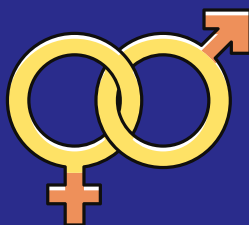


**SBCS**

# EDI INDUCTION

**Welcome to SBCS!  
Did you know that  
the School of  
Biological and  
Chemical Sciences  
has an Equality,  
Diversity and  
Inclusion  
Committee?**



## WHO ARE WE?

The Equality, Diversity and Inclusion Committee (EDIC) at SBCS promotes workplace equality, diversity and inclusion to ensure that no one feels left out because of their gender, age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, or other factors such as social background. We are continuously working on any issues raised by staff and we are also responsible for delivering on the SBCS [Athena Swan Action Plan 2021-2024](#).

Full list of [members](#) is here. Contact us at [sbcs-edic@qmul.ac.uk](mailto:sbcs-edic@qmul.ac.uk)

## MORE ABOUT SBCS EDIC

- On our [homepage](#)
- [Terms of Reference](#)
- [SBCS EDIC working groups](#)
- The minutes of all our meetings are also available on the [website](#).

## QMUL NETWORKS YOU MAY WISH TO JOIN

- [LGBTQ+ Staff network](#) (join via MS Teams).
- [QMUL Parents and carers network](#) (join via MS Teams).
- [Disability network](#) (join via MS Teams).

## SBCS EDI POLICIES/INITIATIVES RELEVANT TO ALL STAFF

- We always try to organise all meetings and seminars in core hours (i.e., 10AM – 4PM) and give 2-3 weeks notice for other events.
- At SBCS we are aiming for gender balance in our seminar series
- To improve the workplace culture, we always invite **all staff** (incl. PDRAs) for the informal ‘**coffee/tea and cookies**’ **after each of the SBCS School Meetings**. Additionally, all departments are organising regular meetings, including informal (‘cake’) meet-ups. Invites are sent out via e-mail.
- The School often organises various **events to celebrate EDI** (see the calendar of events), we always encourage all SBCS staff and students to volunteer in organisation of such events.
- **Workload allocation**: London based staff can check their workload allocation on SWARM and email any SWARM related queries or updates to [sbcs-swarm@qmul.ac.uk](mailto:sbcs-swarm@qmul.ac.uk)
- Gender Diversity on Panels: At SBCS we are aiming for gender balance in decision making committees.
- PRONOUNS Matter: EDIC advises to **all staff** to include your pronoun in your e-mail signature (if you feel comfortable doing this). See Guidance and resources on Gender Identity.
- Temporary Remote Working support, tools and guidance

## **ALL QUEEN MARY POLICIES ARE AVAILABLE HERE. SOME OF THE HIGHLIGHTS ARE:**

- [Flexible Working](#).
- [Dignity at Work](#)
- [Report + Support service](#) - All staff, students and visitors to our campus can access support information about specialist services or make a report (anonymously or not) to the university. This is part of work to tackle bullying, harassment, hate crime and sexual violence, and to work towards becoming inclusive university. [Read more here](#).
- We advise to all staff to take part in Equality & Diversity Training (online) which is [available here](#).
- Regular trainings such as - Mental Health Awareness and many others (e.g. Supervisor, Recruitment trainings) are always announced on the [OPD booking site](#).
- Mental Health support [for staff](#) and for [Line managers](#)
- [Support for disabled staff](#)
- [Wellbeing](#).
- [Menopause policy](#)
- Queen Mary launched its first [Trans Inclusion Policy Statement](#), which outlines approach to supporting trans staff and students. Also see the guidance and resources on [Gender Identity](#)
- [QMUL Policies and Guidelines Relating to Supporting Disabled Students](#) - helpful information for all staff including academic advisors, student support and exams etc.
- [Staff benefits](#)

## **RESOURCES FOR PARENTS AND CARERS CAN BE FOUND AT:**

[Parental Leave policies](#) for all staff

# IMPORTANT POLICIES/INITIATIVES FOR TEACHING STAFF

## Professional Expectations of SBCS Staff in Relation to Teaching (QMplus)

- We remind all teaching staff about the [Professional Expectations of SBCS Staff in Relation to Teaching](#), which can be found on the [SBCS Staff QMPlus page](#). “We expect staff to act in line with our Equality, Diversity & Inclusion agenda by promoting workplace inclusion to ensure that no one feels left out because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage/civil partnership, pregnancy/maternity, or other factors such as social background. Staff should show fairness in their treatment of others and avoid behaviours such as, but not limited to, causing embarrassment, making offensive or discriminating jokes, insults or sarcasm.” (If you are responsible for PDRAs of PhD students who teach – please make sure they are aware of these expectations as well.)

## Supporting D/deaf and Hearing Impaired students within an Online Learning Environment.

- Disability and Dyslexia Service (DDS) has produced the following [document](#) with input from the E-Learning Unit to provide in-depth information on how to support D/deaf, hearing & visually impaired students. It details a number of the challenges faced by these students when accessing live and pre-recorded sessions and provides general advice for producing online content which is accessible, as well as listing information on further services that DDS offer.

## PRONOUNS Matter:

- EDIC advises for all staff to include your pronoun, on a ‘welcome’ slide on your first lecture (if you feel comfortable doing this). See [Guidance and resources on Gender Identity](#).

## OTHER LINKS:

- [Health and safety at SBCS \(Handbook for JP\)](#)
- Nanchang staff – please check the Nanchang Handbook
- [EDI at Queen Mary](#)
- [EDI at the Science and Engineering Faculty](#)
- [Equality Policies at Queen Mary](#)

All policies can be found on the [HR Policies Page](#) some helpful quick links can be found below:

- [Equal Opportunities Policy Statement](#)
- [Sabbatical Leave](#)
- [Employment Policies](#)
- [Ramadan and Eid Guidelines 2020](#)
- [Maternity, Paternity, Adoption, Shared Parental Leave](#)
- [Nursery](#)
- [Childcare Vouchers](#)
- [Breastfeeding/Expressing Milk Statement](#)