



Temblor's (Draft) Safety Plan

Overview

Temblor is a distributed company with team members located within home offices throughout the world. Temblor does not engage in field or laboratory work. Our interactions with clients, prospective clients, the public, and other team members generally occur via phone, video call, email, etc. Temblor's Code of Conduct and Complaints and Reporting Policy will be in place to ensure the safety of all team members during these interactions. Under normal circumstances (pre-pandemic), some team members occasionally attend in-person conferences and meetings.

Temblor's code of conduct

Though geographically distributed, Temblor is committed to providing a welcoming workplace free of ridicule, aggression, type-casting, and free of discrimination by ethnicity, 'race', age, seniority, title, education, or company role. Temblor team members agree to abide by the following ground rules during meetings or interactions with clients, prospective clients, the public, and other team members.

1. Listen actively. Respect others when they are talking.
2. Speak from your own experience instead of generalizing ("I" instead of "they," "we," "you").
3. Do not be afraid to respectfully challenge one another by asking questions, but refrain from personal attacks. Focus on ideas and problems rather than people.
4. Participate to the fullest of your ability. Community growth depends on the inclusion of every individual voice.
5. Instead of invalidating somebody else's story with your own spin on their experience, share your own story and experience.
6. The goal is not to always agree. It is to gain a deeper understanding.
7. Be conscious of body language and nonverbal responses. They can be as disrespectful as words (even over Zoom!)
8. Assume everyone's good intentions but also acknowledge the impact of saying something that hurts someone else, even if it is unintended. Help others learn to recognize when this occurs (ex. Use "ouch" to point out a potentially hurtful comment and "oops" to acknowledge the impact of that comment).

9. Maintain confidentiality unless permission is given to share it. All stories shared in a space stay in a space unless explicit permission is given by the person sharing the story that it can be shared in another setting.

Complaints and reporting policy

The reporting policy at our company will be here:

- Internally circulated document
- Reporting policies will be reviewed annually by a policy committee constituting company leadership AND one or more team members. Any changes to existing policies will be circulated for comment among the entire team, then will be voted on by the committee.

Company statement on harassment and discrimination

Temblor is committed to enabling the public to understand their earthquake risk, and to inspire them to reduce it. Temblor aims to reach the global public, in their own language to the extent possible, and seeks to frame seismic risk and the means to contend with it in a culturally sensitive manner. Temblor is equally committed to meeting the needs of its commercial clients in a manner that is scientifically sound, unbiased, and independent.

Temblor is proud to present its team to its commercial clients and to its public readers and app users. Temblor seeks to enable team members to learn from our public and commercial users as we strive to enhance our offerings, tools, and models.

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Mechanisms available for reporting complaints, bias, microaggressions, harassment, and overt racism:

- We encourage team members to resolve issues informally. When this is not possible, a formal report should be submitted.
- Any of the above or related issues can be formally reported via anonymous online google form found at a link distributed to team members upon hire/commission.
 - Reports will be automatically forwarded to one team member, who will share the report with company leadership and the company's lawyer via google drive folder. Team member responsible for handling reporting: Ross Stein

Report review process:

- Allegations within the report will be investigated by a two-person committee including one team member and one member of company leadership. This committee will rotate annually.
 - Team member: Jen Schmidt
 - Company leadership team member: Ross Stein
 - In the event that a report involves one of the listed committee members, that member will recuse themselves and another team member/leadership team member will serve in their place.
- Committee will review issues raised in the report

- If the report raises issues of general company culture/policy/actions/etc., the committee will review the company's statement of values and recommend appropriate group training for the entire team.
- If the report raises actions committed by and/or issues with an individual, the individual's supervisor/company leadership will have a meeting with the individual to discuss the issue raised. Committee will recommend appropriate training for the individual.
- Repeat complaints
 - If an individual or the company receives repeated complaints, the individual/company will be subject to a probationary period during which more involved training or disciplinary action will be recommended.
- After two complaints, Temblor will terminate individuals that cannot commit to the company's anti-harassment policies.

Protections for individuals reporting:

- It is unlawful and a violation of this policy to retaliate against an individual for making a report of harassment or discrimination or for cooperating with an investigation of a complaint of harassment or discrimination.

Resources available to groups or individuals raising possible policy issues or proposing changes

- All team members are encouraged to raise issues or propose changes to the company's policy on harassment.
- If an individual or group wishes to raise a policy issue or make a suggestion for a change, the policy committee, which includes one company leadership team member and one other company team member, will meet with the group/individual to discuss the issue or proposition. The committee will review the policy and circulate any changes to the entire team for input, then vote on any changes.

Training

Temblor will explore potential antidiscrimination, bystander intervention, and de-escalation training for all team members.

- Bystander intervention in the workplace training options:
 - <https://www.ihollaback.org/bystander-intervention-in-the-workplace/>
 - <https://www.usgs.gov/about/organization/science-support/human-capital/usgs-sees-a-peer-led-open-source-bystander>
- Examples of other trainings/resources:
 - <https://serc.carleton.edu/advancegeo/resources/training.html>