



CAASTRO
ALL-SKY ASTROPHYSICS

Supporting Gender Balance

ARC Centre of Excellence

Last updated: 21 October 2014

Owner: Chief Operating Officer

Overview

CAASTRO is committed to a family friendly and flexible working environment. This policy outlines how CAASTRO supports gender equity and a flexible workplace.

Scope

The **CAASTRO Supporting Gender Balance** Policy applies to all positions of employment partially or fully funded by CAASTRO and its affiliated members.

Related Documents

The **CAASTRO Recruitment policy** details how CAASTRO interacts with university recruitment policies.

All CAASTRO staff are automatically granted CAASTRO membership. The **CAASTRO Membership policy** outlines membership entitlements and obligations.

Policy

1. Recruitment

Advertising

All positions within CAASTRO must be offered with a part-time option. This applies to Australian Citizens and permanent residents within the constraints of visa requirements.

Refer to the **CAASTRO Recruitment policy** for further information on job advertisements.

Where possible, CAASTRO will advertise multiple job vacancies simultaneously in order to encourage women's participation and to assist with the possible employment of a partner (the "two body problem").

Flexible Terms

The terms of employment must be confirmed at the time the job offer is made and will be included in the employment contract.

Job applicants do not need to provide a case for their decision to work full-time or part-time.

Amendments to terms

Applications to amend the terms of employment from part-time to full-time or full-time to part-time will be actively considered on an individual basis subject to budget considerations and University policies.

2. Meetings & Events

<i>Core Meetings</i>	<p>When possible, all core CAASTRO meetings must take place between the hours of 10am and 2pm, with specific consideration given to Western Australian participants.</p> <p>Children are permitted to attend meetings where practical.</p>
<i>Events/Conferences</i>	<p>CAASTRO will attempt to provide video-conference options for all CAASTRO meetings and conferences, where this is practical.</p> <p>CAASTRO will endeavor to arrange child care options for the Annual Science Conference and Annual Retreat each year.</p> <p>CAASTRO will have a gender function, either a breakfast or lunch, at the Annual Retreat each year.</p> <p>Any CAASTRO funded Conferences and Workshops will:</p> <ul style="list-style-type: none">• Only be funded once they have set gender targets for their SOC, LOC, and Speaker lists.• Have a Gender balanced Scientific Organising Committee (SOC);• Have a Gender balanced Local Organising Committee (LOC);• Have a Gender balanced Invited Speaker list; and• Have a Gender balanced Contributed Speaker list.
<i>Family/Carer travel</i>	<p>Dependent on individual University policies, CAASTRO will endeavour to fund family or carer travel for researchers to attend conferences.</p>

3. Workplace Environment

<i>Children</i>	<p>Subject to University policy, children are welcome in the workplace, especially during the School Holidays. Children are also permitted in meetings where practical.</p>
<i>Working from home</i>	<p>Subject to University policy, CAASTRO supports working from home during working hours to accommodate family flexibility and this can be negotiated with a member's direct supervisor.</p>
<i>Work hours</i>	<p>CAASTRO members will be rewarded for their work effort and not on the number of hours spent in the office. Flexible hours are encouraged if it assists families and carer's participation in the workforce.</p> <p>CAASTRO discourages routinely working outside of working hours, so as not to create the expectation that staff should always be available for work.</p> <p>No CAASTRO members should be expected to work outside of normal working hours except via special arrangement. Working longer than standard hours on a regular or routine basis is not acceptable.</p>
<i>Personal information</i>	<p>The use of a member's personal information, such as parental status in reference letters, introductions and press coverage is strongly discouraged. All members must carefully consider the National Privacy Principles and should not disclose personal information.</p>
<i>Sharing ideas</i>	<p>CAASTRO strongly supports 'brainstorming' in a social setting but rejects the culture that 'real research happens over a beer after work'.</p> <p>Any CAASTRO organised social 'brainstorming' activity is inclusive and held at a time suitable for all group members.</p>

<i>Carer's leave</i>	All CAASTRO members are actively encouraged to draw on carer's leave when required. Please refer to your University's human resources policy for more information.
<i>Gender Issues</i>	<p>CAASTRO recognises that societal, cultural and psychological issues often affect women in the workplace. All CAASTRO members should be aware of unconscious bias in their decision making.</p> <p>Subject to University policies, CAASTRO fully supports those with part-time roles having a greater research focus.</p>
<i>Equal Pay</i>	CAASTRO is completely committed to equal pay for men and women. This applies to postdoctoral researchers, tenured positions and PhD support for students.
<i>Students</i>	CAASTRO has financial support available for CAASTRO PhD students. The distribution of this support is determined by the Node Director with consideration given to gender equity. It includes stipend and travel money.

As CAASTRO is a collaboration of a number of Australian Universities, please be aware that University Policy will always override CAASTRO policy where there is a difference.