



## Overview

The Pleiades Awards scheme aims to encourage organisations to promote equity and inclusion of all people, and to actively support currently marginalised groups (including those of diverse ethnicities, gender identities, sexual orientations, religions, and disabilities). Key components to achieving the goal of equity and inclusion within an organisation include adopting practices that promote awareness of unconscious bias, encourage full participation of a diverse population of people at all levels of professional life, and highlight the importance of work-life balance. The IDEA Chapter believes that transparency and communication within organisations are key to achieving this goal.

### **Notes on types of organisations that may apply for Pleiades Awards:**

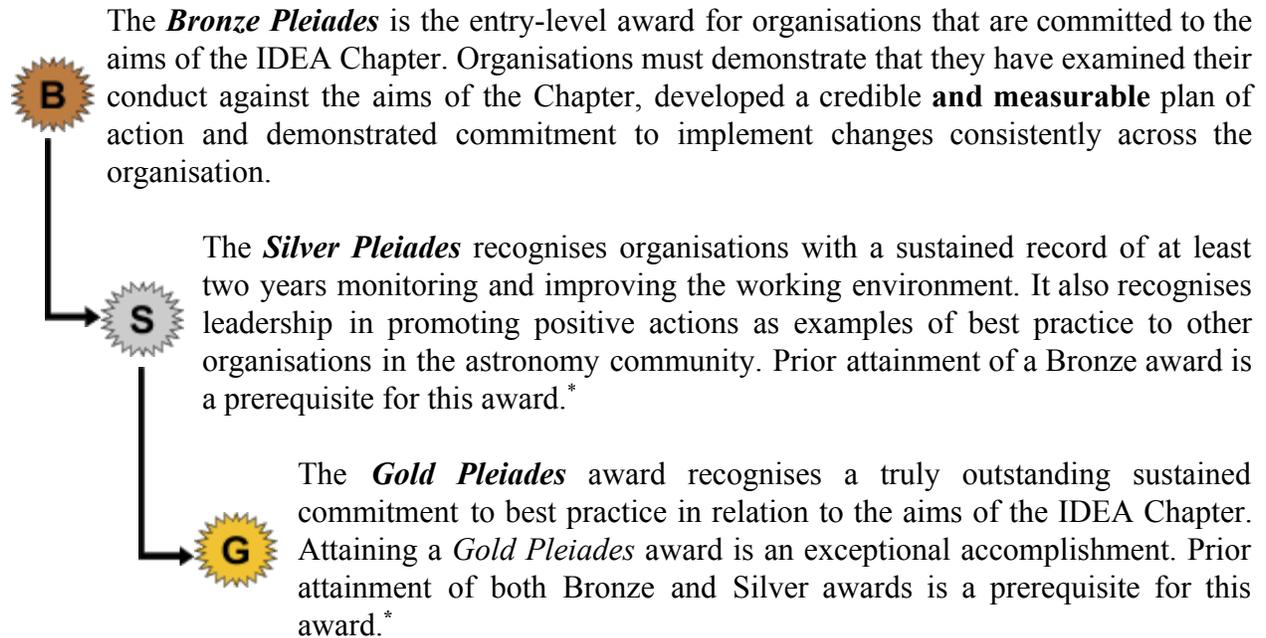
- Astronomy in Australia incorporates a number of large organisations which span multiple individual institutions for a set period or duration (e.g., Centres of Excellence). In addition to discussing internal initiatives, such organisations should also comment (as appropriate) on policies dealing with issues which may arise between parties at different member institutions.
- If an eligible organisation oversees committees of external astronomers (e.g. Time Allocation, Steering and Advisory Committees), those organisations should also comment on how their initiatives apply to those committees.
- Small organisations (fewer than 10 full-time staff and students) may find some of the Silver and Gold award criteria challenging to achieve. IDEA recommends that these organisations respond to the criteria as best they can with the Chapter's aims of organisational transparency and staff comfort in mind.
- If the structure of an organisation has changed considerably since its last award submission, the new organisation will be considered on its own merits as a new entity.

## Key Definitions:

- **Equity and inclusion:** in these award criteria, this refers to the actions taken by an organisation to provide an equitable and inclusive experience for everyone irrespective of (and not limited to) gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age or religion, with the objective of providing an atmosphere and environment in which all have equal opportunity to succeed.
- **Misconduct:** includes any behaviour that inhibits a person's opportunity to succeed in their work, such as
  - Offensive comments related to gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, or religion.
  - Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
  - Deliberate misgendering or use of 'dead' or rejected names.
  - Gratuitous or off-topic sexual images or behaviour in spaces where they're not appropriate.
  - Physical contact and simulated physical contact (e.g., textual descriptions like “\*hug\*” or “\*backrub\*”) without consent or after a request to stop.
  - Threats of violence.
  - Incitement of violence towards any individual, including encouraging a person to suicide or to engage in self-harm.
  - Deliberate intimidation.
  - Stalking or following.
  - Harassing photography or recording, including logging online activity for harassment purposes.
  - Sustained disruption of discussion.
  - Unwelcome sexual attention.
  - Patterns of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.
  - Continued one-on-one communication after requests to cease such activity.
  - Deliberate “outing” of any aspect of a person's identity without their consent, except as necessary to protect vulnerable people from intentional abuse.
  - Publication of non-harassing private communication.

## Levels of Award

There are three levels of the *Pleiades Award*:



An eligible organisation can be awarded a *Bronze, Silver or Gold Award*, or no award. In the last case, feedback will be given and the organisation will be encouraged to develop a plan and to work towards appropriate goals. In the event that the criteria for the level of award sought by the eligible organisation are not met, the awards committee will consider the application against the criteria for a lower award level.

**\* For the first year of applications after the revisions to the selection criteria (2018), applications for Silver and Gold will be accepted as long as they can demonstrate that all of the revised selection criteria have been met over the stated time periods. Organisations will not necessarily be required to obtain a Bronze Award under the new selection criteria before progressing to Silver or Gold.**

## Award Criteria

-  Required for *Bronze Award*
-  Required for *Silver Award*
-  Required for *Gold Award*

## Philosophy

-    **P1.** Examined the conduct of the organisation in relation to equity and inclusion, and identified several specific areas in which there are opportunities to improve.
-    **P2.** Devised ways to measure the impact (or lack thereof) of planned initiatives within the organisation. Ideally the implemented initiatives will be Specific, Measurable, Achievable, Relevant and Timebound and should be monitored over time.

## Strategy

-    **S1.** Established a committee to identify, implement and monitor positive changes in equity and inclusion within the organisation. Planned for committee members to undertake relevant diversity training as soon as possible within the next 2 years.
  -   **S1.a.** Maintained a committed team over the past 2 years (4 years for *Gold*) with a quorum meeting regularly (at least four times a year) to identify, monitor and implement positive changes, and ensured that a majority of committee members have undertaken relevant diversity training.
-    **S2.** Demonstrated a credible commitment to implement a range of initiatives during the coming 2 years that will promote equity and inclusion and demonstrate best practice.
-    **S3.** Ensured all staff are aware of the University's or institution's code of conduct as well as the process for reporting cases of misconduct.
-    **S4.** Provided safe avenues for staff to report issues or make suggestions without risk of repercussions, typically outside of formal reporting options provided through organisational Human Resources channels. All staff should be aware of how to make any report, what happens to that report once it is made and whether it is possible to make a report anonymously.

## Outcomes

-  **O1.** Announced a credible commitment from the head of the organisation to achieving equity and inclusion goals set out by the organisation.
-  **O1.a.** Demonstrated effective commitment from the head of the organisation to achieving equity and inclusion goals set out by the organisation over the past 2 years.
-  **O1.a.G** Demonstrated widespread ‘buy-in’ throughout the organisation, including universal uptake of appropriate training and vocal public leadership by senior managers over the past 4 years.
-  **O2.** Established the number of reported cases of misconduct, the number resolved and the average time to resolution over the past year. If the applying organisation is a new entity, plans for such reporting should be clearly outlined.  
**Where an organisation is restricted in what can be reported - or, with reference to criterion O2.b, what support can be provided to complainants - by institutional policy or legal considerations, these constraints should be explicitly stated, and, where appropriate, supported by additional documentation.**
-  **O2.a.** Published, where institutional and legal constraints permit, the number of reported cases of misconduct, the number resolved and the average time to resolution over the past 2 years (4 years for *Gold*) in a public document (e.g., an annual report). The location of the document should be specified in the application.
-  **O2.b.** Demonstrated support for complainants in misconduct cases, including, where institutional and legal constraints permit, the freedom to publicly speak about such cases. Demonstrated unequivocal strong support of complainants when retaliation for a complaint has occurred.
-  **O3.** Publicised the commitment to work towards best practice by circulating specific plans to all staff and students within the organisation including sharing this application with all staff and students for their comment at least 2 weeks prior to submission.
-  **O3.a.** Monitored the conduct of the organisation in relation to equity and inclusion over a sustained period of at least 2 years (4 years for *Gold*).
-  **O3.b.** Demonstrated regular communication of goals and progress reports to all staff and students within the organisation.

 **O3.b.G** Demonstrated a regular public commitment to sharing best practice and achievements inside as well as outside the organisation, thereby encouraging others to implement positive change.

  **O3.c.** Demonstrated the implementation of a range of initiatives during the past 2 years including best practices and initiatives with high potential in promoting equity and inclusion. Also identified several specific areas in which there are still opportunities to improve, and made plans to address those over the coming 2 years.

 **O3.c.G** Demonstrated sustained best practice across a broad range of measures for at least the past 4 years, and implemented novel and/or high-profile initiatives that have a broad reach and have significantly progressed equity and inclusion in the organisation over the past 4 years.

  **O3.d.** Measured the impact (or lack thereof) of initiatives within the organisation over the past 2 years or more.

 **O3.d.G** Demonstrated the tangible positive impact of initiatives within the organisation over the past 2 years or more.

  **O3.e.** Performed an (anonymous) climate survey to identify equity and inclusion issues within the organisation and developed an action plan to address those issues. Consulted with, and actively sought feedback from, staff and students regarding those results and action plan.

 **O3.e.G** Executed the action plan to address issues uncovered by climate survey within 2 years of climate survey findings.