# Unit 305: Conform to productive working practices.

# Learning Outcomes 3: Understand how to maintain good working relationships.

**Learner Task Criteria 3.1 3.2**

This worksheet looks at how to maintain good working relationships and applying the principles of equality and diversity.

Research and answer the following questions relating to this topic area. Use the links listed below to help you and any other relevant web links.

1. Why is it important to maintain good working relationships with all stakeholders in the project process.

2. Research what equality and diversity in the workplace means and explain the requirements to show consideration for the needs of individuals by applying the principles of equality and diversity.

Suggested website links

[ACAS | Improving equality diversity and inclusion](https://www.acas.org.uk/improving-equality-diversity-and-inclusion)