

Diversity, Equality & Inclusion Advisory Committee Charter

Version 1.0 Jan 2021

Purpose

The Committee exists to shape the retail industry in advancing diversity, equality and inclusion with aligned priorities and visible achievements. The committee will:

- Define an authentic vision for diversity and inclusion across the retail industry and agree specific priorities to commit to
- Take a public stance on social issues that impact employees, customers and the community through collective and individual leadership action
- Work as a united leadership group to implement progressive, powerful and lasting change across the Retail landscape
- Walk the talk with clear action and advocacy to support all retail employees to feel valued for who they are – with individual, organisational and industry change
- Share and learn from experiences and successes of other panel members
- Set objectives and review results to hold ourselves to account for making sustained change

Membership

The Diversity, Equality & Inclusion Committee will comprise Retail Leaders who want to publicly commit to advancing this agenda by coming together, for the first time, to shape an industry response and achieve visible and impactful priorities to improve diversity and inclusion. The intent of the committee is to have a coalition of high profile and highly influential leaders in the industry to accelerate impact.

As this is a leadership issues, no delegates will be accepted.

Up to 12 leaders of diverse retail organisations will participate in the committee and will meet four times a year.

The committee will also include 1-2 external specialists in field of diversity, equality and inclusion as well as a committee chairperson and secretariat. The external specialists will help to elevate ideas and change bringing their expertise on the topic into committee discussions. The chairperson will consult with the committee members on areas to be discussed, prepare the meeting agenda, run the meeting according to the agenda, review meeting minutes and share them in a timely fashion. The secretariat collate agenda items with the chairperson and provide to all committee members and will draft and check the minutes for meeting.

Membership is assumed to run for a twelve-month period. Annual review of the committee profile will occur to allow an orderly process for members to either transition or remain in situ.

Member roles:

- **The Chair:** The role of the Chair is to provide leadership. They must have strong communication skills to oversee the conduct at committee meetings, facilitating effective contribution and respectful relations between all committee member.
- **A Member:** The role of a member is to present views to the Committee on industry trends, policies, or government which impact the Retail Industry. The member may have representative dealings in another capacity that will contribute to the objectives of the Committee and provide intelligence when discussing issues.

Accountability of Committee Members

Members of the committee are asked to make the following commitment:

- Utilise the power and influence members hold individually and collectively to face into diversity, equality and inclusion issues and opportunities to deliver enduring change
- Listen and learn from others (peers, D&I experts and our employees) to lead through action across our organisations and the industry
- Take practical action and track the impact of our actions transparently and publicly to understand how we are achieving the objectives we set
- Inspire other retailers and organisations in the ecosystem to step up and create change
- Listen to and co-design initiatives alongside members of the diverse groups we are representing – to create sustained change we need to do it together
- Prioritise achieving progress and elevate the conversation and importance of diversity, quality and inclusion. Attend committee meetings; set targets for representation to set intent into action; Invest time, people and resources to achieve our vision to create change across our organisations and the industry

Diversity Statement

The Committees approach to diversity including the key principles and measurable objectives used to support the achievement of diversity at the ARA at all levels.

The Company recognises that diversity occurs in many forms including, but not limited to, gender, age, ethnicity, cultural background and business types and sizes.

The ARA acknowledges that increased gender diversity is associated with better greater thought leadership and has a positive impact on the Retail Industry. We recognise that, where possible, attracting diverse volunteers will enable us to achieve the strategic objectives of the ARA most effectively.

Meeting Schedule

The committee will meet approximately four times per year:

Inaugural Meeting (2 hours)	Wed, 3 February 2021	2:00pm – 4:00pm
Meeting 2 – (90 mins)	Wed, 12 May 2021	2:00pm – 3:30pm
Meeting 3 – (90 mins)	Wed, 25 August 2021	2:00pm – 3:30pm
Meeting 4 – (90 mins)	Wed, 10 November 2021	2:00pm – 3:30pm