

URGE

Unlearning Racism in Geoscience

URGE Management Plan for Royal Ontario Museum (and UofT) *

Deliverable	Existing Policy or Resource?	Initial Point(s) of Contact ¹	Where It Is or Will Be Posted	Review/Update Interval (Recommended or Existing)	Racial Equity Impact Assessment Recommended? ²	Training Recommended ?	Required Actions ³
Complaints and Reporting Policy	ROM - Yes UofT - Yes	Ashley	ROM - Board Policy public, Management Policy internal UofT - Public Policy, Reporting Resources Internal	ROM - As major changes to policy are conducted Frequency of policy review are currently unknown	Yes	Yes, for anyone who may be responding to complaints or reports	Checks, Consequences
Demographic Data	No	Ashley	Public preferred	Annually	Yes	No	Approval, Checks
Policies for Working with Communities of Color	No	Veronica	Distributed at ROM DNH staff meeting	Annually	Yes	Yes, or at the very least, a discussion of the subject should occur prior to field expeditions. To be integrated into Lab Safety Plan	Approval, checks, consequences
Admissions and Hiring Policies	ROM - Yes	Sarah	ROM - Public Statement	ROM (Hiring)/UofT	Yes	Yes, particularly search	Approval Check

	UofT -Yes		UofT - Public Statement	(Admissions/Hiring) - As major changes to policy are conducted Frequency of policy review are currently unknown		committees for grad, postdoc, staff and faculty searches Training for diversity recruitment	Consequences
Safety Plan	No (exists at individual lab level but not at institutional level)	Thomas	Internal currently, varies from lab to lab	No formal requirement for safety plans at ROM or UofT, and frequency of review of that policy unknown	Yes	Resources will be provided in updated student manual, and training recommended at lab level	Approval, Consequences
Resource Map	ROM - No UofT - Yes	Ryan	ROM - UofT - EEB dept. website	Resources will be continually updated and re-evaluated.	Yes	TBD on lab-by-lab basis	Approval, Checks

¹ Initial point of contact listed is the pod member who led the deliverable. However, all pod members contributed information and data for each deliverable

² A Racial Equity Impact Assessment may be conducted where appropriate to determine the implications of adopting policies or taking actions.

³ Approval: as this policy/resource does not exist, this will need to be approved; Check: a method for checking the efficacy of this policy/resource is needed; Consequence: consequences should be designed and enforced for when this policy/resource is violated

* Because of the unique nature of grad students / postdocs / etc at the ROM (being officially UofT students/staff but functionally having their workplace at the ROM), they fall into something of a grey area in terms of accountability. It is likely that any issues on the part of students at the ROM would need to be dealt with through UofT policies, but could also involve the ROM's policies, depending on the situation. This is particularly true of complaints and reporting policy. As a result, we have listed resources for both institutions.

Additional details and/or considerations:

- **Complaints and Reporting Policy** - There are HR resources available to students at University of Toronto to submit formal complaints to the university about harassment, however department level resources are not yet available to students. Department level resources include formal and informal measures to deal with problems. Graduate students, however, are not employees at the Royal Ontario Museum, therefore access to HR resources are limited. Graduate students are considered volunteers in some cases, and must get assistance from an employee to deal with issues and contacting HR representatives. It is largely unknown how the formal process works and the potential impacts on the complainant, or what outcomes result in terms of disciplinary action against the offender.
- **Demographic Data** - The demographic information of ROM employees/volunteers/students is not currently provided either internally or publicly. We recommend that this data should be collected and at minimum be posted internally, but public accessibility to this data would be preferred. Data should be reviewed and updates made to the posting of said data annually. Prior to implementation of these recommendations, an REIA should be conducted to assess the potential impacts of making these data available. Approval for this recommendation will be required from ROM Management.
- **Policies for Working with Communities of Color** - To be integrated into the Field Safety plan for each lab group and discussed prior to field work. A “one size fits all” approach can not be used due to varying considerations and challenges for each field locality. This policy can also be considered when doing outreach in underprivileged communities in the GTA. Diversity and Inclusion staff at the ROM can be consulted for their input.
- **Admissions and Hiring Policies** - Training for proper hiring techniques, recruiting, and understanding implicit bias is recommended for search committees to make the hiring process more equitable. A rubric for assessing candidate qualifications should be developed and implemented so that subjective aspects, or commitments often overlooked, are properly accounted for during the process. We recommend all academic positions require a formal, competitive hiring/interview process subject to external review and institutions/departments/labs seek more diverse applicants through targeted recruitment. Finally diversity within committees, more clear job descriptions and expectations, and better onboarding resources are recommended to increase and retain diverse applicants during this process. An REIA should be conducted before implementation to determine if new measures could adversely affect BIPOC individuals (e.g. rubric could result in BIPOC applicants with less points, unintentional bias in hiring, overburdening of BIPOC faculty). Approval would be needed for hiring policy changes, but we recommend department or institutional checks on whether diversity training is completed and the hiring committee is prepared before the start of the search. Individuals who refuse to comply should be replaced.
- **Safety Plan** - Field safety plan documents already exist at the level of individual labs / PIs, as opposed to organization-wide documents and requirements. At the institution-level, only basic travel safety approvals are required, and no detailed safety plans are currently implemented for the fieldwork or lab level. However, as a result, implementing proposed changes in individual labs and at the department level can be done, and have been indicated as being implementable as an addition to existing lab fieldwork safety planning. Prior to broader implementation, an REIA should be conducted to examine existing inequalities and adverse impacts in the existing planning for fieldwork and field safety (in addition to the existing racial risk assessments in the proposed field safety plan), potentially considering keeping some of the specifics internal to the staff and students of the institution, or adoption of these policies at broader institutional levels,

etc, while also allowing the consideration of alternative solutions to providing fieldwork and lab training in a safe environment that can avoid potential racial safety and inequality risks.

- **Resource Map** - The University of Toronto Department of Ecology and Evolutionary Biology maintains a list of resources for undergraduate and graduate students, including handbooks that are updated yearly. No such resource map is maintained by the Royal Ontario Museum for its students, staff, and volunteers. Resources not covered by the U of T can be proposed to be included in subsequent versions. A resource map for the ROM should be created and maintained, in the form of online resources and/or onboarding handbooks. Resource Maps/Handbooks will be expanded/updated/revised/vetted by serving pod members. Students/staff/etc. can submit/suggest resources to ensure a broad range of needs are addressed by the resource map/handbooks.