DIVERSITY, EQUITY & INCLUSION

MEANINGFUL ACTIONS AND QUICK WINS 2024

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Introduction

This document provides an overview of some meaningful actions we will implement across our organisation to advocate for and create a more diverse and inclusive workplace.

We have included a description of why each of these actions are important to us and what we intend to achieve through them.

Upskilling resources

- **Upskilling resources:** [Here](#) is a list of resources that can be used to build knowledge and understanding. They will be shared with all new and existing team members to work through at their own pace/refer to as relevant.

  What does this achieve: *It creates an essential foundation for people to build their knowledge and understanding of important topics relating to cultural awareness and diversity, equity and inclusion.*

Meaningful Yet Simple Actions For **Our Team**

- **Pronouns:** Include pronouns in email signatures and on zoom/teams/slack names, name tags (e.g., if speaking at an external event).

  What does this achieve: [*Here*](#) *is a great description about pronouns and why they are important.*

- **Acknowledgement of Country:** Include an acknowledgement of country other reminders or messages in email signatures e.g. For CAA we include an Acknowledgement of Country, a reference to being an LGBTQIA+ ally.

  What does this achieve: *this highlights our respect for Aboriginal and Torres Strait Islander people, their customs and their culture and shows*

that we recognise them as the traditional owners of the land on which we operate.

- **Working Hours:** Highlight our typical working hours/online times (if working flexibly) in our email signature and on other communication channels.

    What does this achieve: *It shows we respect both people's work and non-work hours and value a work/life balance.*

Agreed email signature that incorporates the above elements.

- **Language:** Reading and becoming aware of inclusive language and accessibility through the following resources:
    - [Disability inclusive language](#)
    - [Inclusive and respectful language (Reconciliation Australia)](#)

    What does this achieve: *It provides our team with tools to communicate in a way that is accepting, supportive and inclusive of people from a wide range of backgrounds.*

Meaningful Yet Simple Actions For **Our Organisation**

- **Acknowledgement of Country:** Consistent language/norms for providing an Acknowledgement of Country at the start of external events, major internal meetings (e.g., all-staff meetings)

    "Cellular Agriculture Australia is an ally of the LGBTQIA community and acknowledges the Traditional Owners of the land on which we meet and work, and recognises their continuing connection to land, waters, and culture. We pay our respects to Elders past, present and emerging."

    What does this achieve: *It requires us to consciously reflect on where we are meeting and/or working from and highlights our respect for Aboriginal and Torres Strait Islander people, their customs and their culture and*

shows that we recognise them as the traditional owners of the land on which we operate. It also creates an opportunity for different team members to deliver an acknowledgement of country.

- **Holiday Swap:** Policy or guidelines allowing the team to swap public holidays for other days of significance, see more [here](#)

  What does this achieve: It recognises that many of the public holidays are structured around days of significance for specific groups. This creates an opportunity to recognise days of significance for everyone in our organisation.

- **Onboarding:** Inclusive onboarding/HR forms e.g., option for non-binary and prefer not say in gender field.

  What does this achieve: It provides an opportunity for people with both binary and non-binary genders to articulate this if they choose.

- **Job Ads:** Explicit language in job-ads/recruiting signalling commitment to inclusion and support to candidates
    - Inclusion statement, some examples [here](#)
    - Adjustments statement (see Etsy example in link above)

  What does this achieve: It shows that we care about DEI and are consciously trying to create a diverse and inclusive organisational culture. It can also open the door for people to enquire more about what that means to us and how it could relate to their individual circumstances.

- **Closed Captions:** For virtual meetings, ensure closed captioning can be used in all meetings

  What does this achieve: It converts audio content into text to make meetings and video content more accessible for people who are deaf or hard of hearing and those with varying levels of language proficiency.

- **Food & Drink Preferences:** For events, make sure to have food/bev options catering to a range of dietary requirements (gluten free, vegan/vegetarian) and personal preferences (non-alcoholic) etc

  What does this achieve: *It recognises that our own personal preferences do not suit everyone and that we are willing to accommodate others.*

- **Inclusive Language & Comms:** Checking all comms (particularly external comms) for inclusive language and accessibility (see slides and links below attached)
    - [Disability inclusive language](#)
    - [Inclusive and respectful language (Reconciliation Australia)](#)

  What does this achieve: *It presents an opportunity for CAA to lead by example and showcase to others how inclusive language can be used within the sector in Australia.*

- **Inclusive principles into 'day-to-day' ways of working including:**
    - shared norms for how teams collaborate effectively and inclusively e.g.
        - ensure everyone has a chance to contribute; invite people to contribute (X, we haven't heard from you, what do you think X, who haven't we heard from? etc.)
        - for virtual meetings, encourage people to raise their virtual hand rather than interrupting
        - create space to disagree/challenge respectfully (e.g. I hear what you're saying and have a different view on X, I'd like to propose a different perspective/way of thinking about X etc.)
        - avoid scheduling meetings during school drop off and pick-up times/after 5 pm where possible

  What does this achieve: *It consciously creates space and opportunities for different people to engage with each other and broader groups and ensures a diversity of perspectives are encouraged and supported.*