

Version	Approved by	Approval date	Effective date	Next review
1.0	President and Vice-Chancellor	21 November 2018	21 November 2018	November 2021
<b>Policy Statement</b>				
<b>Purpose</b>		<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>		
<b>Scope</b>		<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 does not apply to meetings that involve people external to UNSW as their own external work commitments may not make it possible for them to attend meetings between the hours of 9.30am to 4.00pm. However, meeting times with external people should be guided by the principles in this Policy, where possible.</p>		
<b>Policy Provisions</b>				

### 1. Introduction

UNSW recognises that many staff, including those with caring responsibilities and other personal commitments, may be unable to attend essential meetings if they are scheduled too early or too late in the day. This limits a staff member's opportunity to actively participate in meetings and may also impact networking and development opportunities.

The intention of the *Regular Team Meetings Hours Policy* is to ensure Faculties and Divisions conduct most meetings, and particularly those that are regularly scheduled, during the hours of 9.30am to 4.00pm wherever possible.

Scheduling regular team meetings during these hours will provide several benefits:

- promote a more inclusive work environment and culture at UNSW
- ensure the maximum number of people can attend meetings
- minimise unintended exclusion and disadvantage of those staff with caring and other responsibilities
- improve communication between management and team members
- support staff to manage their work and personal commitments.

### 2. Principles

2.1. Regular meetings that staff must attend should be scheduled between the hours of 9.30am to 4.00pm. Regular meetings may include team meetings, working groups, committee meetings and management meetings. Further, unless an exemption has been approved in accordance with section 3 of this Policy, regular team meetings should not take place outside the hours of 9.30am to 4.00pm, without the agreement of all staff involved.

2.2. In teams where people work part time consideration should be given to scheduling of regular meetings on different days of the week to ensure that all staff can attend, whether they work part time or full time.

- 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 Dean, Faculty Executive Director, Vice-President or functional lead for approval.

Staff may follow the University's [Staff Complaint Procedure](#) if they have concerns over the application of this Policy.

Accountabilities				
<b>Responsible Officer</b>	Vice-President, Human Resources			
<b>Contact Officer</b>	Head of Workplace Diversity Email: <a href="mailto:workplace.diversity@unsw.edu.au">workplace.diversity@unsw.edu.au</a>			
Supporting Information				
<b>Legislative Compliance</b>	This Policy supports the University's compliance with the following legislation: Nil			
<b>Supporting Documents</b>	Nil			
<b>Related Documents</b>	<a href="#">Equity, Diversity and Inclusion Policy</a>			
<b>Superseded Documents</b>	Nil			
<b>File Number</b>	2018/29169			
Definitions and Acronyms				
<b>Meetings</b>	Includes, but is not limited to team meetings, working group meetings, committee meetings and management meetings or similar			
Revision History				
Version	Approved by	Approval date	Effective date	Sections modified
1.0	President and Vice-Chancellor	21 November 2018	21 November 2018	This is a new Policy