URGE Resource Map for University/Organization - Deliverable

This deliverable serves as a Resource Map for People of Color.
JPL resources are accessible for all the employees regardless of their race. We also include suggestions for future resources that can support people of color.

**Mentoring plan**
- Highly dependent on specific group and mentor

**Core work resources**

- Code of conduct: https://ethics.jpl.nasa.gov/internal/index.cfm
- Honor Code:
  - I will conduct all business dealing with fairness, honesty and integrity.
  - I will protect all information and resources available to me from loss, theft, and misuse.
  - I will avoid even the appearance of conflict of interest or any other impropriety.
  - I will treat my fellow employees fairly and with dignity and respect.
  - I will help create and sustain an atmosphere conducive to the spirit of this code
- JPL's ethics handbook https://ethics.jpl.nasa.gov/internal/documents/JPL_BusinessEthics_Rev13_012521%20DH.pdf.
  - Rooted in Caltech's Eleven Principles and five key values of Openness, Integrity, Quality, Innovation, and Inclusion.
- Ethics Office can be contacted for questions
  - Ethics-Office@jpl.nasa.gov / (818) 354-6338
  - JPL Anonymous Help Line: (818) 354-9999 or toll-free at (866) 405-7536
  - CalTech Anonymous Hotline: (626) 395-8787 or toll-free at (888) 395-8787
- To report a harrasment or discrimination issue, the employee should contact their group supervisor or line management; communication is treated confidentially.

- ○ If the employee does not feel comfortable contacting their immediate group supervisor, they can call the JPL Protective Services Division's Workplace Violence Hotline at (818) 393-2851.
  - ○ https://diversity.caltech.edu/resources/report
- The JPL Inclusion Advisory Committee (https://inclusion.jpl.nasa.gov/inclusion-advisory-committee/ )
  fosters policies that support diversity and inclusion.  The committee sets action plans related to inclusion and diversity.
  - ○ The current action plan 10 outstanding actions (and current progress): https://inclusion.jpl.nasa.gov/action-plan-updates/
- JPL Human Resources (internal JPL link)
- CalTech Human Resources (https://hr.caltech.edu/)
- JPL/Caltech equal Employment Opportunity coordinator is the director for human resources (https://equity.caltech.edu/jpl)
- Education of the internal structure of JPL upon employment/orientation

## Community support and mental health resources
- JPL relocation office: Assistance finding accommodation, moving expenses etc. (internal link).
- Caltech's Center for Inclusion & Diversity: (626) 395-6207
- Confidential counselling and advice: (800) 367-7474, or online: https://www.mylifematters.com/ or https://hr.jpl.nasa.gov/benefits-wellness/
- Caltech Counseling Center for ongoing emotional support from clinicians
  - ○ Business days 9-5: (626) 395-8331
  - ○ Other times:
    - ■ Call Campus Security at (626) 395-4701, or (626) 395-5000 if it's an emergency, and ask to speak to the on-call psychologist for students.
      - Do not need to give your name or reason for calling
  - ○ Student Health Center: (626) 395-6393
  - ○ Staff/Faculty Consultation Center
    - ■ Confidential support (for non-students: post-docs, faculty, and staff members): (626) 395-8360
- JPL's employees Ethics Line (818.354.9999, or toll free 866.405.7536)
  - ○ https://ethics.jpl.nasa.gov/internal/index.cfm
- JPL's student interns: in case of harassment students can call the anonymous report hotline at (888) 395-8787 or contact the student HR Business Partner at (818) 354-7506.
- The Advisory Council for Women (ACW) strives to empower, enable and educate women at JPL for success in the 21st Century workplace. JPL internal link.
  - ○ Also, https://women.jpl.nasa.gov/
- Black Excellence Strategic Team (BEST).
  - ○ BEST fosters inclusivity, increasing employee engagement and supporting the needs of the laboratory. JPL Internal link.
- Asian American Council an Employee Resource Group
  - ○ Support group and resource for all Asian and Asian American employees at JPL. Aim to encourage diversity, mutual respect, and understanding

among everyone at JPL and ensure all employees of Asian heritage feel welcome. JPL internal link.
- Amigos Unidos (AU) strives to enhance career development, promote educational, social and recreational activities relating to the Latino culture, and foster diversity awareness and community involvement at JPL. JPL internal link.
- New Researchers' Support Group (NSRG)
- Self-education and reflection day, centered on racial justice (once a year)
- Furniture, household goods and utility information: https://international.caltech.edu/Relocation/GettingSettled/Home
- Caltech resource chart for on and off-campus support: https://equity.caltech.edu/documents/16443/Resources_Chart_08-20.pdf

## Training and skillset support resources
- Training modules are offered on a regular basis at JPL to foster a safe and effective work environment. Advancing and maintaining the skill-set of all employees is highly encouraged and supported by JPL. Learning opportunities via on-line courses or academic courses are provided through JPL.
  - Mandatory trainings include:
    - Cyber-security
    - Ethics
    - Unconscious bias
  - Optional trainings include:
    - Diversity, Equity and Inclusion

- Skillset support includes:
  - Seminar series given by invited speakers
  - Resources for technical advancement (such as programming languages, e.g. python, Unix etc.)
  - Courses / modules offered at Caltech for audit
  - Potential financial support for external education

- Funding sources for supporting minority communities
  - Maximizing student Potential in STEM (MSP)
    - https://www.jpl.nasa.gov/edu/intern/apply/maximizing-student-potential/
  - MUREP Minority University Research and Education Project
    - https://www.nasa.gov/stem/murep/home/index.html

## Professional development resources
- A number of modules, workshops and groups exist at JPL towards advancing the professional development of the employees.
- Workshops for early career scientists
  - Proposal writing, presentation tips, etc...
- JPL postdoc seminar series
- HBCU/Minority Serving Institutions Research Council
  - https://acquisitions.jpl.nasa.gov/events/hbcu-msi/

- Learning to manage emotions workshop
- Groups that foster Diversity and Inclusivity
  - BEST, ACW, AU, Asian American Council
- Early-career scientists groups
- Presentation opportunities
  - Earth Science Highlights
  - ~Weekly group meetings

## Outreach resources
- JPL Education Office ([https://www.jpl.nasa.gov/edu/](https://www.jpl.nasa.gov/edu/))
- Public engagement office
- Seminars, workshops

## Suggestions
- Provide additional resources at initial hiring
  - specifically to minority hires
- Postdocs mentoring postdocs
  - increase personal considerations
  - should be official recognition (w/out too much overhead)
- Subsidized Postdoc program
  - reduces onus on PIs and their perceived risk to hire a minority
- Postdoc orientation days
  - Include breakout sessions, semi-regular check-ins, especially in first few months
- Postdoc office should more fully support outside / visiting postdocs