

# URGEO

## Unlearning Racism in Geoscience

### Deliverable - Safety Plan

**Code of conduct** (a draft by the *JPL Sea level and Ice* pod for study purposes and not currently implemented by JPL).

The Jet Propulsion Laboratory (JPL) is dedicated to provide a safe, supportive, and inclusive work environment by actively promoting and embracing diversity in its broadest representation. All JPL employees and affiliates are asked to enable a harassment-free experience for everyone, regardless of race, color, sex, gender identity and expression, sexual orientation, disability, physical appearance, socio-economic background, national origin, ancestry, and/or religion. JPL does not tolerate racism, discrimination nor harassment by and/or of members of JPL in any form. All members of the JPL community are asked to conform to the following

#### **Code of Conduct:**

- All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual language and imagery is not appropriate at any time.
- Be kind to others, do not intentionally insult or put down other group members, and beware of (unintentional) microaggressions. Instead, contribute to discussions with a constructive, positive approach and be mindful of talking over others.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, skin color, body size, nationality, race, religion; sexual images in public spaces; deliberate intimidation; stalking; harassing photography or recording; sustained disruption of discussions; inappropriate physical contact; and unwelcome sexual attention.
- Participants asked to stop any harassing behavior are expected to comply immediately.

#### **Encouraged conduct and activities:**

- Follow the above Code of Conduct to create a safe and comfortable space not only on lab, but also on work travel, during commute, and in the field.
- Assist colleagues with disabilities and/or cultural barriers in daily work life where and when appropriate.
- Encourage and support affinity groups in their right to gather.
- When possible, be a mentor to less privileged peers and early career employees.

In addition to safety at the workplace, promoting diversity and inclusivity has numerous benefits to JPL. The greater the mix of people, the greater the mix of skills, experiences, perspectives, and ideas we can collectively draw on. The benefits of diversity and equality cannot be fully achieved without creating an inclusive environment that is safe, both physically and mentally, and provides equal chances for career advancement to all. JPL is aware that racism and discrimination against any protected human characteristics listed above are at times unintentional or unrecognized and offers regular trainings to JPL members for education and awareness purposes (see below).

### **Process for reporting violations**

This Code of Conduct (CoC) and updates to it are shared with all JPL members on a yearly basis. Members who violate these rules will review this CoC with their group supervisor. If inappropriate behavior persists, formal processes, in line with JPL's work practice policies, will commence. To report an harassment or discrimination issue, please contact your group supervisor or line management; all communication will be treated as confidential.

If you do not feel comfortable contacting your immediate group supervisor, you can:

- call the JPL Protective Services Division's Workplace Violence Hotline (818) 393-2851.
- direct questions regarding research integrity to the Campus Office of Research Compliance or the JPL Office of the Chief Scientist.
- direct questions to Human Resources, JPL's Ethics Office, Audit Services and Institute Compliance, and the Office of General Counsel.
- submit a harassment reports anonymously online at <https://asic.sites.caltech.edu/caltech-hotline/contact>
- or through the Title IX reporting system at: [https://forms.office.com/Pages/ResponsePage.aspx?id=2elb\\_XJ7-U2DDrH5zFtEvZRPR0vy3qFCqu0tMamIMplUNThMTkdSWU1JVVIMRkhPU09USIA2QIBQNC4u](https://forms.office.com/Pages/ResponsePage.aspx?id=2elb_XJ7-U2DDrH5zFtEvZRPR0vy3qFCqu0tMamIMplUNThMTkdSWU1JVVIMRkhPU09USIA2QIBQNC4u)

"Not publicly listed/Unknown" Information related to a report of harassment will only be shared with those individuals who have a "need to know." The determination of who has a "need to know" is within the discretion of Caltech, the managing institution of JPL. Results of any investigations will be reported to the appropriate manager or supervisor.

Employees who believe they have been unlawfully harassed on the basis of a protected characteristic also have the right to file a complaint outside of JPL, with the federal Equal Employment Opportunity Commission or the California Department of Fair Employment and Housing, which have the authority to remedy violations.

Further information on *Procedures for Complaints of Unlawful Discrimination, Harassment and Retaliation* can be found here:

[https://hr.caltech.edu/documents/2704/caltech\\_institute\\_procedure-procedures\\_for\\_complaints\\_of\\_unlawful\\_discrimination\\_harassment\\_and\\_retaliation.pdf](https://hr.caltech.edu/documents/2704/caltech_institute_procedure-procedures_for_complaints_of_unlawful_discrimination_harassment_and_retaliation.pdf)

### **Training Resources:**

JPL offers yearly trainings to help support an inclusive and safe work environment to all employees and lab management, some of which are mandatory:

- **Ethics** training (yearly and mandatory)
- **Unconscious bias** training (yearly and mandatory)

- Trainings on **self-selected Diversity, Equity & Inclusion topics** (yearly since 2021; not mandatory)
- **Bystander** training: Not mandatory but offered multiple times in 2021; organized by a second party outside JPL.

Desirable training opportunities:

- **Mentorship training:** How to be an ally and not a “mentee collector”.
- **Field work guidelines & training** including a risk assessment of the sites, a pre-departure checklist of discussions within the field team, procedures for documenting incidents in the field.