EQUITY, DIVERSITY AND INCLUSION (EDI) AT CEPAR: PRINCIPLES, POLICIES AND PRACTICE

Introduction

CEPAR is an equal opportunity employer committed to the principles of Equity, Diversity and Inclusion (EDI).

Equity refers to the fair and respectful treatment of all people.

Valuing **diversity** means that we recognise and respect the unique qualities and needs of individuals.

Inclusion means that all individuals feel respected, accepted and valued.

The principles outlined by this EDI policy encourage greater equity and inclusion for diverse individuals including:

- Aboriginal, Torres Strait Islander and other First Nations peoples;
- Culturally, linguistically, or racially diverse individuals;
- People who are diverse in terms of gender, sex, or sexuality (LGBTIQ+);
- People of diverse abilities; and
- People of diverse ages.

For more information on the pillars of diversity identified above (hereinafter referred to as "Diverse" or "Diversity"), please visit the Australian Human Rights Commission at https://humanrights.gov.au/

Scope

The principles outlined in this policy apply to all research staff, professional staff and CEPAR-affiliated students based at the nodes.

CEPAR's commitment to principles of EDI is supported by workplace and diversity policies and codes of conduct in place at each of the collaborating universities.

As CEPAR is a collaboration involving a number of universities, please be aware that the policies of the CEPAR member's home university will override CEPAR policy where there is a difference. Links to relevant University policies are included at the end of this document.

Leadership

Equity, Diversity and Inclusion (EDI) initiatives at CEPAR are led by the Director of EDI. The Director is supported by a Centre-wide network focused on supporting and enhancing EDI at CEPAR.

EDI Champions are members of the CEPAR network convened by the Director who volunteer to promote EDI at their CEPAR node. EDI Champions make suggestions for improvement to the CEPAR EDI policy and programs, model inclusive behaviour and language, and provide informal support to CEPAR-affiliated staff and students regarding EDI matters.

EDI Allies are CEPAR research staff, professional staff and students who publicly support EDI initiatives, provide input and may be involved in the delivery or implementation of EDI policies, plans and programs.

For current contact details for the EDI Director, and EDI Champions, please visit:
https://cepar.edu.au/equity-diversity-and-inclusion-cepar

Recruitment and Selection

CEPAR is committed to the principle of fair and open recruitment and selection processes and CEPAR will consider appropriate Diversity representation when shortlisting for positions.

CEPAR positions will be advertised with an explicit reference to EDI policy and to workplace flexibility, consistent with the advertising policy of the university associated with the specific position.

Workplace Flexibility and Environment

CEPAR is committed to creating a flexible work environment designed to support Diverse members to achieve work-life balance.

Terms of employment will be confirmed at the time a job offer is made and will be included in the employment contract.

Applications to amend the terms of employment from part-time to full- time or vice versa will be considered on an individual basis subject to operational need, regulatory requirements and budget considerations.

CEPAR members will be recognised for their work effort and not on the number of hours spent in the office. Flexible hours are willingly accommodated where they assist individuals to manage their workforce participation.

Media and Communications

 CEPAR encourages the inclusions of a Diverse range of people in images used on the CEPAR website, reports and marketing materials.
CEPAR encourages the use of inclusive language (e.g., avoiding the use of gendered pronouns), accessible font sizes for printed and online materials with high contrast between font and background colours in-line with CEPAR and university branding guidelines, and captioning for all materials used in printed and online material.

Supporting Carers

All CEPAR members are encouraged to draw on carer's leave when required. Please refer to each individual university's human resources policy for more information.

CEPAR members who need to make special arrangements for caring responsibility in order to attend a CEPAR workshop or conference may apply for CEPAR funding to meet these additional expenses by completing the application form (contact Amy Brushwood: a.brushwood@unsw.edu.au).

Meetings and Events

When possible, all core CEPAR meetings will be scheduled to accommodate all team members, including consideration given to different time zones. Where practical, videoconference and/or teleconference options will be available to support participation for CEPAR personnel working remotely.

All CEPAR events will begin with a Welcome to or Acknowledgement of Country. In addition, all CEPAR staff and students are encouraged to include a welcome to country or acknowledgement of country when representing CEPAR at online and face-to-face events. For more information on the protocol and distinction between a welcome to country and acknowledgement of country, please see: https://www.indigenous.gov.au/contact-us/welcome_acknowledgement-country

CEPAR collaborating universities also offer guidance on the appropriate phrasing of acknowledgements of country that acknowledge the respective traditional custodians of the land at each location.

When considering the composition of Scientific/Organising Committees and invited/contributed speakers lists for events, explicit consideration will be given to Diversity, and decisions made to enable Diversity as much as is feasible.

Training and Mentoring

EDI principles are to be embedded in the design and delivery of all CEPAR leadership, research training and mentoring programs.

EDI focused workshops and programs will be available at least annually.

Personal Information

The use of a member's personal information (e.g., Diversity indicators, parental status, marital status) in reference letters, introductions and press coverage is strongly discouraged. All members must carefully consider the relevance in disclosing such information and whether it is necessary. Permission must be sought before disclosing an individual's personal information.

Resources

Australian Research Council:

- Assistance and advice about Workplace Diversity: https://www.arc.gov.au/policies-strategies/policy/workplace-diversity-program#:~:text=The%20ARC%20is%20committed%20to,or%20discrimination%20of%20any%20kind.

University Codes of Conduct:

- **UNSW:**
  https://www.gs.unsw.edu.au/policy/codeofconduct.html
- **ANU:**
  https://services.anu.edu.au/human-resources/respect-inclusion/code-of-conduct
- **The University of Melbourne:**
  https://staff.unimelb.edu.au/research/ethics-integrity/research-integrity/principles-and-policy
- **The University of Sydney:**
  http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/65&RendNum=0
- **Curtin University:** https://complaints.curtin.edu.au/local/docs/Code_of_Conduct.pdf

University EDI Policies:

- **UNSW** has a dedicated Workplace Diversity Unit within Human Resources. Details about policies supporting equity and diversity are available at https://www.hr.unsw.edu.au/diversity/.
- **ANU** has an Equity and Diversity Team located within its Human Resources Department. Information and resources are available at https://services.anu.edu.au/business-units/human-resources-division/equity-and-diversity..
- **The University of Melbourne** describes its culturally inclusive environment at https://about.unimelb.edu.au/careers/diversity-and-inclusion.
- **The University of Sydney** describes the range of activities focused on supporting equity and diversity at https://sydney.edu.au/about-us/vision-and-values/diversity.html and details the various policies underpinning them at http://sydney.edu.au/policies/default.aspx?mode=folder&uri=4603085.
- **Curtin University's** Equity Plans and Strategies are available at https://eesj.curtin.edu.au/policies_plans/index.cfm.

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