



# Diversity, Equity, Inclusion and Accessibility (DEIA) Council Charter

The DEIA Council is chartered by the Director of the Laboratory. It is the primary body responsible for advising the Director and senior leadership on subjects related to Diversity, Equity, Inclusion and Accessibility.

## SCOPE

The DEIA Council's purview includes all activities in support of the following Lab goals:

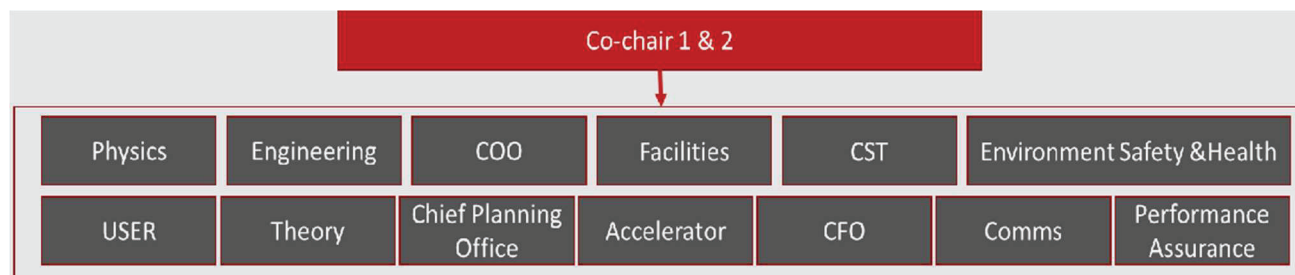
- **Diversity** – Achieve and sustain a workforce composed of qualified people who proportionally represent the diverse populations that contribute to the advancement of science
- **Inclusion** – Achieve and maintain a professional, ethical, tolerant, and respectful work environment in which everyone can contribute to the mission according to their talents
- **Equity** – Achieve and maintain an organization where fair treatment, access, opportunity and advancement is guaranteed for all
- **Accessibility** – Achieve and provide equitable access to facilities, information and communication technology, programs and services so that all people, including those with disabilities, can utilize and fully participate in.

To address these goals, the DEIA Council will seek ways to maximize the creativity, communication, & collaboration (C<sup>3</sup>) among diverse Lab contributors; with particular attention to recruiting, retaining, and developing STEM<sup>1</sup> women and minorities throughout the Laboratory.

## STRUCTURE:

The Council is co-chaired by a member of senior leadership who reports to the Lab Director and an individual contributor. Together they lead the council's monthly sessions, giving advice and direction. The Council will be composed of members nominated by their respective Division Director based on HR nomination guidelines and appointed by the Co-Chairs. Council members will serve for two-year renewable terms with one third of the membership becoming eligible for replacement each year. Members should include both managers and at-large members representing the Lab's rank and file (particularly STEM<sup>1</sup>). Every effort should be made to include members who are representative of all major divisions as well as the Lab's women and minority populations. Members who have completed their tenure will become "Honorary Ambassadors-at-large" and may be called on to advise current ambassadors and assist in targeted DEIA goals in a volunteer capacity.

The DEIA Council will be empowered to create committees from its membership, augmented from the general Lab population, to help meet its objectives. These committees will be temporary and will provide a conduit between the Council and the Lab population with regard to the objectives for which they were created.



### **OBJECTIVES:**

The DEIA Council's existence reflects a deeply held **core value:** Jefferson Lab values the contributions of all its people, including those contributions that are the result of their diversity. In this context, diversity may include:

1. Gender
2. Race/Ethnicity
3. Disability
4. Veteran
5. Background (Country/language/customs)
6. Generation/Age
7. Sexual Orientation
8. Profession/Education/Tenure in the Lab

Each year, the Council will focus its efforts on meeting at least one of the following objectives in support of the goals of **Diversity, Equity, Inclusion and Accessibility:**

1. Increase awareness of diversity and inclusion to support leadership in maximizing contributions of all who work for and with the Lab.
2. Improve understanding of how Diversity, Equity, Inclusion and Accessibility affect mission accomplishment
3. Identify potential roadblocks to Diversity, Equity, Inclusion and Accessibility in hiring, promotion, physical environment, professional development

## **ROLES AND RESPONSIBILITIES:**

### Director:

1. Attend Council progress review and staff feedback meeting bi-annually
2. Sponsor, support, and approve Council recommendations
3. Present award/recognition to the most effective DEIA individual/team/Division at townhall

### Co-Chair:

1. Design annual goals and Implementation plan
2. Sponsor and drive lab DEIA strategic focus at division levels with AD's support
3. Prepare and submit Council recommendations to Lab Director
4. Appointment members selected by Human Resources Director
5. Lead and assign roles at quarterly council meetings (e.g. facilitator, presenter, minutes-maker)
6. Provide annual performance feedback to Council members' supervisors as "Work for Others"
7. Approve nomination for annual DEIA awards

### Council members:

1. Attend and participate in quarterly meetings
2. Execute tasks assigned by Council Chair(s)
3. Partner with AD Sponsor of Inclusion Category
4. Facilitate/teach DEIA awareness training
5. Facilitate survey feedback and host staff roundtables with AD Sponsor/DEIA Program Manager
6. Gather, report and track constituents' complaints and ideas regarding DEIA and works with DEIA Lead/HR on concerns shared
7. Complete DEIA council member required training
8. Participate in outreach and targeted recruiting efforts
9. Nominate for Chair approval, colleagues in your Division, who can act in your absence

You Matter 