

## Diversity and Inclusion Policy

The Society is committed to operating in a way which embraces diversity and this policy provides a framework for translating this into action. It draws on best practice and is intended to be referred to at every opportunity relating to Society activities to ensure effectiveness.

Across all activities we will make every effort to promote equality of opportunity; this applies to all professional activities (but is not limited to):

- Governance
- Admission of membership
- Events: Venues and invited speakers and session chairs at Society organised conferences and events
- Portfolio of grants, awards and prizes
- Nominations for prizes and awards
- Applications for grants.

### **Governance**

We aim to achieve a good geographical spread, gender representation and ethnic balance on Council and all committees by encouraging recruitment from groups currently under-represented. We also make use of special working groups to increase the number of actively engaged members.

An open call for nominations is made to the membership via emails and *The Endocrinologist* with emphasis being put on encouraging nominations from a wide variety of backgrounds. This includes specifics of the vacancies and provides an appropriate length of time before the deadline for nominations for members to consider standing for the vacancies.

Inductions are carried out for key roles in the Society at the start of their term of office and unconscious bias training is regularly made available to Council members, Committee Chairs, other key roles within the Society and staff who are leads on committees.

### **Admission of membership**

Membership is open to anyone working in an endocrine-related field, anywhere in the world and at any stage in their career. All applications are reviewed for suitability on their own merit in terms of practice within the specialty and its related areas.

---

## ***Society organised conferences and events***

### *Invited speakers and session chairs*

Where possible, we will invite a diverse pool of speakers and chairs at all events directly under our control taking into account areas of expertise and scientific merit. The SfE BES scientific programme is developed by a committee made up of members representing the key areas of the specialty and who are at all stages of their careers.

Diversity and inclusion is discussed with the Programme Committee and all other committees regularly to ensure it is considered during all activities.

### *Venues*

We select venues and hotel accommodation that meet the industry standards for accessibility.

## ***Grants, awards and prizes***

### *Portfolio*

We periodically review our portfolio of grants, prizes and awards to ensure it is as broad as possible to benefit those at different stages of their career and to ensure the best use is made of the funds available.

The wording of eligibility criteria is reviewed periodically to ensure we are encouraging applications from under-represented groups.

### *Nominations for prizes and awards*

Where prizes and awards are given as a result of nominations, we will encourage a broad spectrum of nominations via an open call for nominations to the membership, giving sufficient time before the deadline for nominations to be submitted.

Committees inputting to the nominations process are briefed to put forward a good spread of nominations. The selection panel considers all nominations on the basis of expertise and scientific merit whilst also bearing in mind the diversity of the final selection.

### *Applications*

Grants and prizes (that are derived from applications) are peer reviewed on the basis of expertise and scientific merit using set marking criteria.

### *Communications*

Across all these activities we have a set of guidelines in place for all marketing and communications to ensure collateral includes positive messages regarding diversity and inclusion and do not perpetuate assumptions or stereotypes or inadvertently exclude certain demographic groups.

Our website has been designed with accessibility in mind and aims to meet Level AA of the Web Content Accessibility Guidelines

July 2020