



Safety Plan for NOAA’s Geophysical Fluid Dynamics Laboratory (GFDL)

In this document, we outline a Safety Plan for NOAA’s Geophysical Fluid Dynamics Laboratory (GFDL). GFDL has a combination of NOAA Federal Employees, employees hired via cooperative institutes at Princeton and UCAR, and Contractors. We highlight policies and resources common to all GFDL employees as well as policies that are specific to GFDL’s various employers.

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Code of Conduct

The Diversity Equity and Inclusion Committee (DEIC) at the GFDL is currently developing a Code of Conduct plan by reviewing laboratory guidelines and providing new recommendations. However, as a start, a Core Values document has been drafted by the DEIC and is being reviewed by GFDL’s [Science Board](#) (a management board composed of the Director, Deputy Director, Associate Director, and Division Leaders). Our laboratory is a “dry lab” where science is conducted using super computing and computational analysis of data. As a result, policies are required for code of conduct in the laboratory as well as virtually (since work has shifted to mandatory telework recently).

The cooperative institutes have code of conduct documents published on their parent institutions’ websites. Princeton University provides a [Rights, Rules, and Responsibilities document](#), which includes Code of Conduct information. UCAR provides a [Code of Conduct document](#).



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Processes for Reporting Violations

Violation reporting at GFDL was [outlined in URGE Deliverable 2 from the GFDL pod](#). There are reporting processes based on individual employers (NOAA, UCAR, Princeton University, SAIC). However, misconduct of a Princeton-affiliated individual can be reported to the individual employer of the person targeted and Princeton University. Due to a lack of understanding of reporting violations, we recommend training on reporting at two stages: (1) when onboarding all employees and (2) holding a training meeting with the community on the importance of DEI as well as the reporting process. Anecdotally, violations have historically been under-reported. We have recommended to the laboratory leadership that this should be implemented going forward.

Current Training Resources

NOAA

Training Programs are freely available for all GFDL community members, regardless of affiliation, through the Department of Commerce Learning Center. Note that non-Federal employees must request authorization from their supervisors to access these courses. While this authorization is typically granted, this could provide a barrier to non-Federal employees accessing these resources. Supervisors at the federal government are required to undergo supervisory training, with extra training and certification required of supervisors with at least 3 direct federal employee reports. Annual training is required on topics relating to the employment of two underrepresented groups: Veterans Employment and Disability Training. For specific internship programs (the NOAA Hollings Program and the William Lapenta Internship Program), federal employee and affiliate mentors are required to take 1 hr mentorship training of their choosing. These are the only programs that require mentorship training. We recommend improved training of the workforce through these free programs. In particular, we have identified the following courses on the [Commerce Learning Center](#):

- Preventing Harassment and Discrimination
- Unconscious Bias (several modules):
 - Understanding Unconscious Bias
 - Overcoming Unconscious Bias in the Workplace
- Creating an Inclusive Environment:
 - Bridging the Diversity Gap



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- Your Role in Workplace Diversity

An important cultural shift in the workplace also needs to happen where it is recognized by all that we can do better with building an inclusive workplace. There needs to be encouragement to take training and think through how to improve inclusivity and building a safe environment by all members of our community.

Princeton

All [new Princeton employees](#) (internal website) are required to complete Emergency Preparedness and Preventing Sexual Harassment Trainings as a part of the onboarding process. All onboarding training is done through the [Employee Learning Center](#) which additionally offers lots of optional courses and specialised required training (e.g. lab safety).

Princeton offers [Inclusivity resources](#) for employees as well as [Employee Learning and Development](#) resources. The McGraw Center for Teaching and Learning offers a course on [Mentoring Undergraduates](#) every semester that is available to graduate students and postdocs. There are also [training programs for faculty members](#).

UCAR

UCAR employees at GFDL are required to complete a Harassment Prevention and Reporting training course. This consists of an initial two-hour training and a one hour refresher course each year. UCAR offers offers employees a number of additional training resources, including:

- Equity and Inclusion
 - UCAR offers a training series called UNEION: UCAR|NCAR Equity and Inclusion. It's a four-part training series made up of a cohort of colleagues from across the organization who share experiences and explore a number of topics, including ways in which our identities can affect our experiences in society and the workplace.
- Incident Response Training
 - One hour course
- UCAR Code of Conduct Training
 - 45 minute course



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- UCAR Virtual Supervisor Orientation
 - Three 2.5 hour sessions

Future Training Resources

While developing and discussing the GFDL Safety Plan, a number of ideas for future training resources came up. We list some potential future training resources here:

- Supervisory training: Federal employees in a supervisor role are required to undergo supervisory training. GFDL also has many non-Federal employees in a supervisor role who would benefit from similar training. We support the creation of supervisory training programs for these employees.
- Mentorship program: Having a diverse set of mentors that extend beyond one's advisor and supervisor is critical, particularly for students and early career scientists. We support the creation of a mentorship program at GFDL to aid students and early career scientists/employees in navigating their current work and career decisions.
- Bystander intervention training and de-escalation training: These trainings are not currently available to GFDL employees, and have been identified as important future additions.
- Listening Sessions: We support the creation of Listening Sessions at GFDL. These sessions would be designed to create safe spaces where GFDL employees could raise concerns and suggestions for improving the culture and work environment of the lab. These sessions would also aim to create community amongst members of the GFDL community who feel their voices are underheard.