



The Gem in We

Workplace Inclusivity

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Gemini Observatory / NSF's NOIRLab
2021 Virtual Science Meeting
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Discovering Our Universe Together



Code of Conduct



The screenshot shows the Gemini Observatory 2021 Virtual Science Meeting landing page. At the top, there are logos for NSF, NOIRLab, and AURA. The main header reads "GEMINI OBSERVATORY 2021 Virtual Science Meeting". Below the header is a photograph of the Gemini telescopes on Mauna Kea. The navigation bar includes links for HOME, REGISTRATION, PROGRAM, INVITED SCIENCE SPEAKERS, PARTICIPANT LIST, CONNECTION INFORMATION, and CODE OF CONDUCT. The "CODE OF CONDUCT" link is highlighted in blue. The "Code of Conduct" section begins with a statement about the diverse community and a trust in attendees' positive behavior. It then lists expectations for all attendees.

- be treated with courtesy, dignity and respect;

The Gemini 2021 VSM will be more productive and enjoyable for everyone if a professional atmosphere prevails, meaning that all attendees may expect to:

- be free from any form of discrimination, victimization, harassment or bullying; regardless of sex, sexual orientation and/or gender identity, disability, physical appearance, age, body size, ethnicity, nationality, and religion. In particular, sexual language and imagery, sexist, racist, or otherwise exclusionary jokes are not appropriate.
- enjoy an environment free from unwelcome behavior, inappropriate language and unsuitable imagery, deliberate intimidation, stalking, following, bullying, discrimination, photography or recording without consent.



Introduction

Jocelyn Ferrara (she/her/hers)

*Your Devoted Gemini North Science Operations Specialist
& Diversity Advocate since 2017*

8 Diversity Advocates across AURA centers
(NSO, NOIRLab, STScI)

AURA Equity Inclusion Council (EIC) headed by Chief
Diversity Officer Ameerah McBride

NOIRLab DEI Task Force (ex officio member)

Monthly Gemini & NOIRLab Directorate meetings





Assessing Your Workplace



	Pre-Awareness	Diversity Awareness	Transition State	Intentional Inclusion	Culture of Inclusion
General Characteristics	<ul style="list-style-type: none"> The general population is unaware bias is an issue for diverse groups. Homogeneous groups are the norm. 	<ul style="list-style-type: none"> There is a growing awareness that bias exists and that diverse groups are negatively impacted by it. Intellectual struggle around what is “fair” and how to “fix” the problem. 	Organizational culture change gains progress through special programs, funding and leadership focused on issues of diversity.	Organizational culture change is embraced, most groups accepting and articulating how and why diversity is integral to the Organization’s success.	<ul style="list-style-type: none"> Organization is achieving a new culture of inclusion. Valuing diversity is no longer separate but is being naturally woven into decision making, resource allocation and social interactions. Diverse groups are the norm.
Examples of Common Behaviors	Conversations include discussion of Diversity vs. Excellence, as if mutually exclusive concepts.	<ul style="list-style-type: none"> Individuals believe that barriers exist for different groups. Issues related to diversity and diversity-related service are delegated to underrepresented minorities and women. 	People are making an effort while struggling with how to be inclusive and how to value differences.	<ul style="list-style-type: none"> Discussions consciously include how diverse staff members may be affected by any decision, program or policy being considered. Improving the climate for diverse employees and recruiting and retaining diverse individuals from upper level to entry level is seen as everyone’s responsibility. 	Inclusiveness and diversity are assumed to be part of the way we operate.



What is DEI?



Inclusion

Individuals are valued and respected for their diversity and empowered by equitable policies, creating a sense of belonging.

"Asked to dance"

Diversity

Presence of individuals with different identities, perspectives, and experiences.

"Invited to the party"

Equity

Fair and impartial treatment, access, and opportunity.

Acknowledgement of advantages and barriers - fair and equal are not synonyms.

"Contributed to the playlist"





Key Areas of DEI



Inclusive Culture

Workforce
Community

Outreach &
Education

Policies & Human
Resources



Policies & Human Resources



Employee Metrics

Who gets hired? Who leaves? What is the makeup of each department and leadership?

The Hiring Process

Where are you recruiting and posting job ads? Is the language and wording of the job ad inclusive?

Who sits on hiring committees? Are they given guidelines, training, and appropriate questions?

Are statistics collected tracking which applicants reach each round?

Onboarding and Mentoring

Once employees get their foot in the door, how are they supported in onboarding? How is the culture established from the beginning?



Policies & Human Resources



Promotions & Reviews

Who gets promoted? Is the process clear and transparent and decided by a fair and balanced committee? Are the career ladders clearly defined?
Is DEI a factor in performance reviews?

Conflict Resolution

How do you support employees making harassment complaints? Are they subject to retaliation? Are there specific harassment and bullying policies?

Staff Support

What resources are allocated to support accessibility, caretakers, and employee mental health? Does leadership communicate and push out statements in times of upheaval and take time to listen to and support staff?



Outreach & Education, Workforce Community



How do you **engage with your community**? Who receives your educational materials and benefits from your public outreach efforts? Are your external communications inclusive?

What **commitments or milestones for DEI** have been made to your funding sources and partners? (i.e. NSF's Broader Participation)

Which students are getting **internships and research experience**?

How do you insure your **data/output/product is accessible** to an inclusive audience or community? Who gets opportunities for collaboration?
(Time Allocation, Collaborations, Data Accessibility)



Inclusive Culture



Is there **active and widespread employee participation** in aforementioned Onboarding, Mentoring, Internships, Outreach, and Education programs? Does leadership and management **support and promote** this participation?

Does your workplace host **discussions, workshops, trainings, or talks** centered around DEI? Is attendance supported and promoted by leadership and management?

Examples may include #shutdownstem discussions or town halls, allyship, bystander, & unconscious bias trainings, and invited talks from DEI professionals.

Are people **other than underrepresented minorities** performing DEI work and serving on committees?



Inclusive Culture



The slide features a central image of a woman in a red shirt working at a computer, with two men in hard hats standing near a large telescope dome at night. The background is a dark, star-filled space.

OBSERVATORIO GEMINI
Nuestra Cultura de Trabajo

Actuando con integridad en todo lo que hacemos
Confiando mutuamente en todas nuestras relaciones
Fomentando la seguridad de las personas y equipos en todas nuestras acciones
Abrazando nuestra diversidad y promoviendo un ambiente inclusivo

GEMINI OBSERVATORY
Our Working Culture

Acting with integrity in all we do
Having mutual trust in all relationships
Nurturing safety of people and equipment in all our actions
Embracing our diversity and promoting an inclusive environment



Inclusive Culture



Guidelines for an Inclusive Meeting

Pautas para una Reunión Inclusiva Nā Kahua Hana no ka Hālāwai Pono

Treat all participants with civility and respect.

Share the air - Be mindful of how much you and those around you are speaking.

Respect everyone's time – Organize the meeting with an agenda and keep it on time.

Champion a positive atmosphere through inclusive communication - If a participant observes inappropriate behavior, respectful intervention is appropriate.



Trate a todos los participantes con cividad y respeto.

Permita que todos hablen - Tenga en cuenta lo mucho que usted y quienes lo rodean están hablando.

Respete el tiempo de los demás – Organiza la reunión con una agenda y haz cumplir el tiempo.

Defender una atmósfera positiva a través de comunicación inclusiva - Si un participante observa conducta inapropiada, la intervención respetuosa es apropiada.



When you have a meeting, be mindful of these points.

Cuando esté en una reunión, tenga en cuenta los siguientes puntos.
E ho'omana'o i kēia mau kuhikuhi i kou komo pū 'ana mai ma ka hālāwai.

E aloha a e hō'ihi i nā lālā a pau ma ka hālāwai.

E maka'ala i ka manawa i ha'awi 'ia no ka ha'i 'ana aku i kou mau mana'o - E ho'omana'o ho'i i nā lālā a me nā kānaka ma ka hālāwai iā'oe e ha'i 'ōlelo nei.

E mālama ho'i a e hō'ihi aku ho'i i ka manawa ha'i 'ōlelo a kekahi 'ē a'e - E ho'olālā ho'i i ka hālāwai ma ka ho'omākaukau 'ana i kekahi papahana i mea ho'i e mālama pono aku ai i ka manawa a me ka lō'ihi o ka hālāwai a e pau pono ho'i i ka wā a pono ai e pau.

E mālama kūpono ho'i i ka hālāwai 'ana ma ke ka'a'ike kūpono 'ana - Inā 'ike ho'i 'oe, kekahi o nā lālā, i kekahi lālā 'ē a'e e hana hewa nei, pono 'oe e ho'omana'o iā lākou me ka maika'i e pili ana i nā hana hewa ana i hana hewa aku nei.





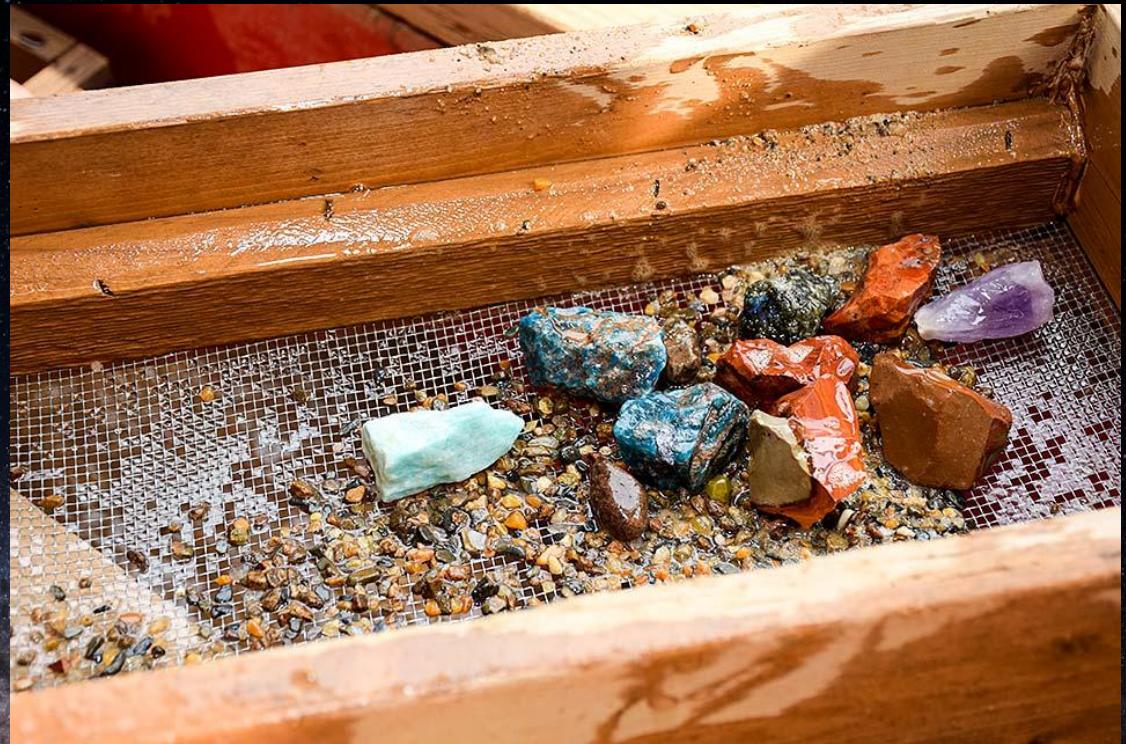
Struck Gold? Any Gems?



Did anything in particular resonate with you?

What would you add to this mine of information?

You can fill one small drawstring bag of gems for free. Which will you be taking home?

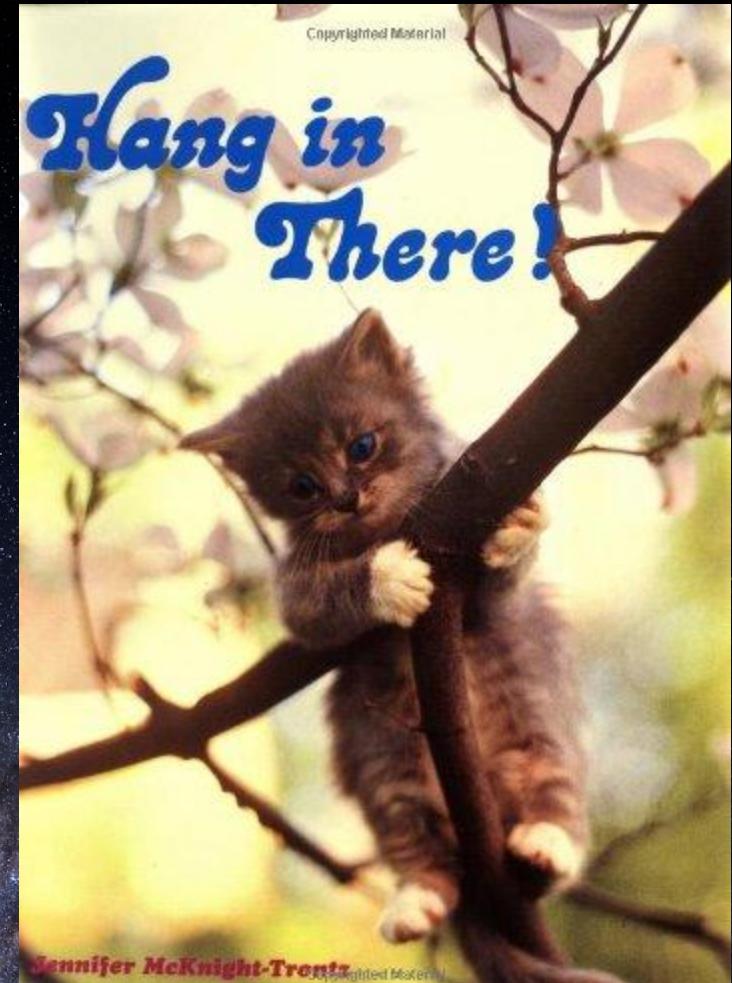




Sweeping Motivational Advice



- Stay humble & flexible.
- Assume good intentions.
- Build a network and work together.
- Don't forget self-care.
- Small victories matter!





Additional Resources



Achieving a Culture of Inclusion - Self-Assessment Tool

https://www.ucop.edu/academic-personnel-programs/_files/faculty-diversity-task-force/self-assessment-tool.pdf

DEI Educational Resources and Activities -- includes facilitator guides and reference papers

<https://drive.google.com/drive/folders/1zfn2iKXTskIIYqJbv-t2Op5VoRmZNT0w>



MINISTÉRIO DA
CIÊNCIA, TECNOLOGIA
E INOVAÇÕES

