



March 17, 2023

# EDI Action Plan and Transition to EDI Committee

## Introduction

Major events around in Canada and around the world in recent years have highlighted inequities and disparities experienced by different populations, and often in the workplace. These events have also changed the narrative around equity, diversity, and inclusion (EDI).

In this climate, in 2020 SNOLAB was moved to create an Equity, Diversity, and Inclusion Action Plan. This was an organizational action plan to guide SNOLAB's EDI initiatives from 2020 through to 2023 that was focused on creating meaningful and measurable progress and building a culture at SNOLAB embracing equity, diversity, and inclusion. The plan aims 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 demonstrate that we are moving in positive directions both internally and externally.

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

SNOLAB strives to foster an environment where everyone feels comfortable and empowered. To achieve this, we developed 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 included:

- 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

## 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.



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## Actions

The following actions were undertaken between 2020 and 2023. They were supported by the SNOLAB EDI officer, the leadership team, and the members of the EDI Task Force.

Item Description	Target Completion	Target Outcome	2023 Status
<b>Appointment of EDI Officer</b>	January 2020	EDI Officer appointment will enhance EDI efforts and manage the plan	<b>Completed</b> CBO has assumed role SNOLAB EDI Officer
<b>Washroom accessibility</b>	August 2020	Improving accessibility of washroom spaces by having menstrual products available to everyone	<b>Completed</b> Universal washroom installed on first floor.
<b>Panel participation</b>	December 2020	SNOLAB will not participate in a panel that does not demonstrate diversity (panels of 4 or more)	<b>Completed</b>
<b>Conference support</b>	December 2020	SNOLAB will only support conferences and initiatives that have clear EDI statements and a Code of Conduct	<b>Completed</b>
<b>Self-reporting</b>	December 2020	Add self-reporting to SNOLAB surveys to develop a data baseline	<b>Completed</b>
<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>Completed</b> ASRs completed by line manager, and sent to Directors and CBO for review
<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>Ongoing</b> Document number: SL-MCS-HUR-50-008-PO
<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>Ongoing</b>
<b>Land acknowledgment</b>	April 2021	Land acknowledgment sign and slide (/home screen from IT) at the beginning of SNOLAB presentations	<b>Completed</b> Land Acknowledgment on website and all public SNOLAB documents
<b>Dimensions charter</b>	April 2021	Institutional endorsement of the NSERC Dimensions charter	<b>Completed</b>
<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; "Universal"	<b>Ongoing</b>

<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>Ongoing</b>
<b>EDI Statement</b>	July 2021	Corporate EDI Statement that is supported by the organization and included in the next Strategic Plan	<b>Completed</b> EDI Statement on website and all public SNOLAB documents
<b>Update strategic documents</b>	September 2021	Include EDI as a focus of guiding documents and principles	<b>Completed</b> Document number: SL-MCS-HUR-50-008-PO
<b>Live captioning</b>	December 2021	Add professional live captioning to our presentation and video conference services	<b>Ongoing</b>
<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>Ongoing</b>
<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>Ongoing</b>
<b>EDI poster campaigns</b>	January 2022	Educate and empower workforce	<b>Ongoing</b>
<b>SNOLAB experiment policies</b>	January 2022	Ensure all collaborations operating at SNOLAB have a Code of Conduct and an EDI Plan	<b>Ongoing</b>

## Next Steps – EDI Committee

### Mandate

The EDI Committee is established under the authority of the Executive Director to support a vision of an equitable, diverse, and inclusive laboratory. The EDI committee assesses SNOLAB policies and processes to ensure that equity, diversity, and inclusion are central to SNOLAB decision-making.

The EDI Committee provides guidance to the SNOLAB Executive Director on the development, implementation, and ongoing improvement of SNOLAB’s EDI action plan. The aim of the SNOLAB action plan is to support the improved consideration of EDI across SNOLAB’s programs, policies, processes, and funded research as well as in the greater SNOLAB research community. The action plan aims to promote an inclusive and accessible environment for all, with a focus on six designated groups (Women, Persons with Disabilities, Indigenous People, Visible Minorities, Ethnic Minorities and LGBTTT2SQ+ People). The Committee will be managed by two co-chairs who are elected from the membership.

### Key Responsibilities

To fulfil its mandate, the EDI Committee will:

- Develop the SNOLAB 2024-2029 EDI action plan including key EDI principles, commitments, strategies, and measures for SNOLAB that pertain to the recruitment, hiring, funding, and training/research environments for all SNOLAB members including users, staff, and students;

- Develop a process for the collection and analysis of EDI data for SNOLAB members;
- Review progress towards achieving SNOLAB's EDI goals and advise on overcoming barriers to progress as well as opportunities for expansion of the action plan; and
- Report in writing on the work of the committee twice per year to Executive Director.

### Membership and Appointments

Membership of the EDI Committee shall consist of at least 10 members:

- SNOLAB EDI Officer;
- Members of the SNOLAB Research Team (2);
- Additional SNOLAB staff (2);
- One staff member whose main work area is underground;
- SNOLAB User (2);
- SNOLAB-affiliated students (2);
- External member (outside of the SNOLAB user and staff community);
- One non-voting secretary.

Inaugural members of the EDI Committee will be put forward for consideration to the EDI Officer, who subsequently will make recommendations to the SNOLAB Executive Director. In the future, open positions on the EDI Committee will be filled through an open call with the EDI Committee making recommendations for new members to the SNOLAB EDI Officer.

The Co-Chairs of the committee will be elected through a vote by members of the committee. A vote will take place each September. All members will be invited to nominate themselves or another member for the roles of Co-Chair. In the case of a tie, ballots will be recast to select between the tied nominees. For the vote to be valid, a majority of members must cast a vote (quorum). Each member has one (1) vote. The Chairs must be approved by the Executive Director.

All members are appointed by the SNOLAB EDI Officer based on recommendations by the EDI Committee. Committee members will serve for two years, renewable for two terms. Ad hoc guests and/or observers with specialized expertise may be invited to participate in meetings at the discretion of the co-chairs. The SNOLAB Executive Director may attend EDI meetings in a non-voting capacity. Other SNOLAB staff may attend at the discretion of the Executive Director or co-chairs.

## Supporting Documents

### **SNOLAB Equity, Diversity and Inclusion Policy**

[www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1496/SL-MCS-HUR-50-008-PO-EDI-Policy\\_Rev\\_00.pdf](http://www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1496/SL-MCS-HUR-50-008-PO-EDI-Policy_Rev_00.pdf)

### **EDI Action Plan for 2017-2023**

[www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1423/SL-MCS-HUR-50-008-P-SNOLAB-EDI-Action-Plan\\_Rev\\_00.pdf](http://www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1423/SL-MCS-HUR-50-008-P-SNOLAB-EDI-Action-Plan_Rev_00.pdf)

### **SNOLAB EDI Committee Terms of Reference**

[https://www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1618/SL-MCS-LED-50-005-P-SNOLAB-EDI-Committee-Terms-of-Reference\\_Rev\\_00%20\(2024-05-07\).pdf](https://www.snolab.ca/docushare/dsweb/Get/ControlledDocument-1618/SL-MCS-LED-50-005-P-SNOLAB-EDI-Committee-Terms-of-Reference_Rev_00%20(2024-05-07).pdf)