

## Participation and Inclusion Policy

### Purpose

The purpose of this policy is to provide expectations and guidance for Centre leadership and Centre members on the minimum standards for ensuring that we reduce the barriers to workplace participation and inclusion and build community in alignment with the Centre IDEA Framework.

### Objective

To create and maintain an inclusive workplace where all Centre members can participate to the full – as STEMM is for everyone!

### Scope

This Centre policy applies to all Centre members, activities, events, and places of work.

Where a conflict arises between this policy and University policy, the University policy has precedence.

### Where and how does this policy apply?

#### Planning

- When scheduling an activity reasonable consideration must be made for Australian school holidays, university teaching periods, Federal, State and Territory public holidays, and major cultural observations.
- Reasonable considerations must be made for accessibility including geographic location, visual impairment, hearing impairment, neurodiversity, and physical disability.

#### Meetings

- Acknowledgement of Country must be made in all minuted meetings.
- Local meetings must be scheduled within reasonable business hours and accommodate carer activities of meeting attendees.
- Centre meetings, team meetings, and local events should be held between 10:00am and 4:00pm.
- Online meetings should remain an option.
- If the meeting organiser is unsure about the availability of attendees and their carers activities, they should ask rather than assume
- Centre-wide online meetings should be held with respect to Australian time zones to ensure that members from Western and Eastern Australia can fully participate.
- Members participating in meetings are to be provided meeting documents in advance of the meeting and read these.
- Meeting Chairs are expected to take reasonable steps to ensure that all attendees have their say, and that fair expectations about meetings are set in advance (such as no interruptions).
- Centre meetings from all sub-Committees must be minuted.

## Seminars

- Centre seminars, including Colloquia, must be monitored for diversity to ensure a range of speakers and role models are visible to Centre members.
- Seminars that are presented on Australian land, whether in-person or remote, must Acknowledge Country.
- Seminars must be scheduled within reasonable business hours, ideally with respect to Western and Eastern time zones. Where this is not possible, recordings will be made available with the speaker's permission, and the meeting host should offer to take any questions from those unable to attend.
- In-person seminars will usually be available in hybrid mode so that Centre members across Australia can attend.
- Seminars will be recorded and can be accessed upon request

## Events – Internal Conferences and Workshops

- The Welcome to Country ceremony must be performed.
- When budget isn't available, an Acknowledgment of Country is sufficient
- All efforts must be made to ensure a diverse range of speakers are presenting.
- Programs are to be endorsed by the IDEA Officer.
- All efforts must be made to ensure a diverse range of members are volunteering to contribute their time, where this is required.
- Centre-run events will be held at locations that allow Centre members to fully participate in their role. This means:
  - Centre members, if required, can bring a Support Person or their dependents (Dependent Child and/or Dependent Adult) and caregiver(s) (Primary Carer or Person with Care) and be allocated suitable family accommodation, including those that are Sole Carers.
  - The additional financial costs of support person or dependent attendance at the event will normally be borne by the Centre member unless:
    - The member is awarded a Centre Carers Grant, or
    - The node university pays for expenses within their university policy and ATO regulations, such as through a node Carers Grant.
  - The additional financial costs, such as childcare, of the Centre member's attendance at the event without their dependents may be supported via:
    - The award of a Centre Carers Grant, or
    - The node university pays for expenses within their university policy and ATO regulations, such as through a node Carers Grant.
  - The Centre will offer online tickets to conferences and workshops.
  - Nodes are encouraged to host local 'watch parties' and provide appropriate local social opportunities.

## Events – External Conferences and Workshops

Established and senior career researchers as public figures, have a role to play in ensuring that diversity, including gender, ethnicity, and geography, are considered in speaking roles at events. Another aspect of this to also consider the personal and organisational reputational risk of presenting at events that are not sufficiently diverse.

To this end:

Chief Investigators and senior researchers are to conditionally accept speaking invitations. For example:

*“I accept this invitation, conditional on there being a diverse range of speakers represented at this event.”*

or

*“I accept this invitation upon seeing the diversity policy of the event.”*

If diverse representation becomes an issue at this event, you can request that the organiser rectify this immediately while it is in the organisational stage or request that pledge to do so for the next conference, for example

*“I have become aware that the confirmed speakers at this event do not represent the diversity of our discipline. What actions are you taking to prevent this from happening next time (or is there time to address this now?), as beyond fairness and equity we must consider both the reputational risk to speakers, such as myself, and to this event if nothing changes.”*

The Centre does not wish to limit opportunities for emerging researchers based on diversity. The Centre member may notify the IDEA Officer with their concerns for appropriate follow up.

All nodes must support their Centre members to engage in professional development activities, including conferences and events that require travel.

This support includes node-based Carers Grants, or any other university policy supported process, to enable students and staff to travel in support of undertaking their role.

If a Centre member does not feel supported to undertake their role, they may contact the IDEA Officer or the Chief Operating Officer.

### **Events – Local**

- All nodes are expected to regularly schedule social events between 9:30 am -3:30 pm during weekdays and must include a regular student and researcher community meeting.
- All nodes are expected to schedule additional local events during the year with sufficient notice given to Centre members, and an opportunity to include family members in at least one event annually.
- These events may require financial contributions from Centre members and guests to attend, with waivers on a hardship basis.

### **TMOS Carer Scholarship**

The Centre recognises that caring responsibilities present major barriers in the undertaking of a Centre member’s role and participation in professional development.

The TMOS Carer scholarship aims to remove the extraordinary financial barriers that members (particularly sole carers, primary carers, and persons from minoritised and underrepresented groups) face when participating in professional development events, such as external training and

conferences. It also aims to support center members who incur additional financial costs due to caring responsibilities to undertake their role.

To read more on the guidelines for the grant please refer to TMOS [Carer Scholarship Policy](#) or to apply click [here](#).

## Glossary

**Inclusion** – The act of creating an environment in which any individual or group will be welcomed, respected, supported and valued as a fully participating member. An inclusive and welcoming climate embraces and respects differences.

**Participation** – At the most basic level, participation means people being involved in decisions that affect their lives. Through participation people can identify opportunities and strategies for action, and build solidarity to effect change.

**Support Person** - means any person whether a paid professional, volunteer, family member, friend who accompanies a dependant in order to help with communications, personal care or medical needs or with access to goods or services.

**Dependent Child** – is a person under 16 years of age

**Dependent Adult** – is a person over 16 years of age that requires assistance from another adult as they are unable to protect their own interests and/or unable to adequately meet their own essential needs.

**Primary Carer** - the person with the most responsibility for as a function of time spent on supporting daily living activities and meeting the essential needs of a dependent child or adult.

**Person with Care** – the person with equal shared or lesser time commitment on supporting daily living activities and meeting the essential needs of a dependent child or adult.

**Sole Carer** – a person with sole responsibility for supporting daily living activities and meeting the essential needs of a dependent child or adult.

## Contact

For questions about this policy or other related support please contact [team@tmos.org.au](mailto:team@tmos.org.au) addressed to the current IDEA Officer.

## Document Versions

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