



URGE Management Plan for the Geological Society of America - Staff Headquarters

Education is essential but action is also imperative for achieving the objectives of URGE. This deliverable serves as a first draft of our plan to implement our URGE pod's recommendations. We will rework this draft in the coming months based on the report of the GSA Diversity Working Group, which recently was approved by the GSA Council

Note: We intend to apply the Racial Equity Impact Assessment as we develop the resources outlined below.

<b>Deliverable</b>	<b>Existing Policy or Resource?</b>	<b>Initial Point of Contact(s)</b>	<b>Where It Is or Will Be Posted</b>	<b>Review/Update Interval</b>	<b>Training Recommended?</b>
Complaints and Reporting Policy	Yes	Nan Stout	Internal - staff intranet.	As needed to meet legal requirements and best practices	Yes - Ongoing
Demographic Data	Yes	Tahlia Bear	Internal	Every 3 years	Not planned
Policies for Working with Communities of Color	No	Lesley Petrie	Internal - staff intranet.	To be determined once we establish policies	Yes - Planned and ongoing
Admissions and Hiring Policies	Yes	Justin Samuel	Internal - staff intranet	No set interval, recommend annually	Recommended



Unlearning Racism in Geoscience



Safety Plan	Yes	Matt Dawson	Internal - staff intranet and GSA website.	No set interval, recommended annually and after any major reported incidents	Yes - Planned and ongoing
Resource Map	No	Jon Raessler	Post in staff intranet	Additions/updates on a rolling basis.	Recommended

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

- **Agreement & Pod Guidelines** - Our Pod will continue to meet regularly throughout the summer to continue pursuing our Pod's objectives.
- **Complaints and Reporting Policy** - GSA [Anti-harassment Policy and Complaint Procedure](#), managed by Human Resources, is the main policy GSA Staff use to report complaints and Concerns. GSA offers regular training to Staff on this topic; our Pod intends to explore additional ways to promote an open, honest culture in which Staff feel comfortable raising potential concerns at the earliest possible stage before they become more serious problems.
- **Demographic Data** - There are issues to work through on how demographic data can be collected and made public. We intend to explore this topic further and will need to work closely with Human Resources and the Executive Director to formulate a plan.
- **Policies for Working with Communities of Color** - The GSA Council recently approved a report by the GSA Diversity Working Group, which contains a number of concrete recommendations that will affect Staff. We are in the early stages of evaluating and defining how these recommendations might apply to our Pod's efforts, including policies in working with Communities of Color. In the next couple weeks, all Staff will participate in an Equity Workshop, which will also help give shape to our work. In the next few months, we intend to refine our approach and recommendations on working with Communities of Color.
- **Admissions and Hiring Policies** - GSA typically only hires people for a few full-time positions annually. While some hiring managers proactively advertise to maximize the diversity of our applicant pool, others do not. Recruiting a diverse workforce is vital to promote creativity, loyalty, and productivity among staff. We plan to recommend that GSA update its hiring policies, procedures, and training to help ensure that all hiring managers broaden their outreach efforts to a more diverse pool of qualified applicants.
- **Safety Plan** - GSA's Employee Handbook includes several safety-related policies for Staff. Our Events Code of Conduct also applies to



Staff that attend GSA events, like our annual meeting. Through our work as a Pod, we agreed that it is essential to consider Staff safety/anti-racism no matter where our Staff works - whether they are in the office, virtual, traveling to meetings or field trips, etc. We intend to review the Employee Handbook to evaluate how it can be improved to promote safety/anti-racism. We will present our recommendations to GSA's Executive Director.

- **Resource Map** - There is no current resource map, but providing and regularly updating one will enable us to promote a greater sense of belonging at GSA's HQ. We plan to recommend that a Resource Map be included in the employee handbook and included during the onboarding process for new employees. We see this as a critical step toward fostering greater diversity and inclusion, which are vital to our success as an organization. Many of our community resources will be Colorado-centric given the location of our headquarters. We plan to offer remote Staff tips on ways to identify community resources in the locations where they reside.