**Appendix B: Promoting inclusion within the WI**

**To promote inclusion and support this policy, WSFWI:**

1. Ensures the commitment to inclusion is understood by all WSFWI staff and trustees, and is considered in all WSFWI activity.

2. Has a comprehensive Complaints Policy which covers breaches of this policy and provides avenues of redress.

3. Provides WIs with guidance on inclusion.

4. Includes this policy in all WSFWI delivered training such as that for WI Advisers, judges, trustees and staff.

5. Ensures all WSFWI events, such as the Annual Meeting, are accessible and guest speakers reflect and support this policy.

6. Ensures WSFWI communications are accessible e.g. braille, large print, etc. where possible.

7. Ensures all publicity and imagery represents and celebrates the diversity of our membership and staff.

8. Actively challenges perceptions and ensures membership is open to all women who would benefit from the WI.

9. Considers how we can modernise and adapt to meet the needs of our current and future members.

10. Frequently reviews policies, procedures and language to ensure these reflect the needs and expectations of our members and staff.

11. Educates members and staff on inclusion so that they can facilitate change where needed and leading important conversations.

**WIs will support and implement this policy in the following ways:**

1. Ensure all members are welcome by using inclusive language and appointing a WI welcoming member.

2. Ensure inclusion is always on the Committee/Board 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.

3. WI Presidents 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.

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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.

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.)

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.

7. Ensure demonstrators, speakers and guests at meetings and events reflect and support this policy.

8. Ensure all sub-groups and sub-committees are open and accessible to all members.

9. Follow up any complaints or any breaches of this policy in accordance with the applicable policy/procedure.

10. Foster a culture where members can ask for changes and see those changes being made.

11. Challenge perceptions and try to reach women who would benefit from the WI.

12. Avoid making assumptions about members’ abilities or backgrounds.

13. Ensure all publicity and imagery represents the diversity of membership.

14. Ensure social media posts and website content reflect this policy.

15. Actively celebrate diversity and inclusion.

16. Demonstrate a willingness to challenge and address discrimination.