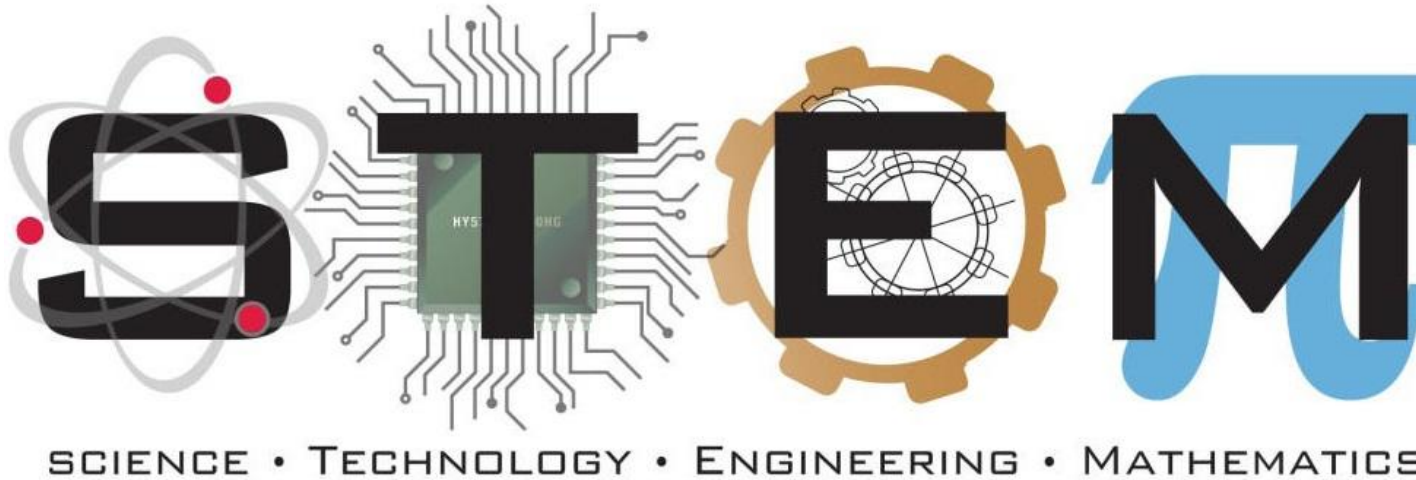


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URGE Management Plan for Einstein Pod

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	All Pod Members	On website already	Need to determine if it is regularly reviewed	Not planned	Yes - during orientation	Review & Check



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Demographic Data	Incomplete	All Pod Members	Internal only	Recommend annually	Recommended	Not planned	Check
Policies for Working with Communities of Color	No	All Pod Members	Internal	Recommend annually	Yes	Yes	Check
Admissions and Hiring Policies	Yes	All Pod Members	Internal	No set interval, recommend annually	Yes	Maybe	Check
Safety Plan	No	All Pod Members	Internal - Sharepoint	No set interval, recommend annually	Yes	Yes	Check
Resource Map	In Progress	All Pod Members	Internal - Sharepoint	Additions on a rolling basis	Recommended	Combined with safety plan during orientation	Check

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.
- **Demographic Data** - There are issues to work through on how demographic data can be collected. We are working closely with program management to obtain data from former fellows.
- **Policies for Working with Communities of Color** - Racial risk assessment on this deliverable will be considered as part of the recruitment plan for future cohorts.
- **Admissions and Hiring Policies** - We have made recommendations encouraging integration of the racial risk assessment as part of the

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recruitment and hiring process. 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.

- **Safety Plan** - There is currently no Safety Plan. The pod is working on gathering data on safety issues that may arise with different placements. We recommend adding anti-racism specific policies.
- **Resource Map** - There is no current resource map, but we are working on this as part of orientation.