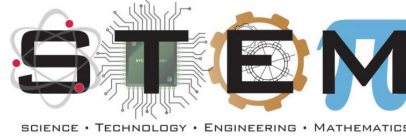


# URGE

## Unlearning Racism in Geoscience



### Deliverable - Safety Plan

The Einstein Pod is developing a safety plan for fellows in the Albert Einstein Distinguished Educator Fellowship (AEF) program. We have crafted a survey for former and current Einstein Fellows to help guide the development of the Safety Plan, as we do not have field experiences. Our work is done in federal agencies and congressional offices, as well as in virtual meetings and at conferences. We are currently waiting on approval from the AEF Program Office to send out the survey. Below are actions we have taken and will be taking to develop the Plan. We hope to have the safety plan finished by the end of the first week in May, 2021.

### Actions:

1. For the deliverable, explain that we do not have any safety plan or complaint policy in place, so we have created a survey with these questions, and will be writing a safety plan based on the responses. (Friday)
2. Create questions for the survey (collectively)
  - Gender/sexual orientation/identity
  - Do you identify as being a member of any of these underserved communities, as defined by the Biden Executive Order on Advancing Racial Equity and Support for Underserved Communities? Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
  - Did you receive specific training and/or resources that included requirements for antidiscrimination, bystander intervention, and/or de-escalation during your fellowship?
  - Did you ever feel physically or emotionally unsafe at any time during your placement?
  - If you feel comfortable, please provide a brief statement as to how you responded.

- What kind of training would you add to AEF to improve personal safety (i.e., physical/virtual, mental health and wellness, culturally responsive)?
  - What would you like to see included in an updated AEF policy on equity and safety?
  - Do you have any comments or suggestions for an AEF Safety Plan not covered above?
3. Write an explanation of what we're doing and why we need voluntary participation in the survey; to collect as much information and preserve anonymity (make this a safe way to collect data/share your personal data/...) this will go out to current and former fellows,
    - a. Drafted and submitted for approval survey cover letter explaining goals of safety plan
    - b. Drafted safety plan survey questions and submitted for approval (tentative distribution date - last week of April)
  4. Draft and submit for approval AEF Safety Plan - May 7

#### **For Code of Conduct**

Reporting Procedure:

<https://science.osti.gov/-/media/wdts/einstein/pdf/ORISE-Ethics-Guidance-for-DOE-Einstein-Fellows.pdf>

If you have questions about ethics-related issues or you experience any problems, or have any concerns related to ethical conduct, you should contact the ORISE Ethics Officer directly to discuss questions regarding ethical questions at (865) 576-3054 or via e-mail at [Ethics@orau.org](mailto:Ethics@orau.org). You may rest assured that if you raise an ethics issue, your privacy will be protected to the maximum extent possible, and all issues will be handled confidentially. • If you have any other problems, concerns, or issues associated with your appointment, you should inform your mentor and ORISE at [EinsteinFellows@orise.orau.gov](mailto:EinsteinFellows@orise.orau.gov). In the event you are uncomfortable raising a concern with your mentor, you should inform ORISE of the problem, concern, or issue. ORISE will work with the sponsoring agency to facilitate a resolution of any problems, concerns or issues you may experience during your appointment. – An example of such a concern might be if you experience or witness sexual harassment. DOE has a zero tolerance policy against sexual harassment. For more information on DOE's policy regarding sexual harassment, go to:

<https://www.energy.gov/diversity/downloads/eeo-policy-statement-fy2018>. In sum, if you experience or witness anything inconsistent with these guidelines, DOE policy, the law, or your understanding of ethical behavior, you should report it immediately.