



**CAASTRO**  
ALL-SKY ASTROPHYSICS

## Supporting Gender Balance

ARC Centre of Excellence

Last updated: 7 August 2014

Owner: Chief Operating Officer

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### 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.

The following **standard wording** must be used in all CAASTRO job adverts:

CAASTRO supports a flexible working environment; for Australian citizens or permanent residents, this opportunity is available as either a full-time or part-time position. Subject to visa restrictions, all opportunities are available as *either full-time or part-time positions*. Women are strongly encouraged to apply.

For information on CAASTRO's benefits in regards to travel funding and assistance for families please contact [coo@caastro.org](mailto:coo@caastro.org) for an information sheet.

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 assist with the "two body problem".

<i>Recruitment Process</i>	Selection Committees should ensure there is an appropriate gender ratio when short-listing positions.
<i>Flexible Terms</i>	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. This is subject to University policies.
<i>Amendments to terms</i>	Applications to amend the terms of employment from part-time to full-time or full-time to part-time will be considered on an individual basis subject to budget considerations and University policies.

## **2. Meetings & Events**

<i>Core Meetings</i>	When possible, all core CAASTRO meetings must take place between the hours of 10am and 2pm, with specific consideration given to Western Australian participants.  Core meetings include regular group meetings where participation of all relevant members is encouraged.  Children are permitted to attend meetings if child-care is not available.
<i>Events/Conferences</i>	CAASTRO will consider school holiday periods when scheduling major events, workshops or conferences, and try to avoid them where possible.  CAASTRO will attempt to provide video-conference options for all CAASTRO run meetings and conferences, where this is practical.  CAASTRO will endeavor to arrange child care options for the Annual Science Conference and Annual Retreat each year.  CAASTRO will have a gender function, either a breakfast or lunch, at the Annual Retreat each year.  Any CAASTRO funded Conferences and Workshops will: <ul style="list-style-type: none"> <li>• Only be funded once they have set gender targets for their SOC, LOC, and Speaker lists.</li> <li>• Have a Gender balanced Scientific Organising Committee (SOC);</li> <li>• Have a Gender balanced Local Organising Committee (LOC);</li> <li>• Provide travel support for selected female participants to the event;</li> <li>• Have a Gender balanced Invited Speaker list; and</li> <li>• Have a Gender balanced Contributed Speaker list.</li> </ul>
<i>Family/Carer travel</i>	Dependent on individual University policies, CAASTRO will endeavour to fund family or carer travel for researchers to attend conferences where their children are under the age of 14 years.

## **3. Workplace Environment**

<i>Children</i>	Subject to University policy, children are welcome in the workplace, especially during the School Holidays. Children are also permitted in meetings when child-care is not available.
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<i>Working from home</i>	Subject to University policy, CAASTRO supports working from home during working hours to accommodate family flexibility. CAASTRO recognises that this can be negotiated with a members' direct supervisor.
<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 women's participation in the workforce.</p> <p>CAASTRO encourages members to have regular office working hours to encourage participation in the collegiate local atmosphere, and 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 relevance in disclosing such information and whether it is necessary.</p> <p>Permission must be sought before disclosing someone's 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 organised social 'brainstorming' activity must be inclusive and held at a time suitable for all group members.</p>
<i>Carers leave</i>	All CAASTRO members are actively encouraged to draw on carer's leave when required. Please refer to the University's human resources policy for more information.
<i>Gender Issues</i>	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.