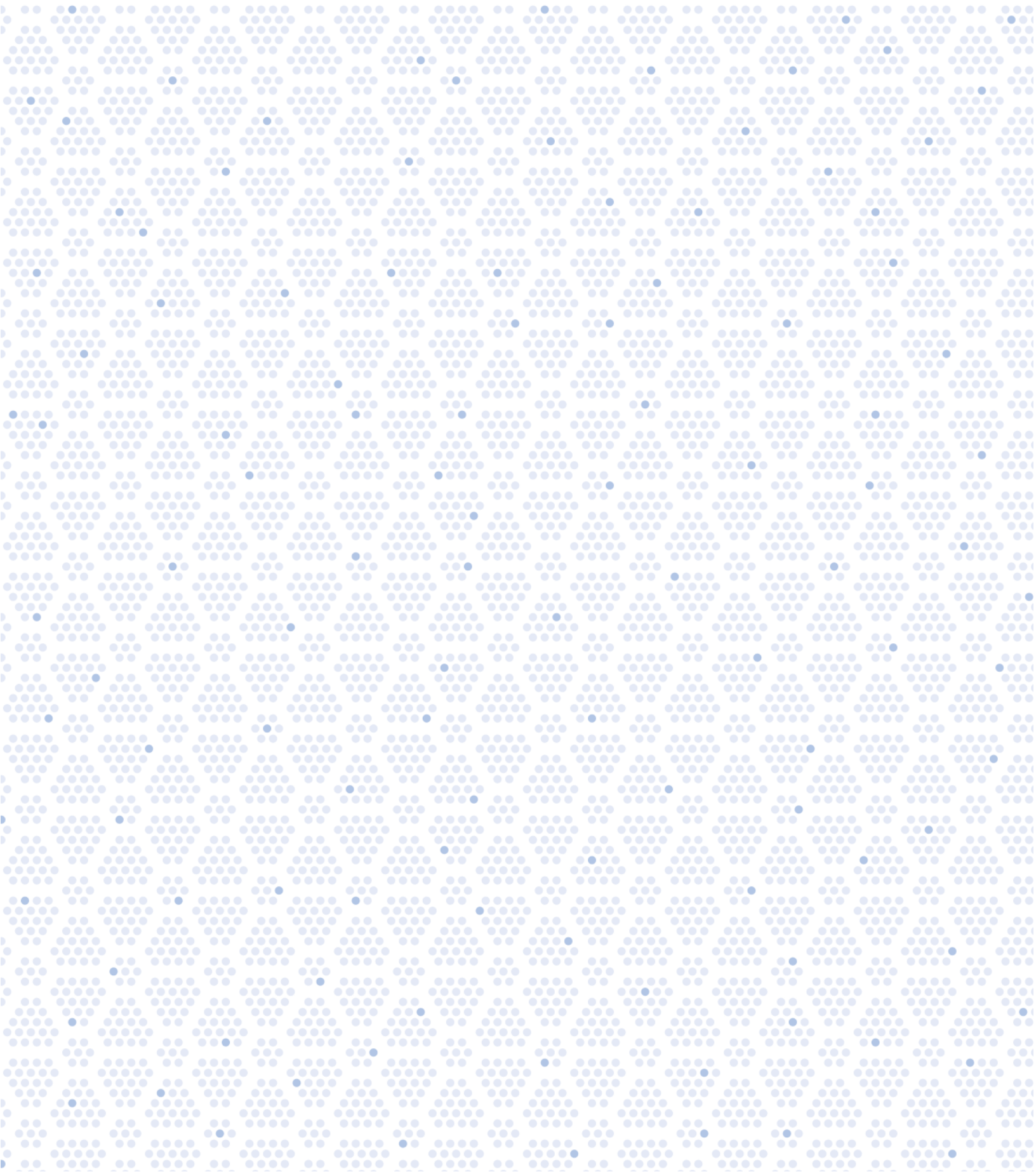




# SNOLAB EDI Action Plan

Prepared by the EDI Task Force in April 2021



## Introduction

Major events around in Canada and around the world in 2020 highlighted the inequities and disparities experienced by different populations. These events have also changed the narrative around equity, diversity, and inclusion (EDI). In this climate, SNOLAB was moved to create an Equity, Diversity, and Inclusion Action Plan. This is an organizational action plan to guide our EDI initiatives from 2020 through to 2023 that is focused on creating meaningful and measurable progress and building a culture at SNOLAB that embraces equity, diversity, and inclusion.

“Equity, diversity, and inclusion strengthen the scientific and engineering communities and the quality, social relevance, and impact of research. Sound equity, diversity, and inclusion practices increase access to the largest pool of qualified potential participants, enhance the integrity of a program’s application and selection processes, strengthen the research outputs, and increase the overall excellence of research.” (NSERC, 2017)

## SNOLAB’s Mission

**Enable** world-class science performed at SNOLAB by national and international collaborative research and experimentation teams that specialize in underground research;

**Spearhead** world-class science at SNOLAB through its own research group as part of the international and national scientific community, developing synergies with other groups worldwide;

**Catalyze** world-class science at SNOLAB by being a sought-after collaborator in its own right and through providing transformational opportunities for collaboration and knowledge exchange to other groups through workshops, external connections and local interactions;

**Promote** world-class science and societal benefits through strong 4 public and professional outreach programmes, and through technical knowledge development and transfer; and

**Inspire** the next generation of innovators through strong educational outreach, knowledge transfer and the training of highly qualified personnel.

## SNOLAB’s Core Values

**Safety** - This is the foundation upon which we realize our mission: We are committed, both individually and as a team, to protecting the health and safety of our staff, users and visitors.

**Excellence** - SNOLAB is committed to fostering a culture in which individuals make full use of their skills and knowledge and provides opportunities to develop through continual improvement. Our focus is on delivering high-quality research, through driving, supporting and enabling excellence in research and operations.

**Teamwork** - Our approach to teamwork is based on the belief that each member brings unique experience and important expertise to the workplace, allowing project challenges to be resolved and creating a work environment that supports cooperation and collaboration in all aspects of work.

**Inspiration** - We strive to educate and inspire as a core component of our commitment to our public sponsors. To showcase the enthusiasm of our staff and users, and the excitement of the research undertaken, SNOLAB will continue to engage fully in professional and public outreach.

**Accountability** - SNOLAB is committed to upholding an environment of trust, responsibility and accountability to our stakeholders. Accountability to our internal governance structures, external research communities, funding agencies and public sponsors is an ongoing goal. Strong governance and effective management will guide our organizational development.

## Definitions

**Diversity:** This encompasses all the ways that individuals or groups are uniquely different from one another. At SNOLAB, we embrace a broader definition of diversity that not only includes race, ethnicity, and gender but also age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, and other factors that influence our ideas, values, perspectives, and experiences.

**Equity:** This ensures everyone has access to the same opportunities to grow, thrive, and do their best work. We recognize that advantages and barriers exist for some groups, and that therefore we do not all start from the same place. We are committed to creating an environment where everyone has an equal opportunity to grow their career and feel free to truly be themselves.

**Inclusion:** This is fostered by creating an environment where any individual or group feels welcomed, respected, valued, and empowered to not only fully participate but also to succeed. We are committed to creating a workplace that respects and embraces the differences of every member of our team.

## What is the purpose of an EDI Action Plan?

SNOLAB strives to foster an environment where everyone feels comfortable and empowered. To achieve this, we have created an organizational action plan (2020 – 2023) focused on creating meaningful and measurable progress and building a culture that embraces equity, diversity, and inclusion. The Plan includes:

- Focused activities and defined deliverables
- Targeted outcomes and benchmark measures;
- Regular updates and progress reporting;
- Culture change and engagement actions;
- Multi-stakeholder approach – development, implementation, and monitoring; and
- Key focus areas of work

## Actions

The actions below will be completed between 2020 and 2023. They will be supported by the SNOLAB EDI officer, the leadership team, and the members of the EDI Task Force.

Item Description	Target Completion	Target Outcome
<b>Appointment of EDI Officer</b>	January 2020	EDI Officer appointment will enhance EDI efforts and manage the plan
<b>Washroom accessibility</b>	August 2020	Improving accessibility of washroom spaces by having menstrual products available to everyone
<b>Panel participation</b>	December 2020	SNOLAB will not participate in a panel that does not demonstrate diversity (panels of 4 or more)
<b>Conference support</b>	December 2020	SNOLAB will only support conferences and initiatives that have clear EDI statements and a Code of Conduct
<b>Self-reporting</b>	December 2020	Add self-reporting to SNOLAB surveys to develop a data baseline
<b>Improve ASR process</b>	January 2021	Introduce Senior Line Manager to the ASR process to provide additional support options and provide oversight to the ASR process
<b>Policy review</b>	On-going	Review of SNOLAB policies and procedures to ensure they are in line with EDI objectives and to improve workplace culture
<b>Outreach participation</b>	On-going	Joining and participating in diverse, inclusive outreach initiatives to increase our engagement with and support to members of diverse communities
<b>Land acknowledgment</b>	April 2021	Land acknowledgment sign and slide (/home screen from IT) at the beginning of SNOLAB presentations
<b>Dimensions charter</b>	April 2021	Institutional endorsement of the NSERC Dimensions charter
<b>Gender Neutral Washroom u/g</b>	June 2021	Choose one bathroom stall in the underground lab and label it with a gender-neutral sign; "Univers-al"
<b>Upgrade Travel Policy</b>	June 2021	Improve safety of individuals and support diversity by upgrading our travel policy to avoid countries where LGBTQ individuals are at risk
<b>EDI Statement</b>	July 2021	Corporate EDI Statement that is supported by the organization and included in the next Strategic Plan
<b>Update strategic documents</b>	September 2021	Include EDI as a focus of guiding documents and principles
<b>Live captioning</b>	December 2021	Add professional live captioning to our presentation and video conference services
<b>Name and gender changes</b>	September 2021	Provide support and direction to staff by having a pre-made package and steps to follow for employees changing their name and gender in their employee records
<b>EDI training</b>	On-going	Provide EDI training to empower our workforce and equip our staff with the tools needed for positive change
<b>EDI poster campaigns</b>	January 2022	Educate and empower workforce
<b>SNOLAB experiment policies</b>	January 2022	Ensure all collaborations operating at SNOLAB have a Code of Conduct and an EDI Plan

## Outcomes

SNOLAB is committed to working with our staff, scientists, users, students, and larger community, to achieve the following outcomes:

- Prevent, identify, and eliminate individual acts of racism and all forms of discrimination in our workplace and service delivery;
- Overhaul systems that have unintended consequences; and
- Indications that we are moving in the right directions (perception, feelings and impact such as improved trust and confidence) both internally and externally.

## Measures

Measurement indicators that may be used to assess the impact of the actions outlined in this plan are:

- Number of complaints, annual reports, complaint trends and analysis;
- Number of EDI lens reviews, training sessions, barrier removals, policy and procedure changes;
- Increases/decreases in reporting, results and other representation data trends ;
- Feedback from internal and external stakeholders (questionnaires, interviews, focus groups);
- Staff Engagement Survey; User Engagement Survey.

## Acknowledgments

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