

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 our commitment to addressing EDI challenges in project operations, planning, organisation, and activities.

1. **Equality:**
 - (1) Ensure equal opportunities for all team members.
 - (2) Establish fair and unbiased criteria for recognising contributions.
 - (3) Actively identify and rectify instances of discrimination or unequal treatment.
2. **Diversity:**
 - (1) Celebrate and harness diverse skills, backgrounds, and perspectives.
 - (2) Encourage varied ideas and approaches in robot design and building.
 - (3) Foster an inclusive culture valuing diverse technical expertise.
3. **Inclusion:**
 - (1) Cultivate an environment where every member feels valued for unique contributions.
 - (2) Implement mentorship programs for professional development and inclusivity.
 - (3) Establish open communication channels for sharing insights on EDI matters.
4. **Project Operations:**
 - (1) Review and adapt robot-building processes for inclusivity.
 - (2) Develop guidelines for addressing EDI challenges during tasks.
 - (3) Regularly assess and report progress in integrating EDI principles.
5. **Planning:**
 - (1) Integrate EDI considerations into robot-building task planning.
 - (2) Encourage diverse representation in leadership and decision-making.
 - (3) Incorporate EDI considerations into project timelines and milestones.
6. **Organisation:**
 - (1) Provide ongoing EDI training with a focus on robotics relevance.
 - (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) Support and actively participate in outreach activities inspiring diversity in STEM.
 - (3) 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. The team member should bring his grievances to the attention of the whole team resulting in an immediate team meeting to resolve this issue. In this meeting the offended team member should be given time to voice their opinions and concerns with the group, without interruption. A discussion can then commence with the team, to consider the topic and start proposing solutions to the issue. The solution will then be decided and put into effect once all team members unanimously agree to the terms and conditions of said solution.

If a solution cannot be agreed on, that satisfies all members. The team must then start voting on a compromise that keeps the project's best interest in mind. If any of the preceding meetings get overheated or lose track of their original purpose; it will be postponed to the following day to give time for the members to cooldown, and it will be iterated that the meeting is a professional discussion to reach a rational conclusion. All team members have agreed to respect the right to use the grievance procedure and to uphold this standard. If there is no consideration or solution to a member's grievances, the issue will be escalated, where a team advisor will intervene and resolve the issue.