

## Diversity & Inclusion Guidance for Research Teams

	Principle	Descriptor	Advice for Research Teams
1.	Inclusive behaviours	Provide ongoing opportunities for staff to disclose concerns around D&I	<ul style="list-style-type: none"> <li>• Include a standing D&amp;I agenda item at meetings (similar to OHS&amp;W)</li> <li>• Provide key contact details for team members to raise D&amp;I related matters if required</li> </ul>
		Determine and implement a method of measuring and tracking inclusive behaviours, actions, and outcomes	<ul style="list-style-type: none"> <li>• Consider administering a team survey to measure and track inclusive behaviours, actions and outcomes over time</li> </ul>
2.	Communications, marketing & events	Ensure that marketing content equally represents people from varied identity groups	<ul style="list-style-type: none"> <li>• Ensure images and perspectives portrayed in marketing content are diverse and representative</li> <li>• Ensure panels/speakers are diverse and representative</li> </ul>
		Ensure website, newsletter and other relevant communications adhere to best practice for accessibility	<ul style="list-style-type: none"> <li>• Use Microsoft accessibility checker function</li> <li>• Ensure content can be read by screen readers and assistive technologies</li> <li>• Include alternative text captions on images</li> </ul>
		Ensure events are diverse and inclusive (including external events you agree to participate in)	<ul style="list-style-type: none"> <li>• Confirm diverse speakers/panel members</li> <li>• Ensure venues are accessible</li> <li>• Hold events within regular working hours (consider interstate/overseas time zones)</li> <li>• Promote events through a wide range of media platforms/channels</li> </ul>
3.	Recruitment	Ensure Recruitment process and policies promote D&I	<ul style="list-style-type: none"> <li>• Pre-recruitment <ul style="list-style-type: none"> <li>- Brief recruitment team on expectations (i.e diversity of candidate list, where the jobs should be advertised, D&amp;I reporting requirements)</li> </ul> </li> <li>• Advertisements <ul style="list-style-type: none"> <li>- Include your organisation's value statement</li> <li>- Explicitly state opportunities for flexible work arrangements where possible</li> <li>- Check use of essential/desired criteria (Women are less likely to apply for jobs if they do not meet 100% of essential criteria)</li> </ul> </li> <li>• Applicant assessment <ul style="list-style-type: none"> <li>- Does the candidate pool demonstrate sufficient diversity? If not, explore options to promote the role through unique community networks</li> <li>- Consider blind recruitment process (i.e removing identifying details from applications to ensure candidates are assessed on skills and experience)</li> </ul> </li> <li>• Interviews <ul style="list-style-type: none"> <li>- Ensure interview panel demonstrates sufficient diversity</li> <li>- Check if candidates have special requirements for interview</li> <li>- Panel members complete unconscious bias training prior to interview</li> </ul> </li> <li>• Post-interviews <ul style="list-style-type: none"> <li>- Maintain detailed records of all stages of the recruitment process</li> <li>- Consider method for notifying candidates of the outcome</li> </ul> </li> </ul>

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4.	Training & development	Review the ways in which development opportunities are provided to ensure equitable availability and representative participation	<ul style="list-style-type: none"> <li>• Ensure all team members receive equal opportunity for training and development (i.e attendance at conferences)</li> <li>• Review the ways in which development opportunities are provided to ensure equitable availability and representative participation.</li> <li>• Look for opportunities to engage early-mid career researchers</li> </ul>
5.	Performance & career	Include specific performance measures and evaluation metrics for inclusion in employee performance plans	<ul style="list-style-type: none"> <li>• Include assessment of D&amp;I in performance review process (i.e consider employees performance across inclusive behaviours, communication, recruitment etc)</li> </ul>
		Ensure the performance review process is consistent for all staff so that employees are evaluated in a fair and equitable way	<ul style="list-style-type: none"> <li>• Ensure management are familiar with the performance review process</li> <li>• Check that the existing assessment methods meet the needs of all staff</li> <li>• Consistent review cycle dates for all staff</li> <li>• Consistent assessment terms (i.e exceeds expectations, meets expectations or requires improvement)</li> <li>• Consider development and succession planning for all staff</li> </ul>