Week 6 Deliverable: Safety Plan

We have approached this deliverable as the foundation for the first NCEAS Safety Plan. Below, we collate existing resources that cover current codes of conduct, processes for reporting violations, training resources, and safety. NCEAS is unique in its status as a synthesis science center, where scientists leverage existing data sets in lieu of conducting new field studies or experiments. As such, we have approached safety from the lens of (a) physical safety within the Santa Barbara community, and (b) emotional safety in the workplace. Additionally, we highlight where gaps in information and resources exist, and outline priorities moving forward. We plan to iterate on and refine this document as we continue to gather resources and develop insights over time.

Section 1: Code of Conduct and Reporting Violations

There are currently two versions of the NCEAS code of conduct:

- [Version](#) available on the Diversity & Inclusion page on the NCEAS website
- [Version](#) developed by the NCEAS URGE pod in February 2021

NCEAS is currently in the process of updating the code of conduct developed by the URGE pod in 2021, which includes a draft NCEAS anonymous reporting system that we will work on with UC Santa Barbara to finalize and approve.

We have aggregated the following resources for reporting violations:

- UC Policy PPSM-70: [Complaint Resolution](#)
- UCSB Office of the Ombuds:
  - [Resources for Staff](#)
  - [Annual reports](#) with aggregate stats on visitor demographics and case types
- [UCSB Office of Title IX](#)
- [UCSB Incident Services](#)
- [UCSB Bias Incident Reporting and Response for students](#)
- UC systemwide [intolerance report form](#)
- UC systemwide [Whistle Blower hotline](#)
- On-campus and local resources for impacted parties of hate- or bias-motivated incidents

Section 2: Training Resources and Requirements

The University of California has two required trainings for staff:
1. UC Sexual Violence and Sexual Harassment Prevention Training for Staff
   a. Description: This training is for employees who are not required to complete California’s AB1825-mandated training for supervisory employees. It provides information on preventing and responding to sexual violence and sexual harassment and what each of us can do to make our UC culture safer for all. It will take approximately 50 minutes to complete.

2. UC Ethical Values and Conduct
   a. Description: This briefing is designed to raise continued awareness of the University of California Statement of Ethical Values and Standards of Ethical Conduct, and to convey University employment obligations with respect to ethical and compliant behavior. The purpose is not to teach University policy or ethics but to familiarize UC employees with important ethics and compliance information, issues and resources.

Other optional trainings include:
   - A DEI Education Package offered through the UCSB Office of Diversity, Equity, and Inclusion consisting of three workshops:
     ○ Racial Microaggressions Workshop
     ○ Power and White Privilege Workshop
     ○ DEI Plan Consultation
   - A variety of trainings from the UCSB Office of Equal Opportunity and Discrimination Prevention open to all campus employees and departments:
     ○ Diversity Search Committee Briefing,
     ○ Equity & Inclusion Training,
     ○ Non-Discrimination Overview,
     ○ Professional Training on Mutual Respect
     ○ Contact Ricardo Alcaino (ricardo.alcaino@ucsb.edu) to request training.
   - The UCSB Center for Innovative Teaching, Research, and Learning offers a workshop designed to help faculty, postdoctoral, and graduate student mentors work with diverse students called “Mentoring and Advising Across Identities, Experiences, and Cultures”
   - The UCSB Resources Center for Sexual & Gender Diversity offers a series of Queer Trans Identity & Experience Seminars (QTies)

Priorities going forward:

1. Currently, there are no university-required anti-racism or anti-discrimination trainings that we know of, so we would like to discuss the possibility of implementing a required training or trainings for NCEAS employees.

2. We would also like working group meetings hosted at NCEAS to be facilitated in a way that aligns with our Code of Conduct and our commitment to DEIJ. We intend to discuss the option of building training material around the facilitation of and participation in working groups that could be disseminated to working group leaders and participants.

Section 3: Community safety
There are several resources currently provided by NCEAS to incoming employees. Before new employees arrive, they receive an email that includes:

- Information for a meeting with the NCEAS Director
- List of NCEAS weekly community events
- Information on the NCEAS Slack channel
- Link to NCEAS description of commitment to inclusivity in science, including resources for its diverse community
- Link to the Welcome to Town website created by NCEAS, containing information about moving to Santa Barbara and beginning employment at NCEAS

The UCSB Environmental Health & Safety department has guidelines for developing a travel code of conduct, field safety plans and travel itineraries. There is also information about obtaining travel insurance through the UC.

While not currently disseminated to NCEAS employees, we have included a map of street lights in downtown Santa Barbara provided by the City that depicts streets with and without lighting, which may be useful when planning travel in town at night. Additionally, the Santa Barbara Police Department has a community crime map that depicts the location and nature of crimes that have occurred in the city. The crime map is accessible on the Police Department's website.

Priorities going forward (in no particular order):

1. In the next iterations of the Welcome to Town website and this Safety Plan, we would like to:
   - Add a “Safety” tab including a link to this deliverable
   - Consider what additional “welcome to NCEAS” support, mentoring, or guidance can be developed to make sure we foster a culture of belonging and ensure that new arrivals have a good ‘landing’ and orientation and feel capable of navigating both NCEAS and the Santa Barbara community (physically, logistically, administratively, etc).
     - Example: points of contact if you are locked out of the building
   - Update any outdated information in the Welcome to Town website, including points of contact

2. There is a lot of travel to and from NCEAS/Santa Barbara for conferences and working groups. NCEAS would like to create a pre-departure checklist of questions and discussions to have as a group when traveling.

3. NCEAS sends out an email to all working group participants with information on booking travel, abiding by the NCEAS Code of Conduct, and subscribing to the NCEAS monthly newsletter, but does not include anything addressing safety. A link and description to this deliverable or the Welcome to Town website with the new additions from priority 1 would
be beneficial.

4. Data from Race Counts show that Santa Barbara County ranks 41st in terms of racial disparity among California counties with particular disparities in the areas of crime and justice and housing. Data compiled by the Burns Institute shows significant disparities in arrest rates for people of color in Santa Barbara County, but these data are not reported in a spatially explicit way. We are in the process of reaching out to contacts to see if further racial risk assessments of Santa Barbara have been conducted, but as of yet, we have not uncovered such an evaluation of our city from a diversity, inclusivity and safety perspective. If this kind of evaluation has not been done, NCEAS would like to carry out an assessment that would be beneficial to its community. This could include, but is not limited to, an assessment of the safety of public transportation locations, hotel locations, parking lots, street lighting, or the area surrounding our building. We will need to discuss how we define risk and how to make those risks visible to the members of our community.

Section 4: Emotional Safety

Visitors to NCEAS

Typically, NCEAS hosts a number of working groups throughout the year in Santa Barbara and wants to prioritize not only the physical safety of participants, as described in the previous section, but emotional and psychological safety as well.

We acknowledge that there are many barriers to in-person participation, such as international travel, cost, jetlag, visa issues, culture shock, and language barriers. We also would like to make sure that NCEAS supports PIs who are organizing meetings and activities to make sure they are providing inclusive and safe spaces, since much of the experience working group participants receive at NCEAS is dependent upon the actions of the PIs. Additionally, we acknowledge that many barriers exist for virtual participation as well, including disparities in technology (e.g. wifi connection, participating via audio only) and the challenges working across time zones.

People traveling to Santa Barbara for working groups might be surprised by the transient/unhoused population throughout the city (in parks, by freeways, on State Street, in cars, etc). We have linked some information and resources to help people understand this issue in our community.

- Santa Barbara Homelessness Report (Santa Barbara County Grand Jury, 2020)
- A Walk Through Santa Barbara's Tent City (The Santa Barbara Independent, 2021)

Resident NCEAS community

UC Santa Barbara provides emotional safety services via the UCSB Academic and Staff
Assistance Program and UCSB Counseling and Psychological Services which are available to the NCEAS community.

Additionally, UC Santa Barbara provides psychological services to Black and African American students, faculty, and staff throughout the community via the Healing Center. In addition to general stressors and life issues, the Healing Center acknowledges the effects of racial trauma, marginalization, and injustice on social and health disparities among Black communities. These services are available to the NCEAS community.

*Emotional safety as a principle of collaborative science*

Operated by NCEAS, Openscapes is a group that offers mentorship, training, coaching and community organizing centered around open data science. Part of the mission of Openscapes is to leverage open science practices to accelerate data-driven research and increase diversity, equity, inclusion, and belonging in science. They have many publicly available resources about best practices for collaborative coding that are more reproducible, transparent, inclusive, and kind.

Additionally, groups that foster a welcoming and inclusive culture specifically in the R coding community include:

- **R-Ladies Global** and **R-Ladies Santa Barbara**
  - R-Ladies Global facilitates regular gatherings of women, minority identities, and allies to network and develop skills in R, a coding language scientists are increasingly using to analyze and organize data. A local chapter of R-Ladies Global, R-Ladies Santa Barbara exists to promote diversity in the R community, both locally and worldwide. Their priority is to provide a safe community space for anyone identifying as a minority gender who is interested in and/or working with R.

- **Minorities in R (MiR)**
  - MiR is a community that provides a space of belonging and support for people who identify as underrepresented minority R users. They facilitate a community webinar series, and share events, conferences, articles, and other resources to support members.

*Priorities going forward:*

1. We would like to revisit how data scientists and analysts at NCEAS can most effectively share resources for collaborative science, and how we can incorporate and emphasize our commitment to diversity, equity, and inclusion in that space. Analysts and data scientists at NCEAS have previously underscored how sharing best practices for coding can (a) remove barriers to entry for new employees who will be conducting data analysis, and (b) streamline analyses by leveraging the shared knowledge and experience of the NCEAS data science community. While we have created groups/recurring meetings in support of this goal, such as Hacky Hours and the Data
Science book club, we have not developed any internal physical resource that aggregates guidance for collaborative science projects at NCEAS. If pursued, this may be an opportunity to include strategies and guidelines to make these groups inclusive and safe. Some points produced by members of this pod include:

a. Making explicit that collaborative coding projects will be judgment-free, welcome to people with different backgrounds in coding
b. When code needs to be rewritten or corrected, it should be done with kindness, affirmation, and as a teachable moment
c. Let everybody weigh in on the design of the larger software architecture, project analysis goals, etc, so that they know how their work fits into the bigger picture and have the opportunity to contribute to it (so it’s not just a top-down exercise)
d. Rotate leadership opportunities, discussion leadership

Since other groups at NCEAS, e.g. the Arctic Data Center, are also working on compiling similar information about onboarding and data science training, we would like to touch base to see how we can coordinate this effort across groups.

2. In the Welcome to Town NCEAS website, include a list of social groups and different communities to join, both within NCEAS/UC Santa Barbara or in the broader Santa Barbara community (e.g. City Parks and Rec Classes, Night Moves, NCEAS Data Science Book Club, NCEAS ECR group, Hacky Hour, UCSB Chapter of SACNAS, African American Women in Santa Barbara, Healing Justice Santa Barbara, Coffee with a Black Guy, Santa Barbara Young Black Professionals, Latino Professional SB Meetup, etc).

3. Similar to how the organizers of R-Ladies Santa Barbara begin each meetup by reading their mission statement, NCEAS could periodically read an excerpt from our code of conduct at Coffee Klatch (monthly, quarterly, when new employees join, etc) to reaffirm our commitment to diversity, equity, and inclusion. We would like to discuss this idea with the facilitators of Coffee Klatch (i.e. NCEAS leadership).

Agreement by pod members

We, the members of the NCEAS URGE Pod, support this deliverable and agree to hold each other accountable to enacting it:

- Kaitlyn Gaynor
- Paul-Eric Rayner
- Jasmine Lai
- Samantha Csik
- Danielle Ferraro
- Juliette Verstaen
- Geoff Willard
- Courtney Scarborough
● Marty Downs
● Julie Lowndes
● Christopher Jones
● Carrie Kappel
● Kristen Peach
● Amber Budden