



Guidelines for Embedding Equality, Diversity and Inclusion in UCD

Purpose

Lack of visibility is recognised as one of the obstacles to the professional development of women¹ and people from underrepresented groups². Increasing their visibility in UCD ensures they can fully and equally participate in University life and can help early-career colleagues identify with role models.

Supporting the visibility and inclusion of people in UCD is crucial to attract and retain diverse candidates and colleagues, a fundamental way to help UCD achieve its strategic objective as outlined in the “Rising to the Future” **UCD Strategy 2020-2024**: *‘Attract, retain and develop an excellent and diverse cohort of students, faculty and staff.’*

In line with UCD’s values (diversity) and our Equality, Diversity and Inclusion (EDI) Strategy 2018-2020-2025, the following set of guidelines has been developed for the UCD community to ensure people from underrepresented groups are visible in their Schools and Units and feel included, supported and valued. These guidelines will be of help to ensure EDI is embedded throughout all UCD activities, in particular for events, conferences, communications, websites and promotional materials.

Guidelines

Events & Physical Environment

Events: (including panels, conferences and seminars)

- Ensure that there is gender balance of speakers at events by applying the 40/60 gender balance rule as per the UCD Gender Balance on Committees Policy
- Encourage members of underrepresented groups to attend and speak at events relevant to their discipline or work and support their ability to participate (striking a balance is important: ensure that the same senior women/men are not asked to sit on interview panels and are not overburdened – avoid tokenism)
- Encourage members of underrepresented groups to raise their profile by participating and speaking at events
- Consider what barriers may prevent people from underrepresented groups to attend/speak at events
- Consider appointing members of underrepresented groups as chairs of events being held in UCD
- Ensure the following sentence is included in all event communication in UCD:

‘UCD strives to be an inclusive University and values everyone’s participation. If you have any dietary or accessibility requirements that may need to be facilitated kindly inform us in advance of the event’

¹ To help support and advance women’s careers in UCD, the **Gender Equality Action Plan** identified the need to ‘set norms around the visibility of women in events, materials, communications and awards’ to be achieved by developing a guidelines document on the topic (item 4.23 in section 4.4 ‘Organisation and Culture.’) This action was broadened out to include all members of underrepresented groups and led to the development of this document.

² The nine grounds protected under Irish legislation are gender, marital status, family status, age disability, sexual orientation, race, religion, and membership of the Traveller community. UCD also added a tenth ground of socio-economic status.



- Ensure that catering is inclusive:
 - Increase the number of food items for diverse diets (such as vegetarian, vegan, gluten-free and halal) so that the majority of attendees is catered for
 - Ensure that non-caffeinated options such as herbal teas are also available
- Take accessibility and inclusion into account when organising events:
 - Accessible entrances / ramps
 - Stages should have a ramp
 - Avoid the use of pod tables which are not suitable for wheelchair users
 - Awareness of breastfeeding facilities near the venue (see UCD Estates Campus map <http://map.ucdestates.ie/>)
 - Awareness of prayer rooms in the vicinity
 - Awareness of where the nearest accessible WC and gender-neutral facilities are located (see UCD Estates Campus map)
- Support initiatives encouraging employees to promote diversity and inclusion, e.g. UCD EDI events and external initiatives like LGBT allies, male champions of gender equality (e.g. 'Men Advocating Real Change', 'HeForShe' campaigns), anti-racism campaigns (e.g. ENAR 'Love Not Hate' campaign and Anti-Racism month)
- Liaise with the EDI Unit in HR to organise EDI-related events and mark EDI-related dates to demonstrate your School/Area is inclusive e.g. Chinese New Year (January/February), International Women's Day (8th March), Dublin PRIDE (June), World Mental Health Day (10th October), International Men's Day (19th November), International Day of Persons with Disabilities (3rd December)
- Review portraits and photographs displayed on walls around the School/Unit from an EDI perspective

Communications

- Highlight role models from underrepresented groups in the School/Unit (e.g. events, awards received, career and outreach achievements)
- Feature members of underrepresented groups in School/Unit and University-wide publications (e.g. e-zines, bulletins, newsletters, brochures, annual reports)
- Provide training to members of underrepresented groups to engage with the media (e.g. 'Women on Air' <https://womenonair.ie/>)
- Encourage the School/Unit to add the Athena SWAN logo in email signatures
- Consider including EDI in any local Induction materials or activities
- Advertise EDI related events and initiatives in the all-staff e-zine

Website

UCD School and Unit websites should reflect diverse employees and be inclusive. This will enhance the brand of the School, support its recruitment campaigns and provide information for current employees.

- Use plain English
- Create accessible documents (see guidelines developed by Access and Lifelong Learning: <https://www.ucd.ie/all/ucdstudents/support/disabilitysupport/informationforstaff/guidelinesforaccessibledocuments/>)
- Increase the presence of people from underrepresented groups on your School/Unit website by ensuring there is balance of photos, testimonials and narratives



- Avoid using stereotypical representations and/or stock images of people from underrepresented groups
- Replace generic pictures or icons with photos of people from underrepresented groups in UCD
- Create a local EDI webpage (e.g. UCD School of Biomolecular and Biomedical Science: <http://www.ucd.ie/sbbs/about/equalitydiversityinclusion>)
- Place a link to the Athena SWAN Gender Equality Action Plan on School websites
- Promote your School/Unit engagement with Athena SWAN
- List diversity networks in UCD – such as Women@STEM, LGBTI Network, Staff Disability Network, Multicultural Employee Network of UCD etc.

Promoting Commitment to EDI

- Ensure that promotional materials on local websites encourage interest are inclusive:
 - ✓ Mention flexible or part-time working options
 - ✓ Mention career development opportunities such as Aurora (<https://www.advance-he.ac.uk/programmes-events/aurora>)
 - ✓ Check that the language is inclusive
 - ✓ Display any EDI-related awards and/or logos (e.g. Athena SWAN)
 - ✓ Include EDI-related statements and criteria in the Job Description
- Refer to our 'Inclusive Recruitment Guide': <https://www.ucd.ie/equality/support/tipsforinclusiverecruitment/>
- Check that there is gender balance in campaigns and testimonials by including female profiles
- Feature people from underrepresented groups in imagery related to promotional campaigns (beware of using over-stereotyped stock images)
- Ensure that the 40/60 gender balance rule on Interview Panels is consistently applied as per the UCD 'Gender Balance on Committees' Policy
- Consider developing short video testimonials with underrepresented academics
- Consider sharing promotional material on social media to reach more diverse groups

Developing Diverse Leaders

- Develop and promote visibility of diverse leaders in your School/Unit
- Consider identifying training and mentorship programmes to strengthen leadership and career development and promote widely in the School/Unit before and on completion of programme. For example:
 - ✓ Leadership Development programmes
 - ✓ Grant-writing workshops (consider diversity and inclusion aspects)
 - ✓ Mentoring programmes (e.g. Aurora leadership and mentoring programme for female employees, OUTstanding mentorship programme for LGBT colleagues: <https://www.out-standing.org/about/>)
 - ✓ Create testimonials, give speaking opportunities for those who have completed the programmes, encourage them to support other staff develop etc.
- Publicly recognise people from underrepresented groups for competencies or achievements (e.g. 'Women on Walls' <https://www.ria.ie/women-walls-0>, 'Promoting Diverse Talent')
- Consider the diversity of people being nominated for awards and encourage people from underrepresented groups to apply for awards

Implementation

Colleges, Schools and Units in UCD are strongly encouraged to create an implementation plan to bring the guidelines to life in their respective areas. The EDI Unit in HR and the Vice-Principals for EDI in your College can provide support with this process.

Schools who are applying for an Athena SWAN award can integrate the implementation of these guidelines into their Action Plan. Other Schools and Units should identify key areas for action and prioritise accordingly.



Unsure where to start?

Contact the Equality, Diversity and Inclusion Unit in UCD HR for support or a consultation on how to engage with UCD's EDI initiatives.

Email: edi@ucd.ie; Website: <https://www.ucd.ie/equality/>

Useful Links:

UCD Estates Map: <http://map.ucdestates.ie/>

UCD e-zine: <http://www.ucd.ie/engage/engagement/communicationsengagement/>

UCD Equality Impact Assessment Tool:

<http://www.ucd.ie/equality/information/equalityimpactassessmenttool/>

UCD EDI Inclusive Recruitment Guide: <https://www.ucd.ie/equality/support/tipsforinclusiverecruitment/>

UCD Access and Lifelong Learning Guidelines for Accessible Documents:

<https://www.ucd.ie/all/ucdstudents/support/disabilitysupport/informationforstaff/guidelinesforaccessibledocuments/>

UCD SBBS EDI Webpage: <http://www.ucd.ie/sbbs/about/equalitydiversityinclusion>

Aurora Programme: <https://www.advance-he.ac.uk/programmes-events/aurora>

OUTstanding Programme: <https://www.out-standing.org/about/>

Athena SWAN: <https://www.ecu.ac.uk/equality-charters/athena-swan/>

UCD Athena SWAN Gender Equality Action Plan 2016 - 2019:

<https://www.ucd.ie/t4cms/UCD%20Gender%20Equality%20Action%20Plan%202016%202019.pdf>

Women on Air: <https://womenonair.ie/>

Women on Walls: <https://www.ria.ie/women-walls-0> & <https://www.accenture.com/ie-en/women-on-walls>

