



CHECKLIST

Assumptions and unconscious bias	
<ul style="list-style-type: none"> • An education session about privilege and unconscious bias is run • Unconscious bias is openly discussed and challenged 	<input type="checkbox"/> <input type="checkbox"/>
Roles in the party <ul style="list-style-type: none"> • Influential roles such as chairperson have fixed terms of service • Roles on committees are rotated • People in roles which are less public facing are thanked and feel valued • There are taster and shadowing opportunities for people to try new roles • Volunteer opportunities are widely advertised in newsletters, websites, social media etc • Members are regularly surveyed about their experiences and asked if there are different roles they would like to do in the future • Training is provided for members to develop new skills and take on more prominent roles 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Progressing in the party <ul style="list-style-type: none"> • Spokespeople are chosen because of their skills, experience, knowledge and interests not just their identity • Media training is provided to help potential spokespeople develop confidence • Requirements to become a candidate or campaign organiser are reasonable, clearly stated and widely available to members • People are promoted because of the impact of their contribution not the number of hours they have put in 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Microaggressions <ul style="list-style-type: none"> • When microaggressions are identified they are challenged • A commitment to inclusivity and equality is clearly stated in party resources and information for new members • Roles at meetings are rotated 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

EQUAL REPRESENTATION COALITION

<ul style="list-style-type: none"> • Members are asked to share examples of the microaggressions they have experienced and there is an open discussion about how these can be challenged • A session on assumptions and microaggressions is included in your political education programme • Actions are taken to enable people from under-represented groups to make a bigger contribution in meetings and on panels 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Creating a supportive culture</p> <ul style="list-style-type: none"> • A clear welfare policy is available to all members • There is a welfare officer in each local branch • There is a buddying scheme where members can offer each other peer support • There are opportunities for members of these communities to meet in women, LGBTI, ethnic minority or disabled only spaces • Meetings are held in well lit, central locations which are easily accessible by public transport • Members discuss what creating a “safe space” means to them and develop a set of safe space principles for meetings and events • A clear complaints process is available for all members to use 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>