



Sample Terms of Reference for an Employee Resource Group (ERG)

Sample Terms of Reference

MISSION

The mission for an ERG is to bring together employees with a shared interest in advancing a diversity topic, whether as a member of a diverse community, or as an ally. The ambition should be to provide a network for support, raise awareness, advance the agenda, and develop communication, learning programmes and initiatives that will lead to greater respect and inclusion for all <THE ORG> employees.

SUGGESTED OPERATING PRINCIPLES

- Membership is open to anyone working in or for THE ORG, including temporary or contract employees
- An ERG should have a minimum of ten members on an ongoing basis, to be viable
- Events organised by the ERGs should be open to anyone working in or for <THE ORG>, including going beyond ERG members
- The ERG will not act as a forum for resolution of individual grievances and complaints
- Members will be open and willing to participate in action for the ERG's to influence the agenda and build awareness and solutions
- The priority for the ERG should be to support <THE ORG's> mission and values and be an advocate for the diversity and inclusion process
- Each group will develop communication methods to share information and promote ERG activities, events, and major initiatives
- Each group will be encouraged to link in with appropriate external network groups to learn and develop the strategy of the ERG
- Opinions, experiences, and ideas shared by members of an ERG during meetings or related activities and records will be held in confidence

EXECUTIVE SPONSOR

Each ERG should be sponsored by a member of the D&I Board or a Senior Leader if there is no Board in place. The role of the sponsor will be to act as an advocate for the group, provide leadership and support for the group's development of an appropriate agenda, and represent the group's interest at the D&I Board and with the Leadership Team



ERG LEADERSHIP

The Lead will be nominated by members and should serve a minimum 12-month term, and ideally a maximum of 24 months to allow for rotation of ideas and opportunity.

SUGGESTED OPERATING GUIDELINES

Meetings

Each group should aim to have a minimum of 4 meetings per year (or more frequently as desired in the initial formation stage).

Committee

Depending on size and geographic spread, each group could consider the following key roles:

- Lead (& Deputy Lead to chair meetings and possible rotate into leadership role at next term) to set the agenda and lead out on the planning of deliverables
- Secretary for minutes, organising and general running of the group
- Subject Matter Expert/Interest - to research topics, review key events and update the Committee on information of use and market developments.
- Main site-based lead – where there are multiple sites or multiple geographies
- Other site Lead – where there are multiple sites or multiple geographies
- Communications leader – for content, comms, social media etc

Deliverables

Each group should determine within 3 months of formation:

1. Their priorities – suggestion is 2/3 to give maximum impact
2. Objectives for 12 months – suggestion is to have 2/3 maximum at any one time to ensure best use of group effort
3. Funding Requirements – and the process by which funding needs to be requested
4. Outcomes they wish to achieve to be successful – which can feed back into leadership team diversity plans

Events

Each group will be supported in developing events to raise awareness, provide network opportunities or for education purposes. A budget for such events will be made available through the sponsor. Events will align to a central D&I calendar. Where there are multiple ERG's in <THE ORG>, the opportunity to provide cross team events should be considered as a great way to build broader inclusiveness and gain more support e.g. combining Pride Week with family ally initiatives, combining women's sporting events as initiatives for gender/wellness/family networks linked to groups like sport 20x20.

INCLUSIVE BEHAVIOURS

All groups, whether meeting in person or through dial in, should adopt the following code of behaviour

- Share freely of member's experiences
- Encourage others to share freely
- Allow one conversation at a time
- Respect unique/different points of view
- Agree to disagree
- Confine comments to the issue at hand
- Be sensitive to everyone's time
- Be considerate of the feelings of others
- Maintain the confidentiality of internal issues
- Be creative and encourage creativity in others
- Be an active communicator and listener
- Think about the greater good of the organisation as a whole



Pride as an example of an ERG

ToR, Mission, 12 Month Objectives, Action

Mission & Ambition

Our Mission:
To bring awareness of and provide a voice for the LGBT community within <ORG>. To bring together employees with a shared interest in supporting the LGBT community, whether you identify as LGBT, or as an ally.

Our ambition:
To create a network for support, raise awareness, develop communication, and educate people on LGBT in the work place with programmes and initiatives that will lead to greater respect and inclusion for all <ORG> LGBT employees. This of course coupled with having a lot of fun along the way.

Membership:
Open to anyone working in or for <ORG> Whether you identify as LGBT or as an ally, this is a community group which welcomes anyone who supports the community or would like to gain a greater understanding of LGBT.

Priority Objectives

- Build an allies programme for education, support and inclusion
- Establish an internal community for support, engagement and fun
- Ensure that policies and practices represent the best we can be
- Gain external recognition – awards, recruitment, presence

Actions 20/21

Events 2020/2021

- Launch event welcoming new members
- Christmas social event December 2020
- Participate in Pride Week 2021

Communications

- Intranet story on launching the ERG and calling for members – community and allies
- Review of the BelongTo event and follow up supports
- Inclusion of pride flag/reference on careers section on company website

Raising Awareness

- Launch of an ally pack
- Talk by BelongTo on 'coming out as gay' in association with the Family ERG
- Lunch and Learn session facilitated by Shout Out – open to all allies