



## CHECKLIST

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

# EQUAL REPRESENTATION COALITION

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