

# **GENERAL SCHOOL POLICIES**

## **School of Mathematical & Physical Sciences**

The School of Mathematical and Physical Sciences has a range of policies which have been developed to set standards for good working practices in the context of our Athena SWAN Silver award. The School intends that these should be taken as guidance for our activities, to create a positive workplace which supports Equality and Diversity and the wellbeing of our staff.

### **Timings of meetings:**

(agreed at School Steering Committee (SSC) meeting 20/09/2011)

The School aims to ensure that all business and research group meetings are scheduled so as enable attendance of all relevant staff. Good practice is to consult when arranging meetings, and to be sensitive to and aware of timing constraints of staff involved, e.g. in relation to flexible working.

### **Speakers at Seminars/Scientific Meetings:**

(agreed SSC meeting 20/09/2011)

The policy of the School is that both male and female speakers should be invited to scientific meetings hosted by the School, or organised by School members of staff, unless there are compelling reasons why this is not appropriate or possible.

Scientific seminar series that are hosted within the School should have a gender balance at an appropriate level. Except where there are compelling reasons otherwise, the expectation is that, in each term, the speaker list should contain at least 30% male and 30% female speakers.

### **Reading and responding to emails after working hours:**

(agreed SSC meeting 27/06/14)

As part of respecting and promoting work-life balance, staff are not expected to read or respond to emails outside their working hours, recognising that these working hours may vary across the School.

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