

## Committee Charter

### Diversity Equity & Inclusivity Committee

#### Background

The British Beauty Council is a not-for-profit, non-governmental organisation (NGO), representing a wide range of businesses across the personal care sector, from those offering professional services in hair, beauty and wellness to product development, retail, technology and brands both large and small.

#### Purpose

- Identify key issues for the British Beauty Council and the committee to tackle as part of its work with both Government, industry and consumers to accelerate progress on diversity, equity and inclusivity.
- Investigate barriers and influence the future of diversity, equity and inclusivity within the UK hair, beauty and wellness industry.
- Identify and implement the solutions needed to be more equitable and inclusive.
- Create and deliver a DEI Roadmap, to be agreed by the British Beauty Council, in order to make tangible progress towards identified DEI goals.
- Amplify and celebrate the voices of all the communities the industry serves so that everyone can feel seen, heard, valued and excited to engage with the beauty industry.
- Act to encourage under-represented groups to enter into, be supported by and stay within the industry, creating a community to champion change.
- Shine a light on key platforms where diverse talent can be tapped/found to encourage the re-education of public/consumer mindsets and encourage everyone within the sector to seek out similar diverse talents in their own businesses.

#### Authority

The Executive Board of the British Beauty Council delegates the task of acting on the above purpose, to the committee. However, the committee is not authorised to make decisions on those issues which are the responsibility of the Executive Board and must adhere to the agreed roadmap.

#### Meetings

The committee shall meet no less than two times per year and shall be entitled to make submissions and representations to the Chair on such matters as the committee, by majority vote, thinks fit. In order to make and recommend decisions, at least 50% of committee members should be in attendance.

- Meetings may take place virtually or in person.
- A representative of the British Beauty Council must be present at every committee meeting, to advocate on behalf of the Executive Board.
- Minutes and actions will be taken at each meeting by the British Beauty Council administrator and made available to committee members prior to each subsequent meeting.
- The administrator is not a secretariat.

## **Appointment**

The Executive Board of the British Beauty Council may establish such committees, determine the titles and the powers of such committees, and appoint and remove members to such committees, as it thinks fit.

## **Term of Membership**

Committee members are required to serve a one year term but will be able to sit for a second term, subject to any conditions the Executive Board might impose (for example, that the second term should be shorter than the full one year).

- Committee membership will be reviewed annually by the Chair / CEO.
- After a committee member's second term has elapsed, that committee member cannot immediately stand for subsequent term, though they will not be excluded from being appointed as a committee member through one of the other appointment mechanisms as agreed by the Chair / CEO.

## **Attendance**

Committee members are expected to demonstrate their commitment to the aims of the committee by endeavouring to attend all meetings.

- If a committee member is recorded as absent for three consecutive meetings, they may be removed and cease to be a member of the committee.

## **Chair**

- The Chairperson(s) will be appointed by the British Beauty Council Executive Board.
- The Chairperson(s) will work with the British Beauty Council Executive Board, CEO and Pillar President to lead the committee and overall Roadmap.
- The Chairperson(s) will be responsible for leading the committee meetings, following the agenda and making sure all members are given an opportunity to speak during the meetings.
- In the absence of the Chair(s), members of the committee may choose a member of the committee to Chair that meeting only.

## **Duties of Committee members**

Members of the committee are required to:

- Demonstrate a commitment to the aims and objectives of the committee and British Beauty Council and promote the interests of the committee and British Beauty Council in the wider community.
- Take action to support the activation of the British Beauty Council committee roadmap and initiatives to support the aims of the committee and Council.
- Demonstrate a commitment to following this Charter and its governance structures.
- Maintain confidentiality, as outlined in detail below.
- Demonstrate a commitment to combating any discrimination on the grounds of race, ethnic or national origin, religion, belief, age, disability, gender or sexuality.
- Understand that an individual committee member does not have the right, other than through the Chair or with the British Beauty Council's agreement, to make statements or express opinions on behalf of the committee or British Beauty Council.

- Understand that it is unethical for committee members to publicly criticise, canvass or reveal the views of other members which have been expressed at meetings of the committee.
- Declare openly and immediately any conflicts of interest which could represent an actual or perceived conflict with the work of the committee and the British Beauty Council.
- Accept that involvement in any conduct or activity which might by association bring the British Beauty Council or committee into disrepute will result in removal as a member of the committee.
- Work cooperatively with other committee members in the best interests of the committee and British Beauty Council, have full and frank discussions in order to take decisions collectively.
- Acknowledge that differences of opinion may arise in discussion of issues but that, when a majority decision prevails, it should be supported.
- Commit to attending all committee meetings and contributing to the work of the committee in any way possible.
- Commit to using your own resources to carry out the work of the task force group.

#### **Remuneration**

Committee members will not be financially compensated for their contribution to the committee or the British Beauty Council.

#### **Conflicts of Interest**

Committee members are required to declare at each meeting any conflicts of interest which could represent an actual or perceived conflict with the work of the committee and the British Beauty Council.

#### **Confidentiality**

It is likely that members will participate in and/or join meetings between other parties, who are or may be in competition with one another in their markets. The British Beauty Council and its committee members are bound by competition law.

All committee members are required to keep confidential any and all information of a confidential or proprietary nature relating to the British Beauty Council, its activities, or any other member, unless such information falls within one or more of the categories listed in the British Beauty Council [Rules](#).

#### **Data Protection**

We will collect and process information relating to you in accordance with the privacy notice which is available from the EA. You shall comply with the [data protection policy](#) when handling personal data as part of your role at the British Beauty Council.

#### **Diversity, Equity & Inclusivity**

The British Beauty Council recognises the importance of diversity and inclusivity in all levels of the beauty and personal care industry, including among its leadership, practitioners and role models, and in the way in which beauty and personal care is represented and

characterised. All committee members are required to always observe the provisions of the Diversity policy of the British Beauty Council.

# BRITISH BEAUTY COUNCIL