used by the user anymore.

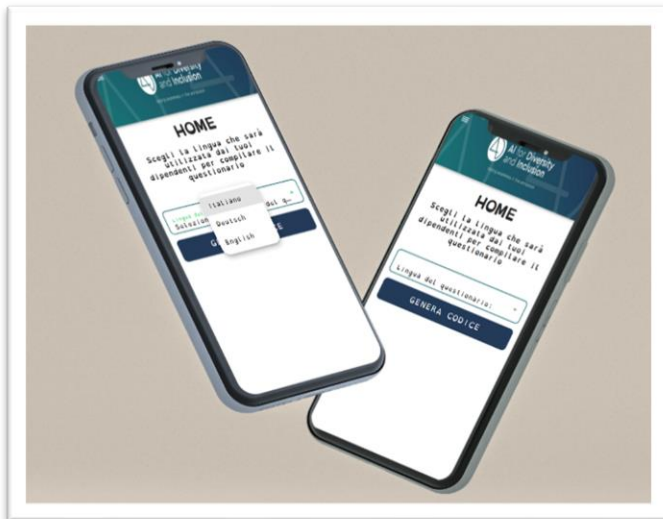


-To access the platform

Once logged in, on the left side of the screen, a sidebar will be visible with the following sections: **Tutorial**, **Credits**, and **Privacy**.



Tutorial- Explanatory slides on how the App works



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Credits- The AI4DI App, 'AI for Diversity and Inclusion: raising awareness in the workplace,' has been developed with the financial support of the Erasmus+ program of the European Union. This project has been made possible thanks to the funds from the EU Erasmus+ program.

We would like to express our deep gratitude to the European Union and the Erasmus+ program for their invaluable support, which made this initiative possible. Thanks also to all those who contributed to the success of this project

Privacy- Information about the processing of personal data is available on the ai4di.com website under the Privacy Policy section.

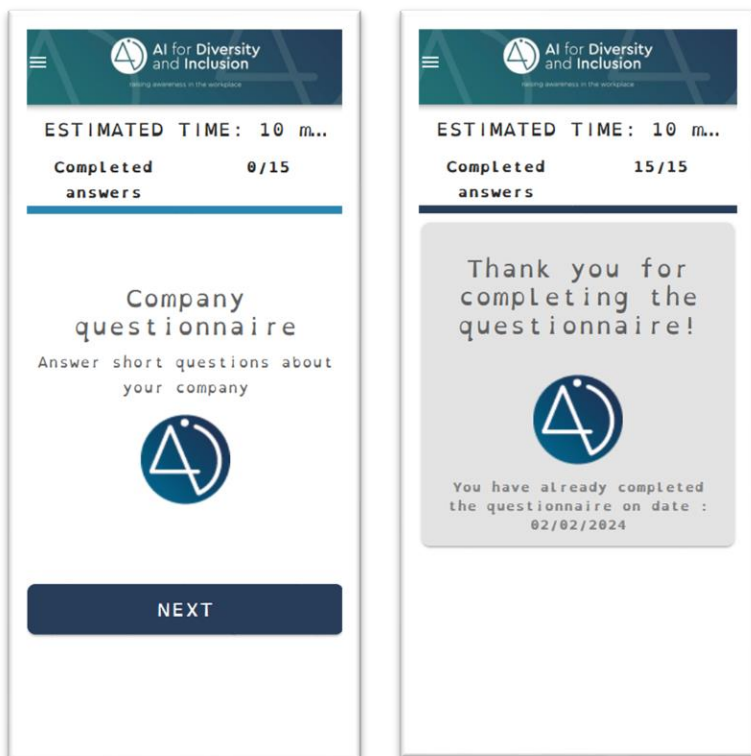
The footer offers the following sections: **Home, Survey, Statistics, Profile.**

Home- The application's home page allows the company to generate the code to send to employees.

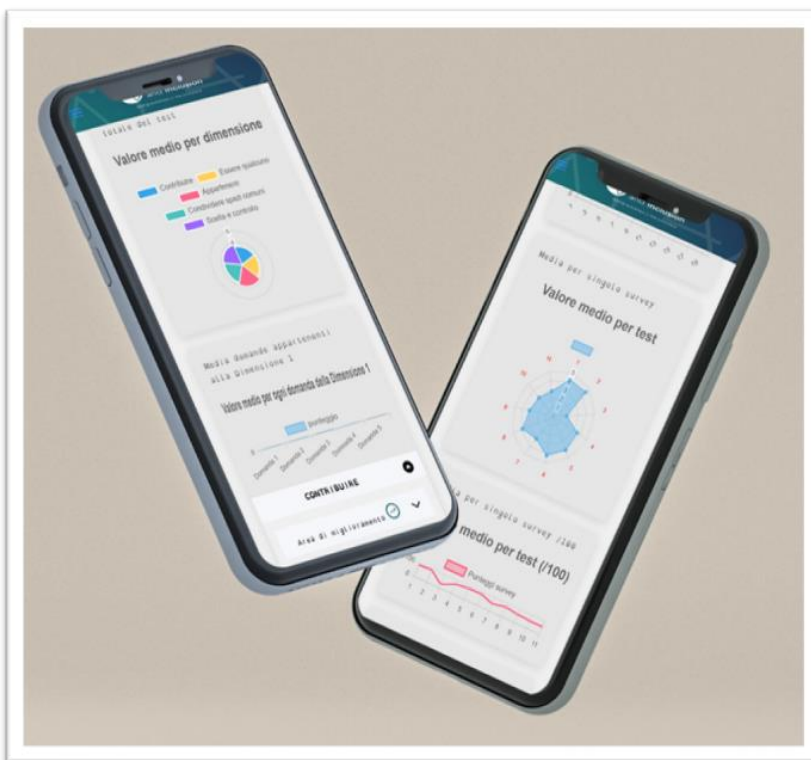
Survey- The administrator will need to answer a few questions regarding the company. Information required:

company name,
geographical area,
sector of activity,
years in operation,
number of employees,
family-run business,
family relationships,
number of disabled/protected categories,
foreign citizens,
number of males/females (demographic data),
implementation of D&I policies,
employee turnover rate,
frequency of dismissals,
frequency of medical certificates among employees.

The data will be used to create statistical reports and will never use identifiable information related to the company.



Statistics - Once the deadline for employees to complete the questionnaire (2 weeks) has passed and the AI analysis has been conducted, the administrator receives an email notifying them of the presence of reports in the App.



The reports will be accessible through explanatory graphs that the administrator can utilize. Additionally, the administrator can view the questions, percentages of positive/negative responses, but won't have any means to view the actual responses or identify the individuals who responded.

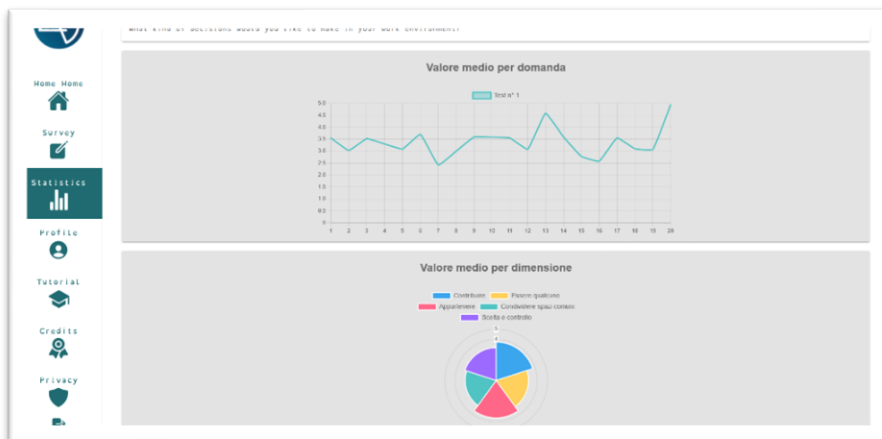
If the test isn't yet completed, the reports won't be visible.

The reports will provide data and information regarding areas of improvement, suggestions on

how to raise the score, and ultimately, a proposed training program to enhance the work environment will be recommended.



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Profile - Option to Logout and Delete Account

AI for Diversity and Inclusion
raising awareness in the workplace

Profile

Here you can see your data

AI4DI TEST INTERNO 2

Company: Connecta
Code: 3b81f2b256

Change the theme

☒

Info:

"AI for Diversity and Inclusion: raising awareness in the workplace" (AI4DI) is a co-financed project by Erasmus+ program in the field of vocational education and training (VET). We want to create a new training approach for managers and HR staff about the importance of diversity and inclusion within

USER SECTION

These are the steps involving the user:

-Download the App

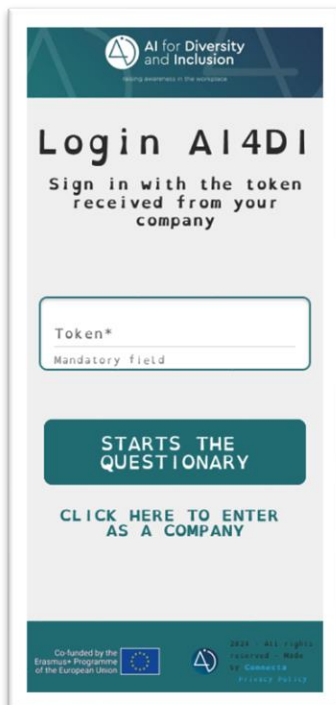
Download the AI4DI App from Google Play or the Apple Store. The user accesses only from a smartphone and lands on the welcome page where they can view an explanatory tutorial.

-Enter the token

The user logs in simply by entering the token in the designated space. The token code is generated by the company and sent to the user via email/SMS/etc. No registration or input of personal or identifiable data is required.

The token remains active for 2 weeks; after that, the code expires, and the user cannot access the questionnaire.

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-Accessing the questionnaire

The user, in complete anonymity, responds to the open-ended questions presented in the questionnaire. The completion can be paused, stopped, and resumed later, and the already completed responses will not be lost. The order in which questions appear is randomized.

Responses can be typed directly from the keyboard or through voice dictation. The App allows for responses even from visually impaired individuals.

The questions of the AI4DI questionnaire.

What do your colleagues and superiors do when you express your opinion?

What differences do you notice about the reactions of your colleagues and superiors towards the ideas suggested by men and those suggested by women or those suggested by non-binary?

In what situations are you asked for your help?

What do your colleagues and superiors do when you ask them to change their behaviour?

How do colleagues and superiors react when you offer them your help?

How do colleagues and superiors react when someone expresses tastes or ideas or ways of being different from those commonly expressed in the Company?

In what ways is your experience used and valued?

What do your colleagues and superiors do if someone needs help / you need help?

When you make a request, how much and in what ways are people willing to help you?

On what occasions is your opinion requested?

In your workplace, how are members of different ethnicities and religions welcomed?

If you are having difficulty with work procedures or tasks, how can you get help?

What do you have in common with your colleagues and superiors?

What happens when someone at work makes a mistake?

How would you like the procedure for speaking to bosses and colleagues to be?

What possibilities do you have to communicate with bosses and colleagues when you need them?

What possibilities do you have of confidentiality and privacy if you need it?

How does the company facilitate work-life balance, particularly if the worker has family members to look after?

How does the Company communicate decisions to workers?

What type of decisions would you like to take in your workplace?

-Sending the questionnaire

Once the questionnaire is completed, the user simply needs to click the 'submit' button to proceed with sending the questionnaire. No trace of the entered data will remain on the user's smartphone.

SPEAK WITH US

If you want to learn more, visit www.ai4di.com

write to project@ai4di.com

visit our social media pages



DOWNLOAD THE APP and start changing your work environment with AI4DI.



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