

A Step-By-Step Guide to Setting Up an Employee Resource Group

Establishing and maintaining Employee Resource Groups (ERGs) dedicated to diversity and inclusion (D&I) is a proactive step toward creating a more equitable and inclusive workplace. These groups foster a sense of belonging and empower employees to drive meaningful change.

To set up ERGs in your company, follow this step-by-step guide with examples:

1. Define your purpose

- Clearly outline the objectives and mission of each ERG.
- Make sure they align with the company's (D&I) goals.

Example:

Purpose: Establish an ERG for women in resources to promote gender diversity and inclusion.

Mission: Create a supportive network for women in the resources sector, offer mentorship programs, and advocate for gender equality in the industry.

Example:

Purpose: Establish an ERG for Aboriginal and Torres Strait Islander employees to improve representation and cultural inclusivity in the resources workforce and give feedback on strategies that could help Aboriginal and Torres Strait Islander employees.

Mission: Collaborate with Aboriginal and Torres Strait Islander communities, create pathways for Aboriginal and Torres Strait Islander peoples in the resources sector, and foster a culturally respectful workplace.

2. Secure leadership support

- Get leadership endorsement and commitment to the ERG initiative.
- Identify executive sponsors who can champion the ERGs at the highest levels.

Example:

Gain endorsement from the organisation's CEO and executive leadership.

Executive sponsors: Appoint a senior executive as a sponsor who actively supports the ERG's initiatives and advocates for its importance.

Example:

Gain endorsement from the CEO and executive leadership for the Aboriginal and Torres Strait Islander employees ERG.

Executive sponsors: Appoint a senior executive with a strong connection to Aboriginal and Torres Strait Islander communities as a sponsor to champion the ERG's initiatives.

3. Establish guidelines

- Develop a charter or set of guidelines outlining the ERG's purpose, structure, and membership criteria.
- Ensure inclusivity by allowing allies to join and support ERGs.

Example:

Develop a charter that outlines the ERG's mission, goals, and rules of engagement.

Membership criteria: Allow any employee, regardless of gender, to join the Women in Resources Sector ERG as an ally.

Example:

Develop a charter outlining the Aboriginal and Torres Strait Islander ERG's mission, goals, and principles.

Membership criteria: Open membership to both Aboriginal and Torres Strait Islander and non-Aboriginal and Torres Strait Islander employees who support the ERG's mission of inclusion in the resources sector.

4. Recruit members

- Promote ERGs across the company through various communication channels.
- Organise introductory events or webinars to attract members and generate interest.

Example:

Promote the ERG through internal newsletters, posters, and intranet announcements.

Organise a virtual kick-off event featuring successful women leaders in the resources sector to attract members.

Example:

Promote the Aboriginal and Torres Strait Islander ERG through Aboriginal and Torres Strait Islander hiring events and outreach programs.

Organise an Aboriginal and Torres Strait Islander cultural awareness session as an ERG launch event to attract members.

5. Provide resources

- Allocate resources such as a budget, meeting spaces, and technology support.
- Offer training and development opportunities to ERG members.

Example:

Allocate a budget to support ERG activities, including guest speaker events and workshops.

Offer leadership training programs specifically designed for women in the resources sector.

Example:

Allocate a budget to support Aboriginal and Torres Strait Islander ERG initiatives, including Aboriginal and Torres Strait Islander cultural workshops and community engagement events.

Offer leadership development programs tailored to emerging Aboriginal and Torres Strait Islander leaders in the resources sector.

6. Encourage collaboration

- Promote collaboration between ERGs to foster D&I initiatives across diverse groups.
- Share best practices and success stories among ERGs.

Example:

Encourage collaboration between ERGs, such as partnering with the Indigenous Employee Resource Group to address diversity issues that affect us both.

Share successful D&I initiatives among ERGs to encourage cross-pollination of ideas.

Example:

Collaborate with the Women in the Resources Sector ERG to address gender and Aboriginal and Torres Strait Islander inclusion simultaneously, recognising experiences that we have in common.

Share successful Aboriginal and Torres Strait Islander engagement practices with other ERGs to encourage knowledge exchange.

7. Develop goals and metrics

- Set clear, measurable goals and key performance indicators (KPIs) for each ERG.
- Regularly track and report on progress towards achieving these goals.

Example:

Goal: Increase the representation of women in leadership positions by 20% within three years.

Metrics: Track the percentage of women in leadership roles and conduct annual surveys to measure employee satisfaction with D&I efforts.

Example:

Goal: Increase Aboriginal and Torres Strait Islander representation in resources leadership roles by 15% within three years.

Metrics: Track the percentage of Aboriginal and Torres Strait Islander employees in leadership positions and measure employee satisfaction through regular surveys.

8. Promote events and activities

- Organise events, workshops, and awareness campaigns that align with ERG goals.
- Encourage ERGs to celebrate cultural and diversity-related days or events.

Example:

Organise workshops on gender bias awareness and mentoring circles for women in the resources sector.

Host events to celebrate days such as International Women in Resources Day, promoting awareness and recognition.

Example:

Organise Aboriginal and Torres Strait Islander cultural exchange events within the organisation or local communities to build cultural awareness and understanding.

Celebrate important national days/events with educational workshops and Aboriginal and Torres Strait Islander art exhibitions.

9. Support leadership development

- Offer leadership development opportunities within ERGs to prepare members for future leadership roles in the company.

Example:

Offer leadership development programs exclusively for women in the resources sector, including leadership training and executive coaching.

Prepare ERG members to take on leadership roles within the organisation.

Example:

Offer Aboriginal and Torres Strait Islander leadership development programs, including mentorship by experienced Aboriginal and Torres Strait Islander leaders in the resources sector.

Equip ERG members with leadership skills to advocate for the inclusion of Aboriginal and Torres Strait Islander peoples at various organisational levels.

10. Foster inclusivity

- Create an environment where all employees feel welcome, regardless of their background or affiliation.
- Promote intersectionality by recognising and addressing the overlapping identities and experiences of different underrepresented groups.

Example:

Ensure that ERG activities are open to all employees and that men are encouraged to take part as allies.

Address intersectionality by recognising the unique challenges faced by women from diverse backgrounds, such as Aboriginal and Torres Strait Islander women in the resources sector.

Example:

Ensure that ERG events and activities are inclusive and respectful of Aboriginal and Torres Strait Islander culture and protocols.

Collaborate with other ERGs to address the unique challenges faced by Aboriginal and Torres Strait Islander women in the resources sector, emphasising intersectional support.

11. Measure impact

- Regularly assess the impact of ERGs on diversity and inclusion efforts.
- Collect feedback from ERG members and the broader organisation to make improvements.

Example:

Conduct annual surveys to gather feedback from ERG members on the group's effectiveness and its impact on their careers.

Track the number of promotions and leadership positions held by women in the resources sector over time.

Example:

Conduct annual surveys to collect feedback from Aboriginal and Torres Strait Islander ERG members, measuring the effectiveness of Aboriginal and Torres Strait Islander inclusion initiatives.

Monitor the number of Aboriginal and Torres Strait Islander employees promoted to leadership roles and track their career progression.

12. Review and adapt

- Regularly review ERG structures and charters to ensure they stay relevant and effective.
- Adapt to changing organisational needs and evolving D&I priorities.

Example:

Regularly review the ERG's charter to ensure it aligns with the changing needs of women in the resources sector.

Adapt strategies to address emerging challenges or opportunities in the industry.

Example:

Regularly review the Aboriginal and Torres Strait Islander ERG's charter to make sure it aligns with evolving Aboriginal and Torres Strait Islander inclusion goals and community needs.

Adapt strategies to address emerging challenges and seize new opportunities for the inclusion of Aboriginal and Torres Strait Islander peoples in the resources sector.

13. Celebrate achievements

- Recognise and celebrate the accomplishments of ERGs, both within the groups and across the company.
- Highlight the positive impact on the workplace.

Example:

Recognise and celebrate the achievements of women in resources through awards and public recognition.

Showcase success stories within the organisation to inspire other women to pursue careers in the resources sector.

Example:

Recognise and celebrate the contributions of Aboriginal and Torres Strait Islander employees through Aboriginal and Torres Strait Islander achievement awards.

Share success stories of Aboriginal and Torres Strait Islander employees within the organisation to inspire others to pursue careers in the resources sector.