

## PRI DIVERSITY, EQUITY & INCLUSION WORKING GROUP:

### TERMS OF REFERENCE

#### INTRODUCTION

The diversity, equity & inclusion (DEI) working group is an employee-led group which aims to bring the employee voice to conversations on DEI to promote DEI for others and create a safe, supportive and equitable workplace. The following document defines the purpose of the group and outlines how the group works together.

#### PURPOSE AND AIMS

- Raise DEI-related issues and suggestions to the attention of the DEI Lead, management and HR
- Provide feedback into organisational changes, policies and practices from a DEI perspective to ensure no group is negatively impacted
- Be active allies, challenging any sort of inappropriate behaviour including discrimination, harassment, victimisation, bullying and microaggressions
- Raise awareness of DEI across the organisation by engaging with colleagues, sharing knowledge and co-creating DEI content and campaigns
- Where appropriate and colleagues have sufficient capacity, support and/or lead on projects which promote greater DEI across the organisation

#### PRINCIPLES

- **Commitment** to addressing discrimination when we see it and challenge our own assumptions and the assumptions of others
- **Zero tolerance** of any kind of discrimination, harassment, victimisation, bullying and microaggressions
- **Openness** when we do not understand or “get it wrong”, and centre the perspectives of all people from underrepresented groups in order to learn from them
- **Respect** for our fellow members broadly, and specifically with respect to their identities, experiences and pronouns; time, capacity and mental health
- **Champion inclusive behaviour** by enabling differing viewpoints, knowledge and life experiences to be heard and respected; and ensuring the words and language we use are welcoming to all
- **Privacy**, treating all sensitive conversations as confidential and not sharing private information about fellow members with people outside of the group

## PRACTICE

### Members

- The working group is made up of approximately 20 members across the organisation
- Members commit approximately three hours a month to the group and work related to it
- To ensure for open conversations, the group does not include employees at director-level and above, and members of the HR team
- The group will include chairs or representatives of other employee-led network and/or resource groups
- The group will ensure there is a good level of diversity within the group in terms of gender, race, sexual orientation as well as other personal characteristics and identities
- The group will always aim to be as representative of the wider organisation as possible, including across teams, job levels and working locations
- There is no defined tenure for members, however, there is an opportunity to re-commit every 12 months
- The group will appoint a sponsor from the leadership team to champion the work and objectives of this group, and bring important topics to leadership team discussions and meetings

### Meetings

- The full group meets for 1.5 hours approximately once a quarter to discuss DEI-related issues and solutions with the group and the DEI Lead
- Members will be given the option to attend a morning or afternoon (UK time) meeting to accommodate for those based outside of the UK
- Members will take it in turns to take high-level meeting notes to capture actions and a broad summary of the discussion
- Ad hoc meetings with a subset of the group focused on specific issues may take place in between meetings
- Discussions during meetings are always treated as confidential unless stated otherwise

### Chair

- The chair of the meeting will rotate each meeting
- The chair for each meeting will be selected from a rota (of members who have agreed to take on this responsibility)
- The chair will be responsible for organising the next meeting, developing a meeting agenda, chairing the meeting and following up on agreed upon actions
- When the meeting chair is based in a location outside of the UK, where one of the meeting options would take place at a time outside of their working hours, a second chair will be chosen to chair that meeting
- The chair commits approximately two hours (in addition to the meeting duration) to taking on this responsibility

## REVIEW

- This document will be reviewed once a year

- For more information or to contact the full group, please email [deiwg@unpri.org](mailto:deiwg@unpri.org)
- For any related issues, concerns or feedback, please contact Lucy Hutchinson, the DEI Lead at [lucy.hutchinson@unpri.org](mailto:lucy.hutchinson@unpri.org)