



OzGrav Equity & Diversity Action Plan

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1 Equity & Diversity Statement

The ARC Centre of Excellence for Gravitational Wave Discovery (OzGrav) is strongly committed to equitable and inclusive treatment of all its members and colleagues, and to the elimination of discrimination and barriers of disadvantage.

Equity and diversity issues are wide ranging and include characteristics such as age, diversity of sex, sexuality and gender, religion, indigenous status, non-English speaking background, race, disability, mental and physical health, pregnancy, parenting and other responsibilities related to care of dependents. It is important that the Centre's personnel reflect the diversity of the community, and that we implement strategies to help under-represented and disadvantaged groups overcome barriers and to promote equality of opportunity.

We recognise that gender equity is a particular issue facing the fields of physics and astrophysics, and science, technology, engineering and mathematics (STEM) more broadly. The Centre has an important role to play in helping to address this situation. We will draw on the best practices endorsed by the Athena Swan Charter, the ASA IDEA Chapter, the Science in Australia Gender Equity (SAGE) Pilot, and Swinburne University's Gender Equality Strategic Action Plan. We have also drawn on the policies and plans of the ARC and other centres of excellence, in particular the Pleiades gold award winning CAASTRO.

We recognise that each of our university partners have policies and processes in place to improve equity & diversity. We will therefore aim to leverage, align with, and augment the institutional program, as appropriate. Where there is inconsistency, university policy will override Centre policy. We also will respect the right of any individual to be as open or private with their personal information as they are comfortable with disclosing, and to make the disclosure of personal information purely voluntary.

2 OzGrav Equity & Diversity Action Plan

This plan has been developed by the OzGrav Equity & Diversity Committee, which is also tasked with overseeing and evaluating its implementation, and improving the plan as required and to ensure that it reflects best practices. Performance against the plan is also monitored by the OzGrav Executive Committee and Governance Advisory Committee.

2.1 Grants to support equity & diversity

ACTION/OBJECTIVE	METRICS
OzGrav will offer a competitive carer grant scheme, to enable people with primary carer responsibilities to participate in conferences or travel to work with collaborators. This is designed to be flexible and may be used to cover, for example, childcare costs (at home or on-site) and travel of dependent children to accompany the primary carer.	Awareness and uptake of scheme
OzGrav will consider offering competitive grants to support professional development and leadership training of members who are typically under-represented in the fields of physics and astrophysics, and/or whose careers have been disadvantaged due to e.g. their background, health, or carer responsibility.	Discussed at least annually at EDC meetings
OzGrav will consider requests to support PhD stipends for female and minority candidates who are meritorious but did not receive a full PhD scholarship.	Number of requests received and approved by OzGrav
Encourage women and people with diverse backgrounds to apply for OzGrav and external awards, prizes and grants.	<p>The percentage of OzGrav awards, prizes and grants that go to female candidates (aim to match or exceed the percentage of females that are eligible for the award).</p> <p>Number of notifications to OzGrav members about external prize opportunities (aim to circulate an updated list of opportunities at least twice per year).</p>

2.2 Inclusive family-friendly working practises

ACTION/OBJECTIVE	METRICS
Flexible work arrangements and hours to accommodate members' needs and responsibilities.	Annual survey feedback
Centre personnel should not be expected to work outside of normal working hours except via special arrangement. Centre personnel should not be expected to work longer than standard hours on a regular or routine basis.	Annual survey feedback
Every effort will be made to schedule core meetings between the hours of 10am and 3pm, with consideration given to participants in other time zones. We recognise that with our nodes spread across Australia and our	Compliance rate

collaborating organisations spread around the world, this is very challenging and sometime not possible. The ability to join meeting via videoconference should be arranged and meetings recorded if people are unable to attend.	
Privacy/parent rooms should be available at members' home institutions.	Awareness and uptake of these facilities, where applicable
Subject to University policy and OH&S compliance, children should be welcome in the workplace when necessary, e.g. child-care is not available.	Annual survey feedback on family-friendliness of workplaces

2.3 Inclusive and respectful events

ACTION/OBJECTIVE	METRICS
Any OzGrav-funded or sponsored conferences and workshops must make every effort to ensure diversity on their organising committees, speaker lists, and chair list.	Gender statistics to be collected by the event organiser
Any OzGrav-funded or sponsored event must consider the timing of the event (e.g. held during core business hours of 10am-3pm, clashes with school semesters/holidays) and the accessibility and inclusiveness of the venue/facilities.	Compliance rate
Face-to-face OzGrav workshops/events with more than 30 participants should begin with an appropriate Acknowledgement to Country to respect the traditional owners of the land.	Compliance rate
Face-to-face OzGrav workshops/events with more than 30 participants should provide a remote participation option and/or the event should be recorded if people are unable to attend.	Compliance rate and uptake
Childcare options will be provided for the Centre's annual retreat and key workshops.	Compliance rate and uptake
OzGrav has a Code of Conduct that outlines the behaviour we expect of our members at events. This is published on our website, referred to in our "welcome to OzGrav" information, and should be communicated to members at major OzGrav events.	Awareness of code of conduct, as measured by annual survey. Compliance with code of conduct, as measured by the number of reports of violations of the code of conduct (e.g. to the ombudspeople, COO and Director), and the number of cases adequately resolved or addressed.
OzGrav will not schedule social activities where the primary focus is the consumption of alcohol and will not organise social events with unlimited access to free alcohol.	Compliance rate

2.4 Equity & Diversity in recruitment

ACTION/OBJECTIVE	METRICS
Positions must be advertised with a statement outlining a commitment to equity & diversity, and encouraging applications from female candidates and candidates with minority and diverse backgrounds.	Compliance rate with advertisements Target of 50:50 gender balance of new recruits by 2021
Positions within the Centre should be advertised with a part-time negotiable option (subject to visa regulations).	Compliance rate
The Centre will examine the gender composition of all appointments and members, and where necessary set gender targets for recruitment. Recruitment panels must have a reasonable gender balance. For each new appointment we will require a brief selection report from the node, giving gender breakdown of panel, applicants, shortlist etc.	Compliance rate Target of 50:50 gender balance of new recruits by 2021
OzGrav will consider supporting prestigious competitive fellowships/scholarships that are for underrepresented minorities in the field, and are widely promoted to ensure that they attract outstanding candidates.	Discussed at least annually at EDC meetings
We will consider making strategic funds available for a “pre-recruitment” visitor program that targets potential female candidates for OzGrav positions.	Awareness and uptake of visitor funding scheme for pre-recruitment purposes

2.5 Monitoring centre diversity & inclusiveness

ACTION/OBJECTIVE	METRICS
The Centre will run an anonymous annual climate survey of its members to understand the demographics, characteristics and backgrounds of our members, any issues they face or have witnessed in the workplace, and seek suggestions for how to improve the Centre’s equity & diversity. This data will be analysed by an independent individual or agency, following endorsement of the survey and its implementation plan by the Swinburne University Human Research Ethics Committee.	Response rate The feedback from the survey is itself a measure of performance of other actions in this plan Overall measure of success is year-over-year improvement of satisfaction with the centre
The Centre will monitor the gender balance throughout the recruitment process (i.e. applicants, shortlists, selection panel members) and at OzGrav events (i.e. participants, speakers, chairs, organising committee members).	Year-over-year improvement in gender balance Target of 50:50 gender balance of new recruits by 2021
Exit interviews will be undertaken with departing OzGrav members to get feedback on their experiences within the Centre and suggestions for areas where the Centre can improve.	Compliance rate Number of issues raised and responded to

2.6 Training & Support

ACTION/OBJECTIVE	METRICS
Equity, diversity, unconscious bias, and anti-harassment training will be provided for all members. This will be undertaken at least annually using a range of mechanisms, including panel discussions, invited speakers, and workshop sessions.	Number of equity & diversity-related training sessions provided to members
Two appropriately-trained ombudspeople will be appointed, who will be available to provide confidential, informal, independent, and neutral dispute resolution advisory services for OzGrav members.	<p>Number of issues raised and resolved, as reported in summary reports from ombudspeople</p> <p>Awareness of the ombudspeople, and comfort in approaching them, as measured by annual survey</p>
OzGrav will encourage all its members with supervisory and/or mentor roles to undertake mental health first aid training.	Proportion of members who have received mental health training
OzGrav recognises that its current research leadership has poor gender balance and will use its professional development program and succession planning to improve the gender balance by the mid-term review.	Year-over-year improvement in gender balance
Through our professional development and mentoring programs, OzGrav role models with diverse and disadvantaged backgrounds will share their stories and advice with our early career researchers.	Feedback from post-event and mentoring surveys

2.7 Addressing equity & diversity through education and outreach

ACTION/OBJECTIVE	METRICS
<p>Centre educational and outreach materials will be gender neutral, with imagery and videos reflecting a diverse and inclusive environment, and showcasing our female ambassadors in STEM.</p> <p>The OzGrav members involved in our education & outreach activities should reflect diversity.</p>	Level of diversity and gender balance in education and outreach materials and personnel, as reported by the education and outreach team
We are developing a schools incursion program that we can bring to schools. We plan to have school visits to rural and lower socio-economic regions, multi-cultural schools, and girls' schools.	Number of school incursion visits, including to rural and lower socio-economic regions, multi-cultural schools, and girls' schools

3 Reference materials:

<http://www.caastro.org/gender-action-toolkit>

<https://acems.org.au/acems-equity-diversity-program>

<http://www.arc.gov.au/arc-gender-equality-action-plan>

<http://www.swinburne.edu.au/media/swinburneduau/about-swinburne/docs/pdfs/Gender-Equality-Strategic-Action-Plan-2015---2016.pdf>

<http://www.swinburne.edu.au/about/strategy-initiatives/safety-equity/equity-diversity/>

<https://asa-idea.org/>

<http://www.sciencegenderequity.org.au/>