

Inclusivity and accessibility guidelines

These guidelines intend to facilitate inclusivity and accessibility of Green Impact focused trainings, workshops and events by helping to ensure that the needs of all attendees are considered and addressed.

When advertising a student or staff opportunity, please include the suggested statements below.

(We recognise that universities and organisations may have their own similar statements and guidelines which could alternatively be used).

All student/staff opportunities

'We welcome and are committed to the inclusion and recognition of all regardless of race, age, culture, ability, ethnicity or nationality, gender identity and expression, sexual orientation, marital status, religious affiliation, and socioeconomic status.'

All training, workshops and events

'We want to ensure that everybody can get the most out of the training/workshop/event. Please get in touch if you have any specific requirements (e.g. wheelchair access, specifically formatted materials, time for prayer).'

Recruiting Green Impact Auditors

'The audits take part within the staff departments across campus, so there will be some walking involved, however we can match you up with more local teams should you require (please let me know in advance where possible).'

Considerations when booking a room or venue:

- Is the room accessible to wheelchair users (including lift space, door access, corridor space)?
- Can the room setup be altered to facilitate freedom of movement?
- Is their good lighting in the room (e.g. adjustable and no flickering)?
- Are bathrooms for all genders available, accessible and close to meeting space?
- Is the room clearly sign-posted?

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- Is information being circulated well in advance for people to plan their participation?
- Is the venue accessible by public transport?
- Have you provided clear information about accessing the venue (e.g. parking, public transport, drop-off points)?
- If you are running a standing event, are there some chairs provided?
- If a stage is being used, does it have ramp access?
- Does the room have an induction loop facility?

Other things to note:

- If you are showing a video, does it include subtitles?
- NUS Green Impact aim to build in sufficient breaks into trainings and workshops and can make adaptations as requested.

*We recognise that these guidelines may not facilitate consideration of all needs and welcome other recommendations.