

British Accounting and Finance Association (BAFA)
Promoting Equality, Diversity and Inclusion (EDI)

1. Policy Statement

BAFA is committed to equality, values diversity very highly, and promotes an open, inclusive culture. We believe that diversity enriches our organisation, and contributes directly to the wider achievement of our objectives. We are committed to being an Association in which all members and visitors can interact and work free from discrimination and harassment.

We share the equality vision of the Charity Commission: to act inclusively, upholding equality law, treating everyone fairly and seeking to provide a culture which delivers the best outcomes for the diverse society in which and for whom we work.

The BAFA Executive Committee and Board of Trustees are responsible for ensuring that the Association acts in accordance with these principles and that its policies and practices comply with the Equality Act 2010.

BAFA will monitor key diversity and inclusion statistics as regards: membership; leadership and management of the Association and its sub-groups; nominations for and conferment of BAFA awards/accolades; nominations for external awards and accolades; and nominations to represent BAFA to/on external bodies, commissions, etc. All nominations/applications as regards leadership, awards, representation, etc. will be assessed on their merits after careful consideration. We will seek to encourage applications from under-represented groups as opportunities arise.

2. Policy implementation

BAFA established a Working Party on Equality, Diversity and Inclusion, and following its report in January 2018, a number of recommendations were made and endorsed by the BAFA Executive Committee and the Board of Trustees. These recommendations are now articulated in terms of a plan of action linking objectives, actions and responsibilities.

Overall, the objective of this plan of action is to embed the relevant governance, accountability and procedural mechanisms with a view to adhering to the vision and expectations set out in the policy statement.

Mechanism	Policy	How & when	Who/responsibility
Governance	Establish an Equality, Diversity and Inclusion Monitoring (EDIM) Group, chaired by the BAFA Vice President, to lead, and recommend to the Executive Committee and Board of Trustees, on all aspects in relation to EDIM	Initially consisting of the members of the Working Party established in 2017 for an initial period of 2 years (2018 and 2019). EDIM and applicable policies to be formally established and operating from 1st October 2018 Subsequently, the EDIM Group shall comprise five people from among the BAFA membership, including a Chair who will be the Vice President. The Group membership shall be determined by the President following a call for expressions of interest as detailed below.	Ratification of composition and plan of action by the BAFA Executive Committee and Board of Trustees in September 2018
Procedural	Collect membership data in terms of the protected characteristics of gender, age, ethnicity, and disability on a regular basis	Online membership portal when joining or renewing membership. There will be explicit 'opt out' provisions.	EDIM Group BAFA General Secretary
Procedural	Monitor and analyse the composition of the Board of Trustees, the SIG and Area Group Executive Committees, the CDAF and CPAF Executive Committees and any committee which makes awards or nominations (e.g., for prizes or the REF).	Review the annual returns by sub-groups and the composition of committees.	EDIM Group BAFA General Secretary
Procedural	The EDIM Group should, usually via its Chair, be directly involved as regards composition (including nominations /	Chair of Board of Trustees and Chair of awards/nominations committees to liaise with EDIM	Chair, Board of Trustees Chair, Award/Nomination Committees

	appointments to those groups), for the BAFA Board of Trustees, BAFA Executive Committee (non <i>ex officio</i> roles) and awards/nominations committees.	Chair.	Chair, EDIM
Procedural	Advertise roles for executive/leadership groups of BAFA sub-groups to be advertised.	All sub-groups to implement the enclosed guidance on appointments	Executive/leadership teams of all sub-groups.
Accountability and reporting	Report to Executive Committee and Board of Trustees	EDIM becomes a standing item on the agenda of the Executive Committee and Board of Trustees	Chair, BAFA Executive Committee Chair, Board of Trustees Chair, EDIM
Accountability and Reporting	Report to Executive Committee, Board of Trustees, and Annual Meeting.	Annual report on membership, composition, and appointments in relation to EDI, inclusive of relevant statistics. Summary of action points and achievements	Chair, EDIM EDIM BAFA General Secretary
Procedural	To remove or minimise disadvantages suffered by people because of their protected characteristics	Ensure that conference, meetings and events have appropriate facilities Consider the case of members with disabilities, pregnancy or maternity, or caring responsibilities (e.g. day delegate option, virtual attendance) Consider the timing of religious festivals when scheduling events	Executive/leadership teams of all sub-groups. Conference, meeting and event convenors.
Procedural	Offer training on diversity, equality and unconscious bias to all BAFA Executive and leadership teams of all sub-groups	To consider the availability of training on a face-to-face or online basis for EDIM	EDIM Group

	EDIM members to be trained accordingly.	Where applicable, to consider that many members would have followed similar training programmes in their home institutions.	
Procedural	Establish a suggestions and complaints process for BAFA members	Set out a process for suggestions and complaints on the BAFA website	Chair, EDIM and a nominated member of the Board of Trustees

3. Guidance on BAFA appointments

3.1 Any roles (including BAFA Board of Trustees, BAFA Executive Committee, Editorships of BAR, Convenor of the Doctoral Conference, SIG or Area Group Executive Committees, Awards Nominations Committees, Invitations for Nominations for Awards/Recognition/Representation) becoming available for all of the above committees should be advertised for a period of at least one month to the wider membership via the newsletter (or equivalent communication) and website, with any under-represented groups particularly encouraged to apply.

3.2. The application may take the form of a simple expression of interest with the Chair of the relevant Committee.

3.3. Applications should then be considered by the relevant Committee based on the skills and experience of the applicant(s).

3.3.1. For the BAFA Board of Trustees, BAFA Executive Committee (non *ex officio* roles) and any BAFA Awards/Nominations Committees, the Committee should include a member of the Equality and Diversity Monitoring Group in the process for selecting the candidate. This will usually be the Vice President (VP) of BAFA, but in the event that the VP is unable to act in that capacity or when there is no VP, the President of BAFA shall nominate another member of the Group to take responsibility on a case-by-case basis.

3.3.2. If no suitable applicants for the advertised role come forward, the Committee is free to approach other individuals and to encourage them to apply.

3.3.3. For any other BAFA Committee, upon completion of the selection process, the Committee should document and prepare a brief report for the Chair of the EDIM Group within a month on the approach that it undertook and the manner in which equality, diversity and inclusion was taken into account.

3.3.4. In making appointments, each Committee should take into account the equality and diversity characteristics of the wider membership of BAFA.