



## URGE Management Plan for Temblor

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	Ross Stein	In Temblor Google Drive folder	Annual review	Not planned	Not planned	Pod members will discuss as needed
Demographic Data	No	Pod Member(s)	Internal only	Annual review	Recommended	Not planned	Not relevant to our pod
Policies for Working with Communities of Color	Yes	Pod Member(s)	In Temblor Google Drive folder	Annual review	Yes	Yes	Pod members will discuss as needed
Admissions and Hiring Policies	Yes	Ross Stein	In Temblor Google Drive folder	Annual review	Yes	Yes	Approval
Safety Plan	Yes	Pod Member(s)	In Temblor Google Drive folder	Annual review	Recommended	Yes	Approval
Resource Map	Yes	Pod Member(s)	In Temblor Google Drive folder	Annual review	Not planned	No	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.
- **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.
- **Complaints and Reporting Policy** - We drafted an outline of a complaints and reporting policy. Going forward, we will need to finalize this document.
- **Demographic Data** - We created a google form to collect these data from current and future team members.

- **Policies for Working with Communities of Color** - We will conduct annual staff-wide sensitivity trainings. We will post on our website that we are an equal opportunity employer and encourage applications from historically underrepresented minorities.
- **Admissions and Hiring Policies** - We outlined a hiring policy for Temblor. Going forward, we will need to finalize this document.
- **Safety Plan** - We drafted a document that outlines our code of conduct and complaints policy. Because Temblor does not engage in laboratory or field work, we did not include field and lab safety assessments.
- **Resource Map** - We drafted a resource map to distribute to new hires. Going forward, we will expand the document to include additional resources for BIPOC team members.