

URGE

Unlearning Racism in Geoscience



URGE Management Plan for CA Area Pod

This should be a plan to incorporate deliverables into your organization as you continue to develop, assess, and finalize policies and resources. You may want to adjust the format of this for more comprehensive plans, but this covers the essentials.

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Pod Member(s)	On website already	Already reviewed every 2 years	Not planned	Not planned	Not relevant to our pod
Demographic Data	No	Pod Member(s)	Internal only	Recommend every 2 years	Recommended	Not planned	Not relevant to our pod
Policies for Working with Communities of Color	No	Pod Member(s)	Post on organization website	Recommend annually	Yes	Yes	Approval and Consequence
Admissions and Hiring Policies	Yes	Pod Member(s)	Internal currently	No set interval, recommend annually	Recommended	Maybe	Approval
Safety Plan	Yes	Pod Member(s)	Internal currently	Annually, but also after any major reported incidents	Not planned	Yes	Approval and Consequence
Resource Map	No	Pod Member(s)	Post on organization website	Additions on a rolling basis	Not planned	No, not staff-wide but only with HR	Approval

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Additional considerations for each deliverable (use this space to elaborate on table entries, organize it as appropriate for your pod):

- **Agreement** - This agreement can be adapted to outline how you will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.
- **Pod Guidelines** - Your pod guidelines can be adapted into longer term plans/bylaws, e.g. will this turn into a committee or working group in your organization/institution, will membership/leadership rotate, etc.
- **Complaints and Reporting Policy** - These are proposed modifications to the existing Reporting policy.
- **Demographic Data** - There are issues to work through on how demographic data can be collected and made public, but we will need to work closely with HR on this and it may take several years and/or involvement of additional departments for wider aggregation of data.
- **Policies for Working with Communities of Color** - Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.
- **Admissions and Hiring Policies** - These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.
- **Safety Plan** - This is adding anti-racism specific policies to the Safety policies in the Employee Handbook. Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy. Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.
- **Resource Map** - There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the employee handbook. The approval can be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them.

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UCLA

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Risk Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes	Sarah	On website already	unclear	Recommended	Some trainings for university employees are applicable	Approval, Consequences
Demographic Data	Depends on what level (university-wide to individual department)	Sarah	UCLA in general: on website UCLA Physical Sciences: some information on website UCLA AOS: internal	UCLA in general: yearly Otherwise: unclear	Recommended	Not planned	Check
Policies for Working with Communities of Color	Spread out, but yes	Sarah	Some UCLA-based organizations for working with communities of color exist	Unclear	Recommended	Yes	Check
Admissions and Hiring Policies	Yes/kind of	Ariel	On organization website (undergrad, and grad, and	Departmental, and Organization criteria are updated yearly	Recommended	yes	Approval, Check

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			Departmental)				
Safety Plan	Code of conduct - yes and no	Ariel	Organization website provides faculty and student codes. EPSS needs their own - we only have field trip codes	Annually - organization After reported incidents - EPSS	Recommended	Yes	Approval and Consequence - organizational - not departmental (EPSS)
Resource Map	no	Ariel	Post on departmental website or research group drive/site	Additions should be on on a rolling basis	Recommended	No	Approval, check