

# SBBS EDI INDUCTION

**Welcome to SBBS!  
Did you know that  
the School of  
Biological and  
Behavioural 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 2019-2025.

Contact us at [sbbs-edic@qmul.ac.uk](mailto:sbbs-edic@qmul.ac.uk).

## MORE ABOUT SBBS EDIC

Check on our [homepage](#) for the details including:

- Terms of reference
- Working groups
- Minutes of our meeting

## QMUL NETWORKS YOU MAY WISH TO JOIN

- [LGBTQ+ Staff network](#)
- [QMUL Parents and carers network](#)
- [Disability network](#)

## SBBS 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 at least one weeks' notice for other events.
- At SBBS we are aiming for gender balance in our seminar series and our committees.
- QMUL often organises events to celebrate EDI (see [the calendar of events](#)), we always encourage all SBBS staff and students to volunteer in organisation of such events.
- [Gender Diversity on Panels](#): At SBBS we are aiming for gender balance in decision making committees.
- [PRONOUNS Matter](#): EDIC advises all staff to include your pronoun in your e-mail signature (if you feel comfortable doing this). [See Guidance and resources on Gender Identity](#).
- [Hybrid Working support](#): Policy and resources.

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

- [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 [students.](#)
- [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
- [Special Leave Policies](#)

## IMPORTANT POLICIES/INITIATIVES FOR TEACHING STAFF

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

We remind all teaching staff about the Professional Expectations of SBBS Staff in Relation to Teaching which can be found on the SBBS 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 documents 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, provides general advice for producing accessible online content, and lists information on further services that DDS offers.

### **Pronouns Matter:**

EDIC advises all staff to include your pronouns, 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 SBBS](#)
- Nanchang staff – please check the Nanchang Handbook
- [EDI at Queen Mary](#)
- [Equality Policies at Queen Mary](#)

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

- [Sabbatical Leave](#)
- [Ramadan and Eid Guidelines 2020](#)
- [Maternity, Paternity, Adoption, Shared Parental Leave](#)
- [Childcare and Parenting](#)
- [Childcare Vouchers](#)
- [Breastfeeding/Expressing Milk Statement](#)