

Regular Team Meetings Hours Policy

| Version | Approved by | Approval date | Effective date | Next review |
|--------------------------|---|------------------|------------------|---------------|
| 1.0 | President and Vice-Chancellor | 21 November 2018 | 21 November 2018 | November 2021 |
| Policy Statement | | | | |
| Purpose | <p>Equity, diversity and inclusion are considered essential to the continued success of UNSW. UNSW values diversity of thought and experience and believes that an inclusive and collaborative culture underpins research, teaching and operational excellence and facilitates a positive student and staff experience.</p> <p>Scheduling regular team meetings between the hours of 9.30am and 4.00pm will support the inclusion of parents and carers and those employees who have commitments or interests that require time flexibility and avoid the unintended exclusion of some staff.</p> | | | |
| Scope | <p>This Policy applies to all levels of continuing and fixed term UNSW staff.</p> <p>This Policy applies to meetings that are held on a regular basis and may include team meetings, working groups, committee meetings and management meetings or similar. It does not apply to teaching. This Policy</p> | | | |
| Policy Provisions | | | | |

1. Introduction

UNSW recognises that many staff, including those with caring responsibilities and other personal commitments, may be unable to attend meetings if they are held during the day. This may be particularly true for those who are also involved in the networking and development opportunities.

The intention of the *Regular Team Meetings Hours Policy* is to ensure Faculties and

- 2.3. Staff working in areas of the University with early or late set operating hours (e.g. Early Years Centres) may, in consultation with staff, schedule meetings outside the hours of 9.30am to 4.00pm for operational reasons.
- 2.4. One-off meetings and events can be held outside the hours of 9.30am to 4.00pm, but they should be scheduled with sufficient notice to allow staff to organise care arrangements or reschedule other commitments.
- 2.5. When organising internal staff social events consideration should be given to holding the event during the hours of 9.30am to 4.00pm if possible to maximise participation by all staff.
- 2.6. This Policy does not apply to teaching as it is recognised that teaching may take place outside the recommended hours.

3. Role and Responsibility

Heads of School, Deans, Centre Directors and Division Heads are responsible for ensuring this Policy is applied fairly and consistently.

Exemptions to the Policy should be referred to a