

## **EDI Box at The Institute for Theoretical Physics, Utrecht University**

The **EDI Box** is placed just outside the secretaries' office. It's a letter box, into which you can drop your reports/complaints/suggestions/concerns, etc.

### **What is it for?**

It is to raise any concerns, report any complaints, and offer suggestions that will enable the ITP to be more diverse, inclusive, and comfortable for each of its members.

### **Who is it for?**

It is meant for all members of the ITP, including all the (permanent) staff, postdocs, PhD candidates, and master students.

### **What can I report on?**

You may report with suggestions for how the ITP may be discriminating against members, how it may be made more diverse, how it may be made more inclusive, etc. You may also report with complaints (of relevant nature) and concerns.

### **How do I report to the Diversity Box?**

It's easy.

1. Follow the format in the example below.
2. Fill it in and print it out
3. Fold it in half, staple it to close or put it in an envelope (in that case, put "general or "personal" on the envelope), and drop it in the EDI Box.

### Please note the following when you report:

- a. Reports are classified in two categories: GENERAL and PERSONAL. Reports marked as PERSONAL, are those that satisfy one of two criteria: i) they are complaints against targeted (group of identifiable) individuals or ii) even if the reports are not written as complaints against targeted (group of identifiable) individual(s), you think that the individuals may be identifiable given the context. All others are regarded as GENERAL reports.
- b. Your report must be on one side of a single A4 sheet. On the other side of this sheet, you are asked to write (in big bold letters) either "GENERAL" or "PERSONAL". You are free to identify yourself or remain anonymous.
- c. You are also free to address your report to the attention of a specific person, if you would rather not have multiple people see it.

### **How will my report be handled?**

The secretariat will sort between the two categories of reports.

- a. The reports marked as GENERAL, will be passed on to the EDI Council and discussed in a (recurring) meeting. For what happens after, read the next question.
- b. We do not yet have a plan for what to do with the PERSONAL reports. An appropriate course of action will be proposed by the EDI Council.

### **Accountability & Who will read and respond to my reports?**

You are guaranteed the following:

1. All reports marked as GENERAL will be 'responded' to in some way or another. If you have identified yourself in your report, you will receive a response. In addition (or otherwise), your reports will be synthesized and put up on the EDI Board, with a response to what is being done about it and why, and the status of the report (if it requires the attention of anybody outside the

Diversity Council). Of course, for whatever reasons, should you wish for your report to not be brought to general attention (even anonymously), that will be respected.

2. Reports marked as PERSONAL will NOT be read until an appropriate plan of action is decided and approved by the EDI Council, and the ITP.

3. Those reports addressed to a specific person will be directed to that specific person. That person may decide on the course of action, if any, depending on the nature of the report. Some reports, even if they are not to be immediately acted upon, may be very useful to be brought to the attention of somebody you trust.