# URGE Management Plan

This document describes plans to incorporate deliverables into NMNH's policies as we continue to develop, assess, and finalize policies and resources. The NMNH Geoscience Pod's management plan is summarized in the following table:

| 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 | Adam Mansur | Intranet only | Review annually | Not planned | Yes |
| Demographic Data | Yes | Adam Mansur | Intranet only | Update annually | Not planned | Not planned |
| Policies for Working with Communities of Color | No | Cari Corrigan | Intranet only | Review Annually | Yes | Not Planned |
| Admissions and Hiring Policies | Yes | Liz Cottrell Gene Hunt | Internal currently | No set interval, recommend annually | Recommended | Yes for select items (ie. mentorship) |
| Safety Plan | Yes | Ben Andrews Lena Cole | Full posting on Intranet | Annually, but also after any major reported incidents | Recommended | Yes |
| Resource Map | Yes | Michael Ackerson | Intranet only | Additions/amendments on an annual basis | Not planned | No |

- **Agreement** - The objectives listed in the pod agreement will continue to guide pod actions going forward. Key objectives include:

  - Deepening the community's knowledge of the effects of racism on the participation and retention of Black, Indigenous, and brown people in geoscience

  - Discussing existing policies on racial justice, equity, and inclusivity within our departments and our institution

  - Using the existing literature, expert opinion, and personal experiences to develop anti-racist strategies that are specific to issues within the participating departments, including methods for measuring and reporting progress

  - Sharing, discussing, and further developing anti-racist strategies in conjunction with existing groups in the museum (CDAB, IDEA), within a dynamic community network, and on a national stage

  Recommendations affecting the museum as a whole will be addressed in coordination with IDEA Council and CDAB.

- **Pod Guidelines** - Pod meetings will continue as a reading group held every two months. The reading group will operate under the pod guidelines developed for URGE but will be open to any members of the museum's geoscience community who would like to attend.

- **Deliverables:** Deliverables produced during URGE will be shared on the NMNH intranet site and revised periodically according to the table above.

- **Complaints and Reporting Policy -** The Smithsonian has two reporting mechanisms for harassment complaints. Each has different obligations for supervisors, reporting deadlines, and expectations for privacy. Staff and affiliates who are unfamiliar with the reporting processes may miss key deadlines or fail to fulfill their obligations under Smithsonian policy. We therefore recommend:

  - Providing new staff and affiliates with high-level overviews of reporting policies and links to full policies

  - Requiring supervisory staff and COTRs to complete training about both the EEO and SI Civil reporting processes (only EEO training is currently required)

  - Reviewing changes to reporting policies annually to ensure that staff and affiliates are up-to-date on current policies

- **Demographic Data -** Smithsonian-wide demographic data is available on the public website, but data for individual museums is only published internally and usually only at the museum level. Such high-level data obscures the lack of diversity among scientific staff at NMNH. We recommend making demographic data more easily available by:

- ○ Publishing demographic data, including breakdowns for science staff and year-on-year changes, on the NMNH website

- ○ Requesting that Office of Equal Employment and Supplier Diversity (OEESD) update its quarterly reports with breakdowns by race and gender

- ○ Requesting that OEESD investigate and correct errors in reported demographic data

- **Policies for Working with Communities of Color -** Through mentorship, collaboration, outreach and education, scientists in the NMNH Geosciences Pod have a wide range of experiences engaging with African-American, African, Hispanic, Latino, Indigenous Peoples, Tribal communities, Asian and Middle Eastern communities. At the individual level, members of our pod noted that: prior to performing field research and engaging with local communities, scientists should work to gain an understanding of local beliefs and cultural norms; researchers should strive to engage with local communities through field campaigns, virtual education programs, and education programs in the native language; we should work collaboratively with local guides and scientists, and engage local students in the research experience. Recommendations for action include:

  - ○ Advocate for full time, permanent positions within the museum for people who create and/or facilitate programs with communities of color

  - ○ Developing an opt-in ethics code and training resources for fieldwork abroad, ethical field practices, and working with communities of color.

  - ○ Developing protocols for appropriate and respectful interactions with people (e.g., Indigenous visitors) from the external community who may interact with collections and staff.

  - ○ Ensuring that, as part of a project with communities of color, a speaker of the local language or other non-English language is available to interpret

  - ○ Re-thinking how research samples are obtained by the museum: could specimens be obtained from Native communities?

  - ○ Work to bolster existing relationships with Native communities and expand the scope of potential interactions (research collaboration, knowledge exchange, meaningful educational opportunities for community members)

- **Admissions and Hiring Policies -** As an institution within the federal government, the Smithsonian faces unique challenges for addressing barriers to an equitable and anti-racist hiring policy, as dictated by federal law. Below we have summarized what we view as some of the most important areas to address in the existing NMNH hiring policy. As there are many types of staff that have different onboarding channels (ie. federal hires, trust hires, fellows, interns, curators, etc.), please see the full URGE deliverable document on

- ○ Foster connections with minoritized groups through methods such as invited talks to diversify the applicant pool

- ○ Increase transparency in the multi-step hiring process for research/curatorial hires

- ○ Institute regular reviews of hiring rules/rubrics/guidelines to ensure an equitable process that facilitates the success of diverse candidates

- ○ Diversify the composition of hiring committees

- ○ Ensure hiring committees are aware of and have access to IDEA Council's Hiring Toolkit

- **Safety Plan -** The Smithsonian Institution has some existing infrastructure to promote a safe and anti-racist environment, including a Code of Conduct, Policy on Prevention of Workplace Harassment, Anti-Harassment Hotline, and an Ombudsperson. The Institution and NMNH have additional policies and guidelines governing laboratory safety. Our pod recommends strengthening those structures and establishing new policies and resources to promote safety and inclusivity. The full recommendation of the pod is presented in the URGE deliverable document "Safety Plan." Specific action items include:

  - ○ Develop department-level codes of conduct for Paleobiology and Mineral Sciences to be followed by all members of the departments and also provided to visiting scientists, fellows, students, and other visitors. Codes of conduct, including an overview of reporting policies, will be posted in departmental common areas.

  - ○ Review safety policies to remove or replace gendered, gender-implying, or excluding language.

  - ○ Establish policies for safety while conducting fieldwork; these policies need to account for different physical/physiological needs of team members, their safety, and potential risks from work in remote and/or foreign locations. Where possible, promote working in pairs or small groups.

- **Resource Map -** Here, we have compiled a list of resources for incoming employees and contractors for the NMNH, including core work resources (e.g., Code of Conduct, EEO, lab and field safety training), Community support and mental health resources (e.g., personnel support, Si-wide affinity groups), skillset support (e.g., moodles, GIS service and training), and professional development (e.g., education and outreach opportunities, media training, local professional organizations). Recommended actions include:

  - ○ Adding the Senate of Scientist Onboarding documents to this resource map once completed
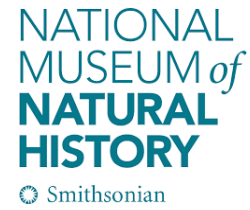
○ Ensuring this document remains up-to-date with hyperlinks and contact information

○ Making this document readily accessible and available to all members of the community, not only new hires

○ Including relevant information as new resources become available