URGE
Unlearning Racism in Geoscience

THE FISHERIES OCEANOGRAPHY AND LARVAL FISH ECOLOGY LAB · WHOI

WOODS HOLE
OCEANOGRAPHIC
INSTITUTION

URGE Management Plan for FOLFE-WHOI 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	J. Llopiz; HR point of contact (?)	On website already; available in lab agreement and policy; physical copy in lab	Unknown (institution)	If possible, record anonymous self-reports on racial identity	Not planned	Check for patterns in complaints and reports
Demographic Data	Yes	J. Llopiz; HR point of contact (?)	Internal only, available upon request from HR	First Data available are from 2015, schedule in planning.	Recommended	HR increasing training for hiring staff, currently ⅔	Discussion of exit interviews and other metrics to be established by HR
Policies for Working with Communities of	No	J. Llopiz, then project lead	Available in lab agreement	Recommend annually and with initiation of new	Yes	Yes; Cultural sensitivity and scientific	Approval by J Loopiz/ Bio Dept, and

Color			and policy document	proposals/projects		exploitation history readings	Consequence; more training, removal from project, or decreased involvement.
Admissions and Hiring Policies	Yes	J. Llopiz; HR point of contact (Kathi?)	Internal currently	No set interval, recommend annually	Recommended	Maybe	Approval
Safety Plan	In progress	J. Llopiz, S. Glancy, L. Lyfebvre, J. Suca, J. Cox, C. Hernandez	Lab website; lab agreement & policy; and physical copy in lab prominently hung.	Annually, but also after any major reported incidents and as each new work environment is introduced.	Asses as needed for each environment.	No	Approval and Consequence
Resource Map	In progress for lab; additional resources available through institution	J. Llopiz, S. Glancy, L. Lyfebvre, J. Suca, J. Cox	Lab Website	Additions on a rolling basis	Assess once complete and as new resources are added	Not other than required Institution training	Approval

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.

- As a pod, we agree to continue examining issues of diversity within our group as well as within our institutions. We will work with other pods within our institutions to engage in discussions with leadership in order to advance progress in helping our institutions adopt antiracist policies.

- **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.

  - Because committees and working groups around these or similar interests already exist at our institution, our guidelines will be governed by the Pod's agreement and we make a commitment to look to these committees of co-workers educated on these topics for recommendations and to help us continue learning and improving. If there is not already a lab member participating in one or more of these groups, we will designate a liaison who can provide updates during regular lab meetings.

- **Complaints and Reporting Policy -** These are proposed modifications to the existing Reporting policy.

  - Steps are unclear until you are already in the process of reporting or filing a complaint. Greater clarity about the potential end points or processes would help in making a decision on what to report. Clear reporting levels and escalations.

- **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. We also believe that changes are needed to *how* these data are collected, such as enabling more flexible definitions and repeated demographic surveys of continuing members of the community.

  - Work with the institution to make demographic data transparent to the public and encourage more regular updates.This could be done through an easily accessible online database.

- **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.

- ○ Include research into cultural history and land occupation for project proposals and community contact into project proposals to guarantee community is aware, and benefits from research done in their community/ on their land.

- **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.

  - ○ Applications for both the Joint Program and hiring include a statement discussing the importance of diversity and that they are an equal opportunity employer. However, this is a bit vague. Optional diversity statements on applications could help give weight to those who focus on EDI topics. Hiring practices should be reviewed by outside people repeatedly. We believe that WHOI's HR group is beginning working on this and substantial changes will likely occur soon. When these increased reviews and changes in hiring practices occur, they should be made transparent and frequently updated.

- **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.

  - ○ Creating and fostering affinity groups within the WHOI community as well as the broader Woods Hole scientific and Lower Cape community should be a priority.

- **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.

  - ○ Have a single entry point to find resources, easy to find, from WHOI main page.