

MBL-Ecosystems Center Pod
Session 8: Racism and Accountability

Deliverable: Management Plan

This is a draft plan for incorporating deliverables or recommendations from deliverables into our institution. The table outlines the proposed process, and is followed by explanatory comments.

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	modification to existing	D&I committee and HR	Website, but not easy to find except through intranet	Biannual, or less, if needed due to a law change, for example		existing	Changes require Admin approval; Annual training required for all employees
Demographic Data	partial	HR	HR only	Annual (until we can "freeze" again)	recommended	no	Requires HR approval and implementation
Policies for Working with Communities of Color	no	D&I committee	Website	Ongoing	recommended	yes	Official policy would require Admin approval
Admissions and Hiring Policies	modification to existing	HR & Education	Website	Hiring: biannual Admissions: As needed	recommended	Yes (new rubrics, etc)	Admin approval
Safety Plan	Powerpoint presentation to be developed into document	URGE pod Safety officer	Website	Ongoing	recommended	Include with other safety training as appropriate for group. Project dependent. Bystander training.	Safety office
Resource Map	No, though parts are available in various places	URGE pod	Website, along with other guides to MBL/WH	Additions made as available (but by whom?)		Include in onboarding/ orientation	Admin approval to post on website

* Formal REIS cannot be conducted at this time, but we recommend consideration of the 10 points in Keleher, 2009 (https://www.raceforward.org/sites/default/files/RacialJusticeImpactAssessment_v5.p).

Additional considerations for each deliverable:

1. **Agreement** – The pod agreement will be adapted to outline how we will interact and meet with leadership about these policies, as well as regular meetings with key contacts such as diversity/inclusion committees, HR, etc.
2. **Pod Guidelines** - Pod guidelines can be adapted into plans for ongoing work by pod members in support of the D&I Committee and/or HR, eg. as ad hoc working groups.
3. **Complaints and Reporting Policy** – We are proposing modifications to the existing reporting policy, such that it would include anonymous reporting and the addition of 3rd party reporting. We also recommend making these policies much more accessible.
4. **Demographic Data** – We recognize the importance of demographic data for tracking progress, but we also recognize reluctance from many to provide those data. We would like to work with HR to come up a way to indicate how important the demographic data are to those who are being asked to provide it, and on how the data can be collected and how it might be made public. It may take several years and/or involvement of additional departments for wider aggregation of data.
5. **Policies for Working with Communities of Color** – This deliverable suggests new guidelines and procedures which will likely need several rounds of revisions, working with HR, D&I committee, and community representatives, and should include an assessment of racial risk – and therefore will take time to mature into policy. As groundwork, we are researching Indigenous communities and their history at the site of our home institution (MBL) and a primary field site (PIE-LTER), preparing land acknowledgements, and researching existing collaborations/relationships to find where, as a first step, we might be able to contribute. Implementation of these guidelines should include education of staff and will require training on the proposed protocols.
6. **Admissions and Hiring Policies** – Recommended changes to the existing policy include having a proactive EEO statement on applications to highlight MBL's commitment to improving diversity and inclusion, broadening the places advertisements are placed, and continuing to implement and train on new evaluation rubrics. Racial risk assessment should be included and anti-bias training may be needed. We recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates. A check would be to evaluate whether plans for new hires or student admissions adhere to the updated policies. HR and the D&I Committee are also working on changing these policies and are eager to hear our URGE pod's recommendations.
7. **Safety Plan** - This is adding anti-racism specific guidelines and procedures to safety protocols for conducting field work. New staff and students should receive training in these procedures as part of orientation, and procedures should be adapted to a particular field situation. New field sites should be assessed for physical and social risks, and guidelines for working with communities of color should accompany safety training.
8. **Resource Map** - There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the employee handbook. Our URGE pod will work together with other pods in Woods Hole to come up with an area resource map.