



CHECKLIST

<p><u>Digital literacy</u></p> <ul style="list-style-type: none"> • Digital skills training and demonstrations are provided. • Developing digital skills is included in development plans for local parties. • Women with technology skills are able to share these and are involved in training others. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Digital exclusion</u></p> <ul style="list-style-type: none"> • Participants are asked if they have any reasonable adjustments when they register for an online activity. • There are no communication barriers to participating in online activities and reasonable adjustments are provided. • Digital participation is meaningful. Online attendees can contribute, speak in debates, ask questions etc. • Online voting by proxy voting is enabled at digital activities. • Members who do not have access to technology equipment are supported to participate 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Responding to online abuse</u></p> <ul style="list-style-type: none"> • Party organisers and committees can recognise online abuse and know the party's procedure of how to respond. • There is a clear social media and online behaviour policy which includes: examples of behaviour which won't be tolerated, how people can report incidences and the complaints and disciplinary procedures. • Members who are found to be behaving inappropriately online are disciplined or expelled. • Incidents of online harassment are reported to the Police. • Members receive information about digital self care, blocking abusive accounts and reporting online abuse. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

EQUAL REPRESENTATION COALITION

<ul style="list-style-type: none"> • Online meetings are password protected and there is guidance for expected behaviour during online events. • Circumstance which might result in online abuse are anticipated and candidates are offered protective measures such as a 'screening team'. • Parties support members who feel unsafe as the result of online abuse. For example, organising transport and peer support 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Positive online engagement</u></p> <ul style="list-style-type: none"> • Presenteesim is challenged. • Candidates are able to set boundaries around the amount they post or respond on social media. • There is staff or volunteer support to allow candidates and representatives to take breaks from social media. • There is a policy of not using personal email or social media to contact representatives about party business • There are opportunities for divisive policy issues within to be discussed in forums other than online or on social media. • Parties regularly review the online platforms their members use and ask members what support they would like to engage positively with politics online 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><u>Online media appearances</u></p> <ul style="list-style-type: none"> • How to do online media appearances is included in media training. • A diverse range of spokespeople are used. • Members doing media appearances from home receive guidance about staying safe and preventing personal information being accessed 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

EQUAL REPRESENTATION COALITION

Online events

- Members pre register and there is a code of conduct.
- People running the event are confident with the technology being used.
- There is more than one facilitator.
- Gender segregation of roles is challenged.
- There are a variety of ways for attendees to participate.
- There is a clear process for people to indicate they want to speak and the facilitator seeks equal contributions from women.
- The chat functions are moderated.
- Participants who break the code of conduct are removed from the event.