

## ASCEPT Equity, Diversity and Inclusion Policy

<b>RESPONSIBLE</b>	The ASCEPT Equity, Diversity and Inclusion Committee
<b>APPROVED BY</b>	ASCEPT Board
<b>APPROVED AND COMMENCED</b>	v.1.5 – September 2019
<b>REPORTING</b>	Twice yearly
<b>REVIEW BY</b>	ASCEPT Board – December 2023
 <b>RESPONSIBLE ORGANISATIONAL UNIT</b>	 Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT)

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## 1 Statement

The Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT) recognises the diversity of its membership and is committed to the values, attitudes and conduct of equity, diversity and inclusion to create a collegial, collaborative and successful professional community.

ASCEPT is committed to achieving equity and inclusion through placing diversity at the forefront of all society agendas, identifying where biases and prejudices may occur, and balancing representation across all society activities in alignment with the diverse composition of the society membership in order to foster and support an inclusive and culturally competent community of members, and equity across all society activities and interactions.

## 2 Objectives

This Equity, Diversity and Inclusion Policy sets out our commitment to equity, diversity and inclusion, how we will achieve the objectives and how we will measure those achievements.

It details the strategies we will use to ensure we value and respect the diversity of our members and that of the communities in which we operate, and what we will do to create programs, events and activities that are fair, accessible, flexible, inclusive and in which bias, discrimination, bullying, harassment or victimisation are not tolerated.

Our objectives are to:

- make equity, diversity and inclusion a central part of how our Society, Board, Executive Officer and members work, and of our programs and events;
- support and empower our members to be able to do their best and bring their whole selves to their engagement in our field;
- support and empower a diversity of researchers, professionals, stakeholders and affiliates to participate fully in our events, publications and programs;
- ensure that all members have equal access to opportunities available through ASCEPT's initiatives and are equitably rewarded and recognised for their contributions;
- be a Society of choice for a diversity of pharmacologists and toxicologists and improve our ability to attract, develop and retain a diverse membership; and
- lead by example, so that our members, collaborators, and other organisations within our sector can see the tangible benefits of diversity.

### EQUITY

Equity is the quality of being fair and reasonable in a way that gives equal treatment to everyone.

### DIVERSITY

Diversity, as referenced in this policy, refers to all the characteristics that make individuals different from each other. It includes characteristics such as gender, age, linguistic diversity, cultural identity, disability, Indigeneity, sexual orientation, gender identity, carer responsibilities, geographical location, socio-economic diversity, and faith.

### INCLUSION

Inclusion refers to the act of creating professional environments, events and programs in which any individual or group feels welcomed, respected, valued and empowered to fully participate and contribute.

Inclusive environments, events and programs incorporate new and different ways of thinking, interacting and working so that all individuals are empowered and able to contribute.

Inclusion occurs when the diverse mix of people in our Society, programs, and at our events, experience:

- Feeling valued and respected
- Having a sense of belonging and connection
- Being able to access opportunities and resources
- Being able to contribute their perspectives, experiences and knowledge.

## 3 Scope

This policy applies to all members of the Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists (ASCEPT).

## 4 Policy principles

The key principles which underpin our approach to equity, diversity and inclusion are:

### GOVERNANCE AND LEADERSHIP

The ASCEPT Board is responsible for leading and modelling equity, diversity and inclusion policies and actions in the organisation to ensure its reputation as a representative, innovative, socially and economically responsible organisation.

For all matters relating to ASCEPT governance, membership and society activities, the ASCEPT Board will ensure equity, diversity and inclusion are maintained across society activities, will actively promote equity, diversity and inclusion and will actively address and avoid discrimination and unconscious bias to create a culture of equity and diversity

### MEMBERSHIP

ASCEPT will proactively seek and include members from a diverse range of backgrounds, experiences, qualities and expression, and ensure our activities, operations, policy development and strategic management embrace a diversity of perspectives. We will do this by enhancing the numbers and participation of members from all identified areas of diversity.

ASCEPT members will ensure equity, diversity and inclusion are maintained across all society activities including voting, selection committee participation and representation, promotion of early career researchers, and membership.

ASCEPT members will actively seek diverse candidates for awards or speaking opportunities and encourage them to apply, nominate them or mentor them.

### PRIZES AND AWARDS, MEETINGS, EVENTS

ASCEPT will promote balance and belonging by actively seeking to include and celebrate a diverse range of faces, voices and perspectives in our prizes, awards, publications, meetings, and events.

ASCEPT Annual Scientific Meeting (ASM) Organising Committees, symposia proposers and Special Interest Group Chairs will actively seek diverse candidates for awards or speaking opportunities and encourage them to apply, nominate them or mentor them. ASCEPT ASM Organising Committees will review keynote, symposia and oral presentation submissions, including speakers and chairs, to ensure equity and to address areas of inequity.

ASCEPT Awards and Prizes Committees will actively seek diverse candidates for awards or speaking opportunities and encourage them to apply, nominate them or mentor them.

## COMMUNICATIONS, MARKETING, OUTREACH AND ENGAGEMENT

ASCEPT will promote equity, diversity and inclusion by actively and publicly presenting a diverse range of faces, voices and perspectives from our leadership and membership in our member communication, our outreach and public communication.

ASCEPT Executive Officer will promote equity, diversity and inclusion in publishing ASCEPT news, achievements of society members and promoting activities of society members.

## PROFESSIONAL SOCIETY

As a professional society, ASCEPT will be a role model for our commitment to equity, diversity and inclusion by ensuring that our own selection processes at all levels are appropriately structured and worded to seek and encourage membership and participation from a diverse range of candidates.

## MONITORING AND MEASURING

ASCEPT will be accountable for its performance on diversity and inclusion by publicly reporting our performance statistics on a regular basis.

Yearly reporting will include statistics on diversity and inclusion in membership, the leadership group, events and programs, publications, etc. and identify performance relative to targets and aims outlined in this policy.

Where the recommended representation across all society activities is not possible, responsible parties will need to provide justification for why representation was not achievable.

## 5 Policy provisions

Equity, diversity and inclusion will be achieved through the following initiatives of ASCEPT that form part of this policy:

### GOVERNANCE AND LEADERSHIP

- ASCEPT Board will set up an ASCEPT Equity, Diversity and Inclusion Committee
- ASCEPT Equity, Diversity and Inclusion Committee will identify a framework for reporting performance on targets and the objectives of this policy and choosing course of action for feedback and complaints.
- ASCEPT Equity, Diversity and Inclusion Committee will work with ASCEPT Mentoring Program leaders to devise, seek and promote events and activities and mentoring and skills training strategies that provide opportunities for networking and setting up mentor/mentee relationships for Society members from a range of diverse backgrounds and identities.
- A new framework for the structure of Awards and Prizes Committees will be created, together with guidelines on taking research opportunity and career interruptions into account to minimise effects of bias in consideration of Awards and Prizes.

### MEMBERSHIP

- Voluntary and anonymous participant data collection will be introduced into the Annual Scientific Meeting registration process.
- ASCEPT Mentoring Program will continue to create opportunities for networking and setting up mentor/mentee relationships for Society members from a range of diverse backgrounds and identities.

- Aspirational targets for balanced representation in all Society activities will be set in alignment with the diverse composition of the Society membership for each of the major identified areas of diversity

Those areas identified for balanced representation in order to ensure equity, diversity and inclusion in alignment with the composition of the society membership include:

- Board representation, including Executive and office bearers
- Scientific Advisory Committee
- Chair of Scientific Advisory Committee
- Annual Scientific Meeting (ASM) Organising Committees
- SIG Chairs and Education Forum Convenor and Committee members
- Delegation and representation at national and international events

## PRIZES AND AWARDS, MEETINGS AND EVENTS

- An acknowledgement of or welcome to country will commence each Annual Scientific Meeting.
- An Equity, Diversity and Inclusion event will be held at each Annual Scientific Meeting.
- Aspirational targets for balanced representation in the Annual Scientific Meeting program, chairing of sessions and on awards and prizes selection committees will be set in alignment with the diverse composition of the Society membership for each of the major identified areas of diversity
- Childcare facilities and other services and support for parents and carers at Annual Scientific Meetings and ASCEPT-sponsored meetings will be sought and provided wherever possible
- Where possible, other methods of communication of Annual Scientific Meeting program activities will be considered for people unable to travel due to extenuating circumstances.
- Appropriate access to programmed activities and events at Annual Scientific Meetings will be provided for those identifying with disability.
- Balance across all identified areas of diversity will be required in promotion and recruitment for applicants for ASCEPT prizes.
- Prize and Award applicants will be encouraged to provide a statement of opportunity and performance evidence.

Those areas identified for balanced representation in order to ensure equity, diversity and inclusion in alignment with the composition of the society membership include:

- Awards and Prizes selection committees
- Society awards and prizes winners
- Special Interest Group (SIG) workshop speakers
- Education forum workshop speakers
- Speaker and Chair representation at Annual Scientific Meetings for the following:
  - Education forum workshop
  - Careers Symposium
  - Invited plenary speakers
  - Symposium speakers
  - Symposium chairs
  - Oral session chairs
- Awards and Prizes selection committees for the ASM including all ASCEPT SIG prizes, ASCEPT/BPS Outstanding Young Investigator, ASCEPT Garth McQueen, ASCEPT Integrative Pharmacology/Toxicology, ASCEPT Neville Percy and ASCEPT Robert Whelan Awards.

## COMMUNICATIONS, MARKETING, OUTREACH AND ENGAGEMENT

- ASCEPT Equity, Diversity and Inclusion Policy is available on the ASCEPT website as well as the Annual Scientific Meeting website.
- ASCEPT outreach and new membership drives will assess and seek to grow the participation of minority groups in the Society.

## PROFESSIONAL SOCIETY

- ASCEPT will practice equity and balance in all areas of diversity in its membership and participation strategies.

## MONITORING AND MEASURING

- Data will be published annually on the diversity in ASCEPT membership, leadership roles, and representation at all ASCEPT and ASCEPT-sponsored events.
- ASCEPT Equity, Diversity and Inclusion Committee will prepare an annual review of equity, diversity and inclusion strategies and achievement of targets for dissemination at the Annual General Meeting before dissemination to the wider membership via the ASCEPT Newsletter.

## 6 Accountability and responsibilities

It is the responsibility of the ASCEPT Board and all members to ensure the implementation of this policy.

Progress on the implementation of this policy will be reported yearly to ASCEPT Board by the Equity, Diversity and Inclusion Committee.

This Policy will be reviewed every year by ASCEPT's Equity, Diversity and Inclusion Committee.

## 7 Violation of this policy

Complaints, reports of violation, or feedback on this policy should be raised directly to ASCEPT Equity, Diversity and Inclusion Committee. If the complainant feels unable to raise an issue with the ASCEPT Equity, Diversity and Inclusion Committee, they should approach the ASCEPT Executive Officer and members of the ASCEPT Board Executive who are not members of the ASCEPT Equity, Diversity and Inclusion Committee.

Where this policy is violated, the ASCEPT Equity, Diversity and Inclusion Committee will inform the ASCEPT President immediately, working with them to identify swift and appropriate action.

## 8 Review of this policy

This policy will be formally reviewed in December 2024 by ASCEPT Equity, Diversity and Inclusion Committee and any revisions will be presented to the ASCEPT Board.

Reviews may also occur as needed when opportunities arise to enhance or improve the policy.

## 9 Why is it important?

ASCEPT practices equity, diversity and inclusion. We recognise that equity, diversity and inclusion are key to achieving our goals as a professional society.

A balanced and inclusive culture within our Society, and across our programs and events, will assist our Society to achieve equity, diversity and inclusion and allow us to meet our obligations under the Australian Human

Rights Commission Act 1986, Australian Age Discrimination Act, Australian Sex Discrimination Act, Australian Racial Discrimination Act, Australian Racial Hatred Act, Australian Disability Discrimination Act, New Zealand Human Rights Act 1993, New Zealand Bill of Rights Act, Treaty of Waitangi, and other relevant anti-discrimination laws.

## 10 Definitions and acronyms

TERM/ACRONYM	DEFINITION
ASCEPT	Australasian Society of Clinical and Experimental Pharmacologists and Toxicologists
ASM	Annual Scientific Meeting
BOARD	means the board of Directors of the Company.
EXECUTIVE OFFICER	means the person appointed via a management agreement. The Executive Officer is responsible for the management of the Executive Office and membership activities of ASCEPT.

## 11 Versioning

FORMER VERSION(S)	
	Version 1.1 – <i>ASCEPT Equity, Diversity and Inclusion Policy. June 3, 2019.</i>
	Version 1.2 – <i>ASCEPT Equity, Diversity and Inclusion Policy. June 27, 2019.</i>
	Version 1.3 – <i>ASCEPT Equity, Diversity and Inclusion Policy. August 19, 2019.</i>
	Version 1.4 – <i>ASCEPT Equity, Diversity and Inclusion Policy. September 9, 2019.</i>