

## Equality, Diversity and Inclusion Action List for WIs and Federations

This action list relates to activities and events you organise or oversee within your WI/federation. The WI Committee/Federation Board of Trustees should use this action list and regularly review their progress. This action list is not exhaustive and your WI/federation may want to add to this.

The NFWI Equality, Diversity and Inclusion Policy and Glossary of Terms and this Action List can be found on My WI. For equality, diversity and inclusion issues relating to employment please refer to the NFWI HR department ([hr@nfwl.org.uk](mailto:hr@nfwl.org.uk)).

	<b>Action</b>	<b>Comments/progress</b>
1	Ensure all members are welcome by using inclusive language and appointing a WI Welcoming Team.	Ongoing
2	Ensure inclusion is always on the WI Committee/Federation Board of Trustees agenda and that Trustees are open to discussions about the ways in which the WI can ensure it removes any hidden barriers to women joining or participating in its activities.	Ongoing
3	WI Presidents and Federation Chairpersons should at all times demonstrate welcoming, friendly and inclusive behaviour and language to all members, role-modelling the standard for how members should interact with one another.	Ongoing
4	Ensure it is understood that the WI is non-sectarian meaning that we are not connected or affiliated with any particular religion or political group.	Ongoing
5	Ensure where possible all meeting and event venues are accessible for members as necessary (disabled access, online meetings, signage, transport, hearing loops, lighting etc.).	Ongoing
6	Ensure where possible all activities, events and outings are suitable and open for all members, and any specific requirements are taken into consideration where possible (including catering). WIs will need to ask members about their abilities, accessibility and requirements for this.	Ongoing

7	Ensure demonstrators, speakers and guests at meetings and events reflect and support this policy.	Ongoing
8	Ensure all sub-groups and sub-committees are open and accessible to all members.	Ongoing
9	Follow up any complaints or any breaches of this policy in accordance with the applicable policy/procedure.	Ongoing
10	Foster a culture where members can ask for changes and see those changes being made.	Ongoing
11	Challenge perceptions and try to reach women who would benefit from the WI.	Ongoing
12	Avoid making assumptions about members' abilities or backgrounds.	Ongoing
13	Ensure all publicity and imagery represents the diversity of membership.	Ongoing
14	Ensure social media posts and website content reflect the NFWI Equality, Diversity and Inclusion Policy.	Ongoing
15	Actively celebrate diversity and inclusion.	Ongoing
16	Demonstrate a willingness to challenge and address discrimination.	Ongoing
17	Commit to the NFWI Equality, Diversity and Inclusion Policy (this policy applies to all three levels of the organisation as it is our organisational and legal position on equality, diversity and inclusion) by signing the signature page at appendix A.	Ongoing

### Contact us

If you would like to contact us about this action list, please email [membership@nfw.org.uk](mailto:membership@nfw.org.uk), call 0207 371 9300 (Ext. 201) or write to us at NFWI, Membership and Engagement Team, 104 New Kings Road, London, SW6 4LY.

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1	July 2020	N/A	March 2021	Membership and Engagement Team
2		March 2021	March 2022	