

Deliverable	Existing Policy or Resource?	Initial Point of Contact(s)	Where It Is or Will Be Posted	Review/Update Interval	Racial Equity Impact Assessment?	Training Recommended?	Approval, Check, and/or Consequence
Complaints and Reporting Policy	Yes; GSFC wide	Sarah Valencia, Caela Barry	On external EEO website; Formal complaints are publically available by law ; Recommended add to internal website and onboarding packet; Flyers around B34	Current policy is from January 2021 and expires in 2026.	Recommended	Recommended at onboarding and more in depth training: <ul style="list-style-type: none"> <li>- Required for managers</li> <li>- Make available to others</li> </ul>	Approval for more trainings; modifications to websites
Demographic Data	Yes for GSFC; No for contractors	Jacob Richardson, Beck Strauss	Recommend posting on contractor websites (e.g., CRESST); likely not possible for GSFC public website, except civil servants;	Recommend looking at our collection mechanisms every 2 years	Recommended every time data is reviewed	Best practices needed; possibly expert help needed (i.e., expert at writing relevant survey questions); PII training recommended	Check survey questions for anonymity; funding for writing survey questions

Policies for Working with Communities of Color	No	Monica Vidaurri, Jacob	Internal; recommended posted contacts (e.g., who to contact if you're planning on working with a specific community)	Recommend annually	Recommended after each grant/project is up; recommended check-ins post-project (ex. Did the program actually, for instance, send students to conferences if that's what was planned?)	Yes, identify context-specific trainings	Approval and Consequence; funding for speakers highly recommended; would be great to have a <i>required</i> inclusion plan on grant proposals; internal listservs of conferences, societies, universities, etc of where to recruit (MUREP, BlackIn___,) have 690 have a presence at these conferences for recruiting; basically a lot of these efforts start at conferences
Admissions and Hiring Policies	Yes; Different for CS vs contractors	Lu Chou, Monica Vidaurri	Broadly on public facing website; USAjobs; Recommended more publication of available jobs; More clarity on how applicants will be evaluated	Recommend review of selection committee diversity and average length of time application is open for before each hire.	Recommended	Recommended trainings for USAJobs; Trainings for those who will be doing the evaluation of candidates;	Funding for expert to look at hiring processes
Safety Plan	Yes at small levels (e.g., field work), but code of	Caela Barry, Jacob	Internal currently; Recommended external	Annually, but also after any major reported incidents	Recommended	Recommended at onboarding, refreshed periodically,	Approval and buy-in from leadership to ensure a code of conduct gets made for each applicable group

	conduct at GSFC/690 levels are more vision statements					Training on how to develop a code of conduct for each appropriate group.	
Resource Map	No	Beck Strauss, Lu Chou, Sarah Valencia	Post on organization website; provide at onboarding/orientation	Additions on a rolling basis (minimum annually)	Recommended	No, not staff-wide but only with HR (orientation to document for managers/supervisors?)	Approval of contents for public distribution; distribution resources (modification to websites, possibly email lists)