

## Equity and Diversity Guidelines events supported<sup>1</sup> by RSPE

Any event supported<sup>1</sup> organized by Physics at ANU has to ensure that it is sufficiently diverse, inclusive, and complies with the ANU equity ideals, and College of Science guidelines.<sup>2</sup>

This document aims to assist organisers in developing and implementing an inclusive event. We appreciate that not all points below will be relevant to all events. This is not a 'box-ticking' exercise but an opportunity for the event organizers to reflect on equity and diversity principles in order to run a high-quality event that is inclusive in terms of gender, sexuality, ethnicity and disabilities.

### Steps:

1. When applying for RSPE support<sup>1</sup> an Equity and Diversity statement needs to be submitted. RSPE support will only be granted if the organisers show evidence that the event has considered Equity and Diversity and is making a clear genuine commitment to create an inclusive and diverse event. This can be in the form a short written statement. There is no form or standard length. **Support or permission to host an event will not be granted unless this statement is submitted to the Director.**
2. If there is a website for the event a statement supporting Equity and diversity should be included and clearly visible. This could be in the form of a short statement such as:  
*'EVENT NAME is committed to creating and supporting a diverse, equitable and inclusive environment for all those attending this event'*
3. The composition of any organizing committee should be diverse and gender balanced where possible. If not possible this must be addressed in the statement to the Director. (i.e. do you have a female chair but only 35% women on your committee overall? If so that would be acceptable.)
4. The organising committee should identify the baseline representation of the minority gender researchers in the particular field of research and ensure that the minority gender is represented at higher level amongst both invited speakers and general presentations.
5. Every effort should be made to achieve gender balance and diversity of backgrounds amongst the high-profile/plenary speakers. This requires clear planning and commitment.
  - The committee should compose a list of speakers of the minority gender well in advance, allow for significant redundancy, invite them first, and not replace them with speakers of the majority gender if they pull out.
  - The committee should recognise that in Physics, given that gender balance currently declines significantly with seniority, a more equal balance in the future may be only achieved if women ECRs are invited in greater numbers.
6. The event should consider the impact of their event on participants with carer responsibilities. i.e. have include information on an assessable family room and ensure are social events are inclusive. If possible make sure at least one of the networking/social events run at times where participants with carer responsibilities are able to attend (i.e. within school hours).
7. The event should consider a code of conduct for participants. If appropriate – i.e. if holding a multi-day event, this should be clearly communicated to the participants on the website and in the information provided to the participants.

It is understood that event organisers may not have expertise in the area of equity and diversity. Assistance is available from the RSPE equity and diversity committee who can be contacted via [equity@physics.anu.edu.au](mailto:equity@physics.anu.edu.au).

The committee can provide advice on:

- Developing an equity and diversity policy
- Developing a code of conduct
- How to respond to violations of the code of conduct or sexual harassment complaints
- How to ensure that social events are inclusive
- Responding to resistance/push back

<sup>1</sup>Support is considered both direct (funds to run the event) or in-kind (provide rooms or staff)

<sup>2</sup> College of Science Guidelines <http://intranet.science.anu.edu.au/about-chm-cos/policies-schemes/gender-equity-resources-links>).

The following resources (and references therein) were used in preparing these guidelines:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4238945/>

<https://cubistcrystal.wordpress.com/2016/12/09/show-me-the-policy-part-2/>

<http://www.fleet.org.au/equity/events-guidelines/>