



Deliverable 8: URGE Management Plan - Ocean Exploration Trust

OET plan to incorporate deliverables into our organizational structure

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?
Complaints and Reporting Policy	Yes it is now	Hiring Manager / HR	Participant side of website, with hiring documents	Annual review	Not planned as of now, TBD with a specialist	Includes training video, additional briefings planned
Demographic Data	No policy yet, some data public	Education Department / HR	Externally in summary articles and on website	Annual update	Included	NA
Policies for Working with Communities of Color	Yes	Department leads	Internally as planning resource	Recommend annually	Part of planning	Yes
Hiring Policies	Yes	Hiring Manager / HR	In all JDs, Website and Internal	Annual review	Plan to incorporate in process	Plan to incorporate in process
Safety Plan	Yes, improvements in process	Hiring Manager / HR	Participant side of website, with hiring documents	Annually, also after any major reported incidents	Not planned	Yes
Resource Map	Plan to incorporate in process	Hiring Manager / HR	Post on organization website	Additions on a rolling basis	NA	NA



Additional considerations for each deliverable (to elaborate on table entries, organize as appropriate):

- Pod Guidelines - OET will keep our URGE Pod guidelines in mind as we consider next steps for our organization
- Complaints and Reporting Policy - our updated policy is posted in several places for OET staff and contractors. All OET staff have now reviewed our new policy and viewed a supplemental video that provides additional information and examples about complaints and reporting at sea.
- Demographic Data - Demographic data has been collected by each department and made public in summary form. OET does not have a policy for demographic data collection but we intend to ensure consistency and appropriate strategies across the organization for collecting and sharing this data.
- Policies for Working with Communities of Color - OET works with communities of color and indigenous communities in coastal areas that we are working in. OET incorporates this work during the expedition planning phases before arrival. Training is provided to staff and contractors so they understand the importance of our policies and local protocols. Consequences of not following policy may include assigned readings, additional training, or possibly termination.
- Hiring Policies - These are not publicly available currently, but we post our as much information as possible in the public job descriptions 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. OET plans to implement diverse hiring committees with outside reviewers, as needed.
- Safety Plan - OET has a safety plan in place, but will look into adding anti-racism specific policies to the safety policies in the Employee Handbook. Training may be implemented and paired with other training related to working with communities of color and indigenous communities. Consequence of not following anti-racism specific safety policies may include assigned readings, additional training, or possibly termination.
- Resource Map - OET does not currently have a public resource map, but this could be part of onboarding and/or orientation and incorporated into the employee handbook.