

ARMA EQUALITY, DIVERSITY AND INCLUSION POLICY



Document control

Name:	Hamish Macandrew
Position:	Chief Operating Officer
Signature:	
Date of Board approval:	
Date of Next Review:	

1 Introduction

- 1.1 ARMA is committed to becoming a more equitable, diverse and inclusive organisation that treats directors, employees, members, and volunteers with dignity and respect.
- 1.2 We recognise that there is inequality in society, within the research community and within our workplaces. We are committed to embedding diversity and inclusion as core values of ARMA's work and practice.
- 1.3 ARMA's 2018-20 strategy changed our governance structures and appointment processes to deliver transparent, inclusive and diverse appointments. It included a commitment to monitor the diversity of ARMA's governance structures through equality impact assessments. Going forward, this EDI Policy will inform our values, mission, strategy and portfolio plans, employment practices, communications and activities.

2 Purpose

- 2.1 This policy sets out guiding principles on ARMA's commitment to equality, diversity and inclusivity as an employer and a provider of services, events and professional development activities.
- 2.2 The aim of this policy is to:
 - Foster an inclusive workplace and membership organisation for our employees, volunteers, and members.
 - Ensure our employees, directors, members, and volunteers actively contribute to the continued development of this policy and its implementation.
 - Promote the value of embracing equality, diversity and inclusion both internally and externally.
 - Ensure ARMA advocates the highest standards in the implementation of equality legislation, aiming to go beyond legislative requirements to promote best practice.
 - Equip ARMA members and employees to promote equality, diversity and inclusion through their work, both internally and externally.
 - Support employees, members, and volunteers to challenge behaviours and attitudes that undermine the principles of EDI within ARMA and the wider sector.
 - Work towards the elimination of all forms of discrimination.

3 Scope

3.1 This Policy applies to:

- Members
- Board of directors
- Board committee and sub-committee members
- Executive office staff
- Event leaders
- Assessors and internal verifiers

4 Policy Statement

4.1 The Association of Research Managers and Administrators (ARMA) UK is committed to creating and sustaining a positive and supportive working environment for our staff, our committee members, and our Board of Directors, as well as an inclusive and supportive learning and networking experience for our members. We recognise the value of inclusive membership and governance structures and are committed to improving our processes and promoting best practice. We will do this by:

- Developing EDI objectives as part of our strategy and implementation plan.
- Complying with equality legislation and ensuring that the Board, committees, and staff are aware of their responsibilities.
- Ensuring our policies are compliant with EDI legislation and reflect best practice.
- Embedding positive action to overcome disadvantage and discrimination.
- Publishing information on the diversity of our membership base, governance structures and staffing.
- Ensuring partners and providers are aware of our policy.
- Sharing this policy and our developing practice with other national and international sister associations.
- Ensuring that the membership offer is inclusive and the opportunities for development are equitable.
- Promoting awareness of EDI issues with our Board, committees, staff, members and partners.
- Providing EDI training opportunities for members delivering events or training and supporting our qualifications.
- Creating opportunities for members to explore and discuss EDI issues.
- Ensuring that the venues we use for events and training are accessible to all.
- Ensuring our communications are in line with EDI principles.
- Creating mechanisms for staff, members, committee and board members to raise issues of concern related to EDI and report discrimination of any kind.

5 Roles and Responsibilities

5.1 The Association recognises that all of its members, Directors and staff have a duty to support and uphold the principles contained in its Equality, Diversity and Inclusion Policy.

5.2 **All Board members have a responsibility for the implementation of this policy. In particular, they are responsible for:**

- Approving and reviewing on an annual basis the ARMA Equality, Diversity and Inclusion Policy and accompanying action plan.
- Reviewing annual equality impact assessments on the diversity of our membership and the extent to which it is reflected in our governance structures and working practices.
- Fostering a culture that properly considers and acts correctly and consistently on EDI issues.
- Taking action to correct and challenge the behaviour and conduct of any colleague whose behaviours are not in line with this policy.
- Reviewing existing and new policies and procedures to ensure that they align with this policy.
- Making efforts to understand issues of equality, diversity, and inclusion and implement this policy through their ARMA contributions.

5.3 **All Committee Members are responsible for:**

- Ensuring equality, diversity and inclusion is part of their committee discussions, and implementing EDI actions through strategic action plans.
- Monitoring and analysing performance against relevant areas of the EDI Action Plan and making corrective measures where appropriate.
- Ensuring that working groups understand the policy and support them to put it into practice.

5.4 **All EDI Advisory Group members are responsible for:**

- Advising the ARMA Board in order to support compliance with equality legislation and embedding wider diversity and inclusion practice.
- Raising awareness and offering advice on issues of equality, diversity and inclusion pertaining to Research Management and Administration.
- Challenging ARMA on issues of equality, diversity and inclusion and developing innovative solutions.

- Reporting to the Board on equality, diversity and inclusion performance and the implementation of the ARMA EDI Action Plan.

5.5 All ARMA members are responsible for:

- Ensuring that their behaviour and actions when engaging with ARMA comply with and support this policy.

5.6 All ARMA Executive Office staff are responsible for:

- Collecting, anonymising, analysing and reporting on EDI data in relation to our membership and governance structures.
- Ensuring all staff recruitment and membership appointment processes work include positive actions as appropriate.
- Practising and promoting equality, diversity and inclusion in their work and practices.
- Ensuring that their behaviour and actions comply with and support this policy.

6 Legislation

6.1 The ARMA Board of Directors, as the Association's governing body, has overall responsibility for ensuring that the Association complies with the requirements of relevant legislation. This policy ensures ARMA complies with UK equality legislation and treats people equitably by identifying and removing any unnecessary barriers necessary to participation. This includes adherence to:

- Equality Act 2010
- Employment Rights Act 1996
- Part time working regulations 2000
- Rehabilitation of Offenders Act
- Equal Pay Act 1970
- Employment Equal Treatment Framework Directive 2000.

7 Implementation and Monitoring

- 7.1 An EDI Action Plan will support delivery of this policy. The Board of Directors supported by the EDI Advisory Group will develop the Action Plan.

8 Review

- 8.1 This policy is a living document and will be reviewed on annual basis by the Board of Directors and EDI Advisory Group.
- 8.2 The Deputy Director will act as the champion of this policy and be responsible for drafting changes to the policy and reporting progress.
- 8.3 The policy may also be reviewed if legislation changes or if diversity monitoring information suggests that policy or practices should be altered

9 Related documents/additional guidance

- Disciplinary policy and procedure
- Grievance policy and procedure
- Code of Conduct¹
- Bullying and harassment
- Data protection policy

¹ Under development