

CIROS

**DIVERSITY &
INCLUSION POLICY**



CIROS
IRO community

DISCLAIMER

This policy is a constant work in progress and is by no means exhaustive. This policy needs to be a collaborative effort and therefore anyone can contribute to and request changes to CIROS' Diversity and Inclusion Policy. Should anything written below be offensive or excluding to an individual, then we kindly request you to contact info@cirosthague.com.

This policy defines diversity and inclusion (D&I). As D&I require a holistic approach, the following definitions and action points must be considered as a whole. All the actions and examples given in this policy are not exhaustive.

Diversity is the presence of different experiences, ideas and perspectives among people. CIROS aims to be a reflection of society in areas such as ethnicity, gender, sexual orientation, health, religion, age and socio-economic background. This list is by no means exhaustive.

Inclusion is the creation of spaces in which the diversity of each individual is being embraced and uplifted. It ensures that everyone has an equal opportunity to contribute and influence every part and level of CIROS. Getting rid of discrimination and intolerance, and generally the removal of barriers, is central to this effort.

INTRODUCTION

Diversity and Inclusion (D&I) are two core values of CIROS. Everyone in CIROS brings their own unique experiences, ideas, and perspectives to the table. This plethora of perspectives, ideas, and experiences contributes to diverse outcomes. As D&I is an ongoing project, it is not tangible for CIROS to fully realise D&I. Therefore, as CIROS consists of a multitude of voices, CIROS aims to amplify these voices when initiating events or initiatives to increase representativeness of various perspectives. This does not mean that all voices are heard and represented equally. Consequently, CIROS is committed to continuously bettering itself as well as promoting and raising awareness of D&I within the organisation and beyond.

This statement shall be used to hold the association accountable to its commitment towards D&I. To start off, the following five goals will be set and shall be continuously worked on.

1. Inclusion within CIROS Policies and Guidelines
2. Encourage D&I at all Levels
3. Accessibility of Events, Initiatives, and Platforms
4. Cooperation with Diversity Network at Leiden University & D&I Expertise office
5. Report progress on D&I in a transparent manner

THE FIVE GOALS

1. Inclusion within CIROS Policies and Guidelines

Every CIROS policy and guideline should be made with an inclusive mindset. This entails considering whether a policy or guideline may be excluding anyone that it applies to. If it should be the case that a policy is exclusive in any way, may that be through language or its implications, then the policy or guideline needs to be amended. In practice, this entails the following steps/elements:

- Check for inclusive language, e.g. use of pronouns. Utilise website like [Genderdecoder](#).
- Check whether it is directed towards a specific group or open to anyone.
- Check whether it advantages a specific group over another.
- Check whether your wording makes a policy or guideline seem exclusive, e.g. 'a group of people'.
- All contracts with external partners shall have a clause which sets expectations in regards to D&I, such as inclusive language, practices, accessibility and more.

When opening applications for any position within CIROS, the formal application procedure should be as open and neutral as possible. Certain hiring norms and procedures are inherently exclusionary in nature and expose individuals to biases. In order to avoid perpetuating biases CIROS employs a 'Blind Application Procedure'. Within a 'Blind Application Procedure' the applicant is encouraged not to include any information that may give away their gender, nationality, ethnicity, socio-economic background, religion, etc. To avoid biases the applicants are asked to leave out their name, picture, nationality, and address on their application and CV. Applicants are encouraged to use their Leiden University email address address (s2#####1@vuw.leidenuniv.nl) when applying for a position. Removing hurdles from the application process, CIROS aims to encourage everyone to apply for a position no matter their background or experience. To give every applicant a fair chance; motivation, ideas, and commitment are valued equally to experience and skill set.

Disclaimer for Application Procedure:

Even though there is a procedure in place to make the hiring process as open as possible, it does mean that the application process is free of any biases. Due to this, CIROS strives to constantly improve its application procedure to address this shortcoming.

2. Encourage D&I at all Levels

CIROS aims to promote D&I at all levels of the organisation. This includes the board, working members, events, initiatives, as well as participants and partners. To promote D&I the following actions will be taken.

- CIROS will organise a minimum of two events each association-year dedicated to D&I. These events can be informative, such as guest lectures, or informal, such as International Fusion Week and Breaking Borders.
- CIROS will organise open forums in which students can come together and openly discuss and contribute to how CIROS can become more representative of students' ideas of D&I.
- Board members will undergo a Diversity Training provided by the Leiden University D&I Expertise Office to be confronted with their own biases and become aware of all aspects of diversity and their intersectionality.
- CIROS Committees are encouraged to organise a diverse set of events and should be open to communal feedback and requests.
- In collaborations with external partners CIROS commits to encourage the use of inclusive language and practices to implement CIROS' commitment to D&I.

3. Accessibility of Events, Initiatives, and Platforms

CIROS aims to be accessible to everyone in their events, initiatives, and platforms. The language used for promotion, the platforms CIROS uses to communicate, and physical barriers to events, should not be reasons why someone cannot engage with CIROS and its activities. This is not an exhaustive list of barriers one can encounter, and just serves as an exemplary list. The following list outlines actions that will be taken to increase accessibility:

- Check for inclusive language in promotion and general CIROS communication. CIROS' use of inclusive language aims to avoid expressions and notions which are sexist, racist, biased, prejudiced, and denigrative to any individual.
- CIROS will assess events and stories on a case by case basis and will put trigger warnings when necessary e.g. sexual abuse, violence, eating disorders, self-harm and so on.
- To ensure accessibility of its platforms, CIROS is required to stay up-to-date with public lists and resources, such as the [W3C website](#) and [Web Content Accessibility Guidelines](#).

- CIROS Committees are required to consider if any form of assistance can be provided to facilitate the participation of people with disabilities. For example, ask yourself whether someone with a physical disability can access a certain location and how you can make it possible for them to attend, e.g. is there an elevator or a wider entrance. Another example is providing services such as having a sign-language interpreter at an event.
- CIROS Committees are to state clearly in the event promotion whether an event is accessible for people with disabilities.
- Sign-up forms for CIROS events or initiatives shall include two sections regarding accessibility. In section one participants in need of assistance can specify what type of assistance is needed, so Committees can prepare in advance. The second section will be an open one in which participants can leave suggestions on how to increase accessibility.

4. Cooperation with Diversity Network at Leiden University & D&I Expertise office

CIROS aims to closely cooperate with the Diversity Network and the D&I Expertise Office at Leiden University. The Diversity Network consists of networks and communities which work together with the D&I Expertise Office and are committed to community building and raising awareness about specific topics. The reason for this cooperation effort is that CIROS acknowledges that it does not and cannot provide safe spaces for everyone, and that it does not have an all-encompassing knowledge of all aspects of D&I. The collaborations consist of joint events and initiatives, such as social media campaigns or guest lectures. The D&I Network should be introduced to incoming students in an introductory event during the first months of the academic year. These collaborations should be continuous throughout the year.

5. Report progress on D&I in a transparent manner

CIROS commits to annually reporting on its actions taken regarding D&I within the association. The report will reflect on all of the above mentioned action points and the four key goals mentioned. Additionally, every three years an in-depth inquiry shall be organised by the board to reflect on the actions taken over the past three years based on the yearly reports. The purpose of this triennial inquiry will be to allow the board to update this D&I statement according to their new situation.

- The CIROS D&I Report shall be written by the President and Vice President at the end of the academic year, but the whole board will contribute and take responsibility for it.
- The report shall be presented at the last General Assembly of the year to allow communal reflection.
- The triennial inquiries shall be used as checkmarks to reflect on the evolution of the past three years and for goal-setting for the upcoming three years.
- Any change to the D&I statement shall be passed in a General Assembly with a majority vote.
- The CIROS D&I reports are intended to reflect upon the association's initiatives and actions. Furthermore, the D&I reports aim to provide transparency to members as a way to hold the CIROS Board accountable to its D&I commitments.
- The annual and triennial reports will be publicly available to ensure transparency.