



How to access Network Rail’s Stand Up for Race Equality Briefing Materials

To lead a Stand Up for Race Equality briefing in your organisation, you will need:

1. **The Briefing Materials.** This will be shared on a screen whilst you deliver the Stand Up briefing, so that all attendees can see the materials and videos.
2. **The Facilitation Guidance.** This guidance provides all the information and support you will need so that you can confidently deliver a briefing, whether you are a line manager, a facilitator or someone hosting a briefing session.

You will need to download these two resources on our [Safety Central webpage](#).

Once you have downloaded the Briefing Materials, you will need to unzip them into a local folder, then launch the .html file.

Continue reading for more detailed instructions on how to access the materials using Google Chrome.

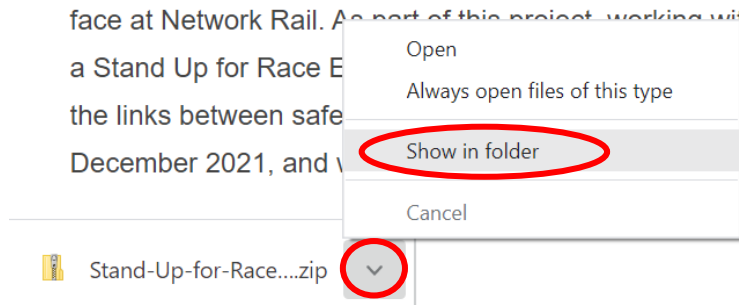
How to Access the Materials using Google Chrome

Follow these seven steps to get the Stand Up material

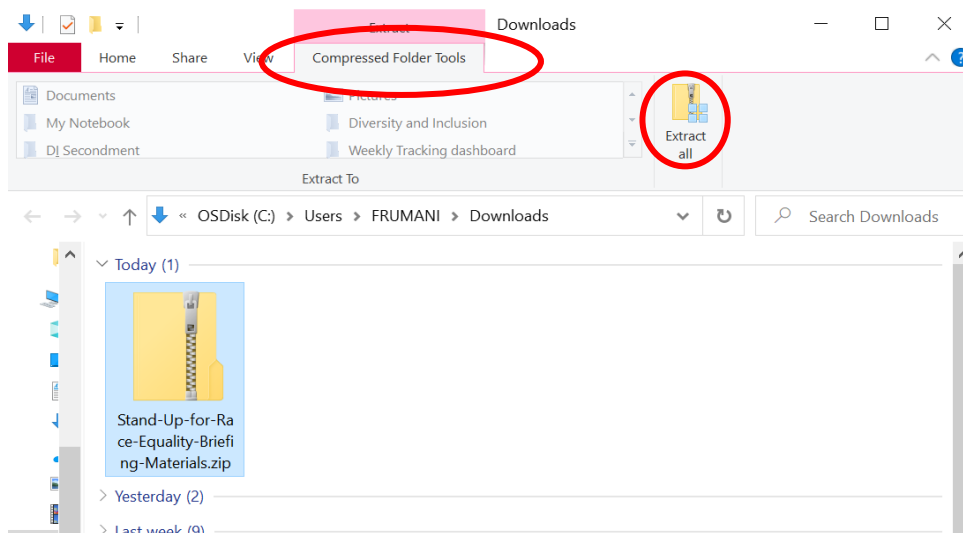
1. Go to our [Stand Up for Race Equality Safety Central webpage](#). Under ‘Attachments’ on the right-hand side, click the link to “Stand Up for Race Equality – Briefing Materials”. The file will appear in the bottom left corner, which means that it is downloading.

The screenshot shows the Safety Central website interface. At the top, there is a blue header with the 'Safety Central' logo and the tagline 'Your digital destination for health and safety information.' Below the header, there are navigation tabs for 'Safety', 'Health and Wellbeing', 'Environment and Sustainable Development', and 'Tools & Resources'. A search bar is located on the right side of the header. The main content area is titled 'Stand Up for Race Equality' and contains text about Network Rail's diversity and inclusion strategy. On the right side of the page, there is an 'Attachments' section with a red circle around the link 'Stand-Up-for-Race-Equality-Briefing-Materials'. At the bottom left of the page, there is a download notification for 'Stand-Up-for-Race-...zip' with a red circle around it. A 'Show all' button is visible in the bottom right corner of the attachments section.

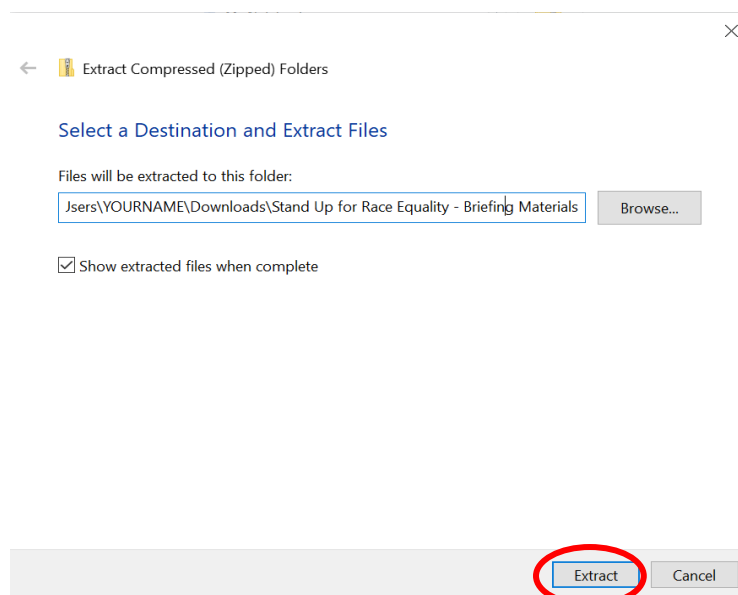
2. When it has been downloaded, right click on the small arrow, as shown below, and select 'Show in Folder'



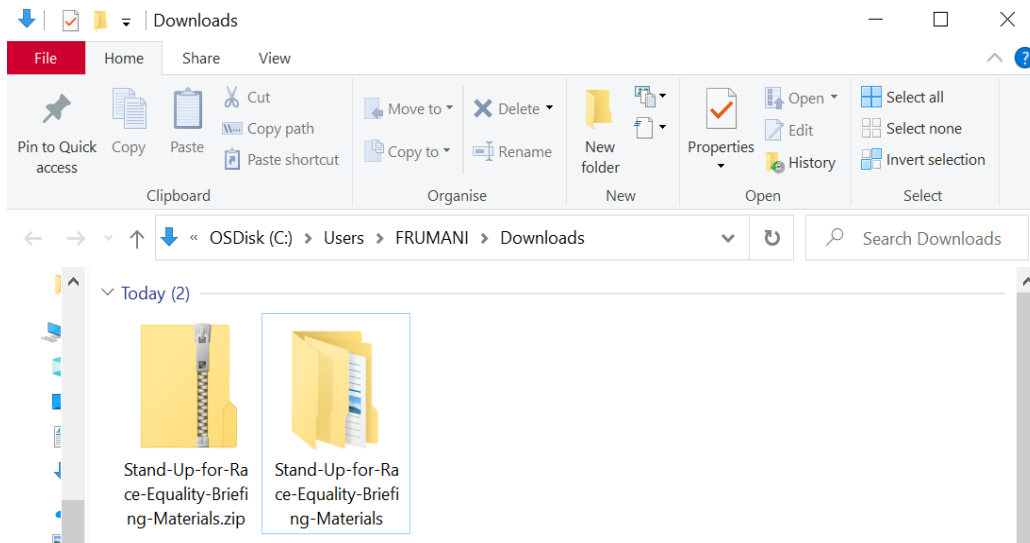
3. This will take you to your Downloads folder. Click on the .zip file you have just downloaded. Click 'Compressed folder tools', then 'Extract All'.



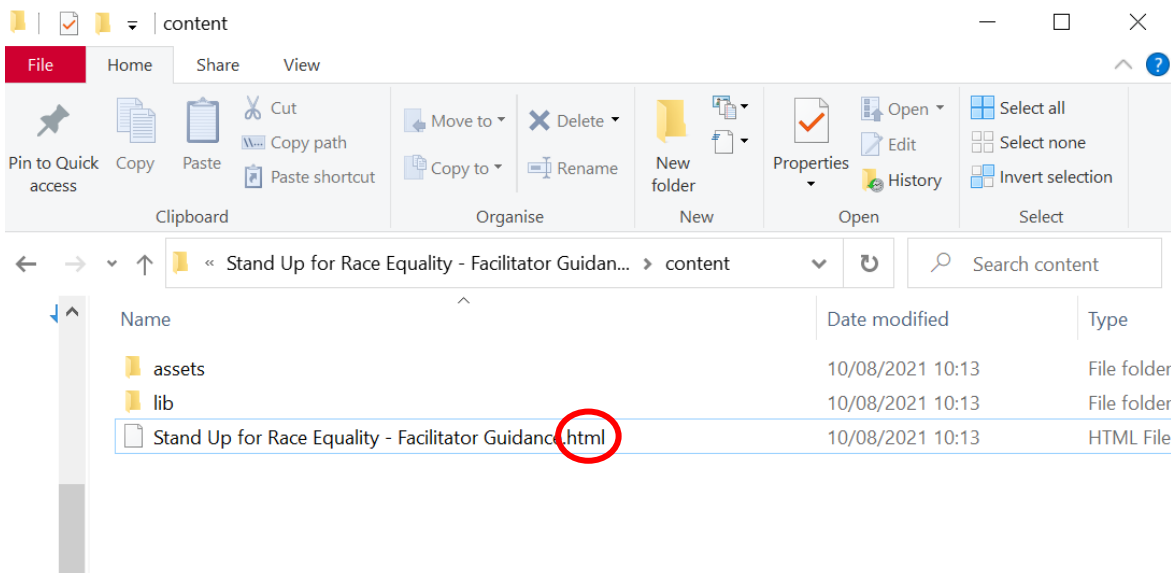
4. The following screen will pop up. Click 'Extract'



Your 'Downloads' folder will now contain a .zip folder and an unzipped folder as shown:



- 5. Double click on the **unzipped** folder to open it.
- 6. Double click 'Stand Up for Race Equality – Briefing Materials'. Then double click 'content'.
- 7. Double click file which ends in .html as shown below. This will launch the Briefing Materials in your web browser. The resources will open in Chrome, Firefox or Safari.



You now have access to the Stand Up for Race Equality material - good luck!