

# URGE

## Unlearning Racism in Geoscience



### URGE Management Plan for PO(d), Woods Hole Oceanographic Institution - Deliverable

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	<a href="#">Racial Risk Assessment?</a>	Training Recommended?	Approval, Check, and/or Consequence
<a href="#">Complaints and Reporting Policy</a>	Existing, but could be improved (e.g. ombuds at WHOI), better advertised	Amy Bower	<a href="https://www.whoi.edu/HR/harassment">https://www.whoi.edu/HR/harassment</a>  -Reporting should be made more straightforward -Post flowchart of all resources	-Annual -Broader check-in interval with Pod about all deliverables?	-Should be done for all policies, during review/update interval	-Employee training session should advertise all the resources and reporting policies -Regular training for people who receive & act upon reports	-Maintained by HR director -Checks: make reporting process & consequences more transparent
<a href="#">Demographic Data</a>	Exists, but very private, not even available to the WHOI community	Jing He	-Should be posted on WHOI website -Departments should include diversity statements	-Data should be continuously updated -Annually revisit data with respond to goals	-Should be done to assess how demographic data is being collected and shared. Some institutional hesitance to	-Training for protecting privacy with small numbers	-Making demographic data public is one of our top recommendations (WHOI's peer institutions already do this, so we are

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			in job applications -seminar demographic data should be posted on PO website/seminar sites?		release this data seems related to concerns about unintended consequences, which an RRA could help with.		behind)
<a href="#">Policies for Working with Communities of Color</a>	No	Nina Whitney	PO website -> resources	Once per year	This is needed	Seminar/Buoy lunch that people could attend	No approval/consequences necessary at this time
<a href="#">Admissions and Hiring Policies</a>	Within PO, asked to take training in unconscious bias, using evaluation matrix, CDEI has provided diversity statement rubric and reading materials	Effie Fine	Given to those involved in the hiring process	Once per year at end of search	This is needed	Unconscious bias training - make mandatory if on search committee	There should be a review of hiring with regards to diversity measures being taken and whether these are sufficient at the end of each search
<a href="#">Safety Plan</a>	Partially existing	Amy Bower, Isabela Le Bras	Code of conduct +	Will need approval from	Yes, this is needed	Department-level discussion to	Field safety plan should have

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			Fieldwork safety should be on institutional website (HR)	HR, should be updated  Revise field safety plan after every field experiment		raise awareness and buy-in	approval and consequences
<a href="#">Resource Map</a>	Partially existing (WHOI wiki)	Wiki currently hosted by Women's committee; Jacob Partida	Add to welcome packets/new hire information, add to WHOI website or integrate into existing resources (Wiki?)	Frequent updates for components like restaurants, etc.	Every resource list should consider whether these are available to and consider the needs of BIPOC members.	Add pointer to this in orientation and periodic reminders, updates as a community, add to WHOI/PO announcements when changes are made	No oversight necessary

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** - There is already an institution-wide anti-harassment policy and a mechanism for anonymous/confidential reporting of violations. The deliverable links to this but also includes a number of suggestions to improve transparency, accountability, and support for those who have been harmed. These ideas could be incorporated into existing policy.
- **Demographic Data** - Leadership/HR seems reluctant to release this data due to legal and privacy concerns. We agree these concerns

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are important, but there are peer institutions that have found a way to collect and provide this data. Following these examples is important, as this is the main way we can identify areas of concern and assess whether interventions work.

- **Policies for Working with Communities of Color** - We can start by framing guidelines for PO-specific research, which may eventually develop into a policy. This can be shared with a PI during the approval of a project, and continuously developed with each experience as needed. We believe occasional seminars to let PIs know about potential resources and things to consider when working with communities of color would be helpful.
- **Admissions and Hiring Policies** - There are several recently implemented policies at WHOI, including optional Unconscious Bias training and an evaluation matrix, which we believe will improve diversity in WHOI's hiring process. There needs to be a review of these policies after each hiring cycle to assess whether these policies are actually helping to increase diversity in the hiring process.
- **Safety Plan** - There is an existing code of conduct, but there is not a wide understanding or buy-in of the code of conduct. The existing code of conduct does not have explicit mention of race. Our pod's work, along with other WHOI pods could be used to update the code of conduct. In addition, a field safety plan does not exist and should be created. In revising the field safety policy, need to more explicitly address issues of race and racism and consider what oversight would be productive. Field safety policy should be explicitly geared for PIs to be held accountable to create effective safety plans for their fieldwork.
- **Resource Map** - the WHOI wiki can be updated with some of the resources identified that are specifically useful for people of color. Update orientation packet with more resources for people of color. Make these resources available and visible to all new hires (including scientific and technical staff). "Gaps" identified in the resource map need some investment from the department.