Robot Project EDI Workplace Charter: Group 5

Introduction: Dedicated to fostering an environment of Equality, Diversity, and Inclusion (EDI) within the Group 5 Robot Project team, this charter outlines the team's commitment to addressing EDI challenges in project operations, planning, organisation, and activities.

1. **Equality**:
   (1) Create a transparent process for opportunity allocation, ensuring all team members have access to new roles and learning experiences.
   (2) Use a standardized, objective system for evaluating contributions, involving multiple reviewers to mitigate individual biases.
   (3) Actively identify and rectify instances of discrimination or unequal treatment.
2. **Diversity**:
   (1) Host monthly cultural awareness workshops to understand and appreciate diverse backgrounds.
   (2) Encourage varied ideas and approaches in robot design and building.
   (3) Implement a rotation policy in leadership roles to ensure diverse technical leadership.
3. **Inclusion**:
   (1) Cultivate an environment where every member feels valued for unique contributions.
   (2) Implement a cross-disciplinary mentorship program with bi-weekly meetings, enabling members from different academic backgrounds to collaborate.
4. **Project Operations**:
   (1) Include an EDI checklist in project planning phases to ensure inclusivity in robot-building processes.
   (2) Develop guidelines for addressing EDI challenges during tasks.
5. **Planning**:
   (1) Integrate EDI considerations into robot-building task planning.
   (2) Incorporate EDI considerations into project timelines and milestones.
6. **Organisation**:
   (1) Keeping an EDI focus in all robotic relevant tasks.
   (2) Enforce a zero-tolerance policy for discrimination or harassment.
   (3) Regularly assess and update EDI policies aligned with best practices.
7. **Activities**:
   (1) Organise team-building activities promoting technical collaboration and celebrating diversity.
   (2) Communicate unwavering EDI commitment through updates, presentations, and external channels.

Conclusion: By endorsing this Robot Project EDI Workplace Charter, each team member commits to upholding Equality, Diversity, and Inclusion principles. We recognise that success is tied to creating an inclusive environment where every member contributes unique talents and perspectives.

Team Member Rules:

1. Ensure all team members have freedom of speech and feel comfortable with proposing ideas to the group.
2. Each team member gets an even distribution of workload that is determined during the weekly meetings.
3. Each team member should record and update their work to a logbook, and they are responsible for maintaining their own logbook and weekly contribution.
4. One member takes the minutes of the meetings and uploads them, and the responsibility will be rotated each week.
5. If you're unable to attend any of the meetings, inform the team 30 minutes prior to starting.
6. Attendance for at least one weekly meeting is mandatory (Unless informed prior).
7. Each technical proposal needs to be discussed and each individual member must have an equal say on the decision.
8. Each team member is responsible for helping to clean the workspace in the lab before leaving.
9. For any technical problem faced, each member must give a potential solution by brainstorming before going for a group vote.
10. All decisions will be settled with a majority vote. In case of an even split in votes, where the decision cannot be resolved, each side must list down pros and cons of their stance and the decision should be then resolved by discussion based on the facts laid down, keeping the team's best interest in mind.

Grievances Procedure:

This team has an internal procedure to manage team member grievances if any arise, due to disrespect, exclusion or mistreatment by other members, regardless of their intentions.

For EDI conflict, the following flowchart should be strictly followed:
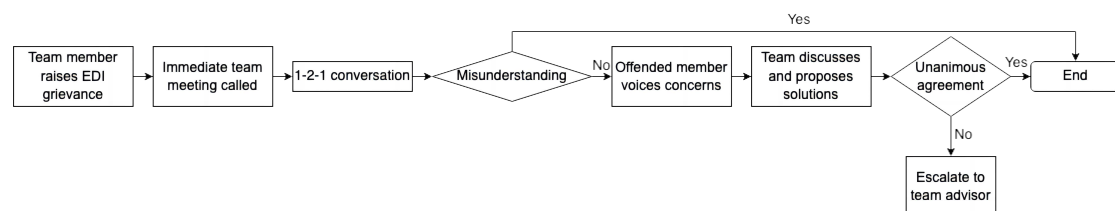
For technical disagreement, the following flowchart should be strictly followed: