



## DIVERSITY-Checklist

### Trainings & (digital) events in the MPG

This DIVERSITY checklist is to assist all MPG employees in planning inclusive-oriented trainings and events. As an organization, the MPG values the great diversity of its employees. Therefore, the MPG commits itself actively to promote an inclusive working environment that cherishes equal opportunities and participation of every individual. The inclusive and fair participation of all employees, regardless of their gender, physical or physiological impairment, ethnic/social origin, religion, sexual orientation or age, poses an integral value of the MPG's entire education & training programme being implemented by the Planck Academy. The diversity standards that are enlisted in this document are to serve as an inspiration and guideline for all seminars and events that are organized at central and local level. If any further questions on the implementation and organization of inclusive-oriented events do arise throughout the process, do not hesitate to contact us. We will be gladly assisting you. This checklist is subject to continuous expansion.

### Basic standards for diverse & inclusive-oriented seminars, trainings & lectures

- **Inclusive language:** In lectures, trainings and general communications, close attention is paid to the use of inclusive and gender-sensitive language (see handbook: The limits of my language mean the limits of my world<sup>1</sup>).
- **Avoidance of stereotypical illustrations/pictorial language:**  
No illustrations, materials and simulations are used that are reinforcing stereotypical social assumptions or unconscious biases.  
Examples: Leaders are not solely illustrated as male, "white" and middle-aged, teams consist of team members that have differing cultural and educational backgrounds, childcare and reconciliation topics are not displayed in an exclusively female context.
- **Anti-discrimination:** Content does not imply any discriminatory, sexist or derogatory statements regarding diversity, minorities or inclusion.<sup>2</sup>

---

1 <https://max.mpg.de/Zentrale-Beauftragte/Gleichstellung/Documents/Einsatz%20geschlechtergerechter%20Sprache.pdf>

2 Policy against sexual discrimination, harassment & violence: [https://max.mpg.de/Zentrale-Beauftragte/Gleichstellung/Documents/Policy%20against%20sexualized%20discrimination\\_EN.pdf](https://max.mpg.de/Zentrale-Beauftragte/Gleichstellung/Documents/Policy%20against%20sexualized%20discrimination_EN.pdf)



- **Minority perspectives:** Throughout trainings, priority will be given to under-represented perspectives, particularly in dialogues on diversity, equality and inclusion.
- **Multilingualism:** Content is provided in German and English.
- **Addressing and approaching:** Participants can choose, how they would like to be addressed. They can specify their preferred personal pronoun (he/she/their) when registering for courses or events.
- **Inclusive materials:** Course materials (video recordings, slides, notes) are accessible in advance - and/or after - the event. Accessibility may be assured via online-portals, mail or hardcopies. Participants benefit greatly, if given extra time to prepare for meetings and trainings. Furthermore, you are addressing differing learning types. In your material, pay attention to colouring and legibility, especially for people with visual impairments.
- **Inclusive scheduling:** Avoid the scheduling of events within school and on religious holidays, including non-Christian holidays. Appointments are to be scheduled within core working hours. The participation of part-time employees must be guaranteed and enabled.
- **Diversity competence in moderation:** Facilitators should enable the contribution of all participants equally and make sure, different perspectives are being heard. Furthermore, chairs and facilitators should direct over a sound understanding of diversity and are to be aware of their own implicit biases or thinking patterns when leading discussion and conversations.
- **Political statements:** Refrain from making political statements or enforcing political convictions of any kind.
- **Registration:** Make sure that the audience and your list of participants is as diverse as possible. All persons are to have equal registration access. If necessary, reserve some registration contingents for participants from different cultures, gender identities or age groups. If your audience is really homogenous, look how diversity can be supported (use other channels for promotion; different wording; think about your target group).
- **Feedback:** Feedback evaluations include a question, if all accessibility and diversity needs of participants have been met throughout the session.



## Additional standards for on-site trainings & events

- **Venue:** The venue has elevator access, barrier-free entrances, ramps and clear, legible signage.
- **Panels:** Ensure that the composition of panel members, compilation of discussion groups or the entire event programme meets diversity requirements. Panels include members of different genders, from different age groups, and cultural backgrounds (avoid "mannels"). Your programme content should mirror the diversity you would like to see in your audience.
- **Sanitary facilities:** The venue has barrier-free and gender-neutral toilets or is open to designate certain sanitary facilities with open non-restricted accessibility.
- **Retreat areas:** Ideally, a room at the event location can be used as a prayer room and/or room of silence. A family/breast-feeding room should be made available.
- **Translation:** Provide appropriate translation services and sign language interpreters during the event, if participants indicate such or other accessibility requirements.
- **Code of conduct:** Participants are asked to read and agree to the Code of Conduct<sup>3</sup> and the policy against sexual discrimination (see footnote 2) before registration.
- **Accessibility:** Give the opportunity to discuss accessibility or mobility needs in advance of the event by phone or e-mail.
- **Inclusive seating arrangements:** If required, reserve seats for people with disabilities or impairments in the front rows.
- **Childcare:** Provide childcare facilities for the duration of the event. If on-site childcare is not possible, provide for a list of local childcare options.
- **Catering/Incompatibilities:** Include questions about dietary and intolerance requirements in the registration form.

---

<sup>3</sup> <https://max.mpg.de/Career/Planck-Academy/Pages/Diversity.aspx>



## Additional standards for diversity-oriented digital trainings & webinars

- **Digital content:** All basic standards for designing diverse & inclusive-oriented seminars do also apply for digital offers and events (see above).
- **Inclusive technologies:** Technologies should show inclusive components. Videos should be provided with subtitles. A barrier-free presentation and changeable scalability of images and text is recommended. In addition, texts should not be displayed in tabular form and videos should be provided with "alt"-descriptions.
- **Alternative access:** If people do not have (stable) online access, enable alternative ways of participation (i.e. loaned laptop and/or digital workplace) and enable registration via additional channels (paper documents).
- **Digital assistance:** If required, also offer assistance and personal one-to-one support for participants during digital webinars and seminars. Guidelines and handbooks may support access.

*We are all constantly learning when it comes to the topic of inclusion and diversity. No event is perfect. Just remaining conscious of the divergent needs of others, different perspectives and possible obstacles of colleagues and friends already makes a difference.*

*Created in May 2020, Human Resources Development & Opportunities Department*

Contact for questions & feedback:

**Frauke Logermann**

Stab Talent, Gender & Diversity

Human Resources Development & Opportunities

Frauke.logermann@gv.mpg.de/

+49 (0)89-2108-1576