

IP Inclusive Guidelines for EDI Officers and Charter Signatories



Introduction

Thank you for agreeing to be the authorised signatory or designated EDI officer for your organisation! This document has been written to give you an indication of what the roles could entail. Of course, if you want to take it further within your organisation, please do, and let us know how we can help! We can be reached by email at contact@ipinclusive.org.uk but please bear in mind IP Inclusive is mostly run by part-time volunteers, so please be patient!

The "authorised signatory" has to be someone with the authority to hold the organisation to the Charter commitments. We need to be able to contact our signatories via your EDI officers and authorised signatories, whose appointment is key to the Charter commitments. The two roles can be held by the same or different people. The EDI officers receive most of our updates, and you can nominate more than one person for that role if it would help spread the load.

EDI Officers

EDI Officers play a vital role in IP Inclusive by sharing the information provided by the IP Inclusive Executive team as widely as possible. To this end we ask that they:

- Read the email updates and newsletters issued by IP Inclusive
- Share the emails and newsletters as widely as possible within your organisation.
- Flag useful sources of information to interested parties within your organisation.
- Promote relevant events to interested parties in your organisation.
- Act as ambassadors for IP Inclusive within your organisation. This may include
 - attending IP inclusive events themselves and encouraging others to attend
 - hosting IP Inclusive events in collaboration with the IP Inclusive Executive team
 - volunteering for IP Inclusive Community Committees or Regional Network Committees, or helping to recruit colleagues to these committees
 - creating inclusive opportunities within your organisation such as internships, peer support groups, mentoring relationships
- Keep IP inclusive informed of any changes in contact details
- Let us know if there is anything we can support them with!

- When acting as an IP Inclusive ambassador, supporter or volunteer abide by the IP Inclusive Volunteers Code of Conduct¹

Charter Signatories

The authorised signatory should

- Hold your organisation to the Charter Commitments²
- Lead by example by demonstrating inclusive values and allyship
- Act as ambassadors for IP Inclusive to senior management within your organisation by
 - raising awareness of what we do
 - encouraging your organisation to support us in ways such as hosting events, sponsoring internships or making donations
- Consider adding a personal commitment to improving inclusivity via our Senior Leaders Pledge³
- Reading the communications we send you and sharing them with appropriate colleagues
- Let us know if there is anything we can support them with!
- Abide by the IP Inclusive Volunteers Code of Conduct⁴

Further information

- Our Charter signatories are listed on our website at <https://ipinclusive.org.uk/about/charter-signatories/>
- [Charter signatory FAQ's](#)
- [Contact us](#)

¹ [Volunteer code of conduct](#)

² <https://ipinclusive.org.uk/about/our-charter/>

³ <https://ipinclusive.org.uk/the-ip-inclusive-senior-leaders-pledge/>

⁴ [Volunteer code of conduct](#)