

2017

DIVERSITY, EQUITY & INCLUSION PLAN





GOAL ONE

Staff Attorney Jan Hasselman (left) and Associate Attorney Stephanie Tsosie represented the Standing Rock Sioux Tribe in its fight against the Dakota Access Pipeline.

Attract and hire diverse and multi-culturally sensitive staff.

SLT Co-leads: Abbie & Chas

HOW DO WE GET THERE

1. Create best practice screening guidelines for law clerk hiring and determine the purpose of the law clerk program across the organization.
2. Provide training and explicit rationale for understanding that by having fair and equitable hiring practices diversity, in all its forms, will naturally flow.
3. Create role clarification for the Managing Attorneys and Vice Presidents in the hiring process.
4. Evaluate and scope potential improvements for ongoing recruitment and hiring for all positions—this will be an ongoing goal and will inform subsequent years' objectives.

MEASURING OUR PROGRESS

1. Were best practice guidelines created and operationalized for law clerk hiring?
2. Were trainings with explicit rationale developed and implemented regarding the development of fair and equitable hiring practices?
3. Was guidance developed regarding the role(s) of the Managing Attorney and Vice President in the hiring process?
4. Were all positions evaluated and were best practice improvement processes scoped or developed?



Managing Attorney Shannon Fisk (left) works with Office Manager Patty Vesper.

GOAL TWO

Review current **promotional pathways.**

SLT Co-leads: Drew & Chas

HOW DO WE GET THERE >>> MEASURING OUR PROGRESS

- 1. Develop guidelines for staff with similar titles to come together and discuss opportunities for those in "ceiling title" positions to ensure recognition and rewards. Develop a plan to operationalize guidelines with managers/supervisors.
- 2. Develop a Leadership Program training curriculum.
- 3. Review guidelines for promotions.

- 1. Were the guidelines and plans for "ceiling title" positions developed? Was the plan operationalized with managers/supervisors?
- 2. Was a training curriculum developed for the Leadership Program?
- 3. Were guidelines for promotions reviewed and recommendations forwarded to the Senior Leadership Team and Human Resources?



GOAL THREE

Arturo Rodriguez, President of United Farm Workers and Managing Attorney Patti Goldman at the 2016 All-Staff Meeting event celebrating Hispanic Heritage Month.

Increase partnerships that could lead to the representation of new clients.

SLT Leads: Lisa, Marty & Chas

HOW DO WE GET THERE MEASURING OUR PROGRESS

- 1. Follow-up on regional office assessments and operationalize recommendations.
- 2. Continue training series on creating and maintaining respectful partnerships.
- 3. Develop guidelines to supplement training regarding maintaining partner/client relationships.
- 4. Develop time tracking mechanism to account for time spent on developing and maintaining partnerships and incorporate into performance metrics.
- 5. Develop mechanism to solicit information from our partners.

- 1. Was a comprehensive plan developed that was informed by the regional office assessments?
- 2. What were the number of trainings provided?
- 3. Were the guidelines for partner/client relationships developed?
- 4. Was a time tracking mechanism developed? Was this mechanism incorporated into the performance metrics?
- 5. Was the mechanism for collection developed?



GOAL FOUR

Staff Attorney Greg Loarie (left) speaks to Board Member Betty Schafer and other Earthjustice donors.

Develop a **21st-century donor constituency** and **expand portfolio of donors/funders** to make it possible to take on new partners and clients.

SLT Co-leads: Mollie & Chas

HOW DO WE GET THERE

1. Complete the fundraising toolkit for capacity building with a select group of partners.
2. Explore the possibility of joint fundraising with select partners and, if possible, draft guidelines.
3. Identify targeted DEI goals with each Development Department Director and corresponding accountability metrics.

MEASURING OUR PROGRESS

1. Was the fundraising toolkit created?
2. Was research conducted to identify joint fundraising opportunities with select partners? Were guidelines for joint fundraising established?
3. Were DEI goals and accountability metrics developed with each Development Department Director?



GOAL FIVE

(From center to right) Development Database Administrator Jacqui Dec chats with Advocacy Communications Manager Kathleen Scatassa, Senior Vice President of Operations Kristine Stratton, and other Earthjustice staff.

Improve **employee satisfaction, engagement, culture of trust, support, respect and inclusion.**

SLT Co-leads: Trip & Chas

HOW DO WE GET THERE

1. Continue BUDS Program and refine for optimal effectiveness.
2. Develop a recommended reading and viewing list of select DEI topics for new employees.
3. Create a survey focused specifically on internal culture and allow staff to self-identify race/ethnicity, gender, orientation, religion, ability, etc.
4. Create an Earthjustice video for prospective applicants regarding a "day/month in the life of Earthjustice" focused on capturing the internal culture of the organization.
5. Provide input to the Strategic Plan.

MEASURING OUR PROGRESS

1. How was BUDS 2.0 refined and made more effective? Identify the number of staff involved in the 2017 BUDS Program.
2. Were recommendations developed and incorporated into Earthjustice's new hire orientation?
3. Was a survey administered and aggregate results provided to SLT and the organization?
4. Was the video created that captured Earthjustice's internal culture?
5. Did workgroup members provide feedback regarding the strategic plan?



Development Research Manager Felice Gomez-Spencer speaks at the 2016 National Green Latinos Summit.

GOAL SIX

Expand life-long learning program for all employees.

SLT Co-leads: Kristine & Chas

HOW DO WE GET THERE

1. Develop three-year comprehensive DEI training plan to meet the following goals of the training:
 - a. **Provide a shared language and set of core organizational values.**
 - b. **All people feel valued and welcome (staff, partners, clients, donors, etc.).**
 - c. **Provide tools for people including contextual/historical information.**
 - d. **Become aware of and address organizational and systemic barriers.**
 - e. **Explicitly understand DEI's connection to achieving our organizational mission.**
2. Assess best methods for providing training to account for different learning styles with specific attention to both theory and practice.
3. Evaluate potential of train-the-trainer opportunities.

MEASURING OUR PROGRESS

1. Was a comprehensive training plan developed addressing the listed goals and which part of the training was operationalized?
2. Were trainings identified to optimize access to and retention of materials? Were theory and practice included in this method assessment?
3. Which train-the-trainer program have we decided to enlist and why?



(From left to right) Litigation Operations Manager Amanda Sharp, Finance Assistant Stephanie Ng, Receptionist Amanda Nadelberg, and Office Manager Alaina Parness perform at a staff talent show.

Increase **employee engagement** and **recognition**.

SLT Co-Leads: Minna & Chas

HOW DO WE GET THERE

1. Establish an organizational inclusive event.
2. Assess ways that would make staff feel their work is valued.
3. Provide ongoing guidance to assist managers in employee engagement and recognition (e.g., rounding with employees).

MEASURING OUR PROGRESS

1. Was an inclusive day or event established? How many regional offices participated?
2. Were methods developed to help staff feel their work is valued? What processes or mechanisms highlighted their work?
3. Were tools provided to managers regarding increasing effective employee engagement and recognition?

WORKING GROUPS

*SLT Lead

GOAL #1 - HIRING

Abbie Dillen*	VP Litigation, C&E, HQ
Chas Lopez*	VP DEI, HQ
Amanda Goodin	Staff Attorney, WA
Benjamin Locke	Associate Attorney, PA
Colin O'Brien	Staff Attorney, CA
Deborah Goldberg	Managing Attorney, NY
Hemisha Morar	Sr. HR Associate, HQ
Idalmis Vaquero	Litigation Assistant, CA/LA
Lisa Nesson	Office Manager, Int'l
Stacy Dellinger	Sr. Recruiter, HQ
Tim Schneider	Individual Gifts Officer, Planned Gifts, HQ
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #2 - PROMOTIONS

Drew Caputo*	VP Litigation, LWAO, HQ
Chas Lopez*	VP DEI, HQ
Adrienne Bloch	Sr. Attorney, Fossil Fuels, CA
Christa Brothers	VP of Human Resources, HQ
Lisa Fuhrmann	Litigation Assistant, DC
Moneen Nasmith	Staff Attorney, NY
Rachel Uhland	Litigation Assistant, FL
Stacey Geis	Managing Attorney, CA
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #3 - PARTNERS & CLIENTS

Marty Hayden*	VP PAL, DC
Lisa Garcia*	VP Litigation Health, NY
Chas Lopez*	VP DEI, HQ
Eve C. Gartner	Staff Attorney, NY
Joel Minor	Staff Attorney, CO
June Katzschner	Development Officer, Foundations, HQ
Marie Logan	Legal Fellow, CA
Will Rostov	Staff Attorney, CA
Yana Garcia	Associate Attorney, CA
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #4 - DONORS & FUNDERS

Mollie Fager*	VP of Development, HQ
Libby Marsh	Associate VP of Development, HQ
Chas Lopez*	VP DEI, HQ
Entire Development Department	HQ, DC, NY, CA, WA, CO, CA/LA

WORKING GROUPS

*SLT Lead

GOAL #5 - CULTURE

Trip Van Noppen*	President, HQ
Chas Lopez*	VP DEI, HQ
Bekah Olstad	Projects & Partnership Coordinator
Carlos Torres	Data Services Assistant, HQ
Colleen Fitzgerald	Program Associate, Climate & Energy, HQ
Coretta Anderson	Sr. Development Officer, CA/LA
Katie Brown	Events Manager & Executive Assistant, HQ
Kristina Lim	Board Liaison & Project Manager, HQ
Paige Hampton	HR Assistant, HQ
Peter Heisler	Associate Attorney, AK/Anch.
Steve Mashuda	Managing Attorney, WA
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #6 - TRAINING

Kristine Stratton*	VP of Operations, HQ
Chas Lopez*	VP DEI, HQ
Ali Williams	Associate Development Officer, HQ
Jennifer Allen	Stewardship & Donor Relations Associate, HQ
Natasha Diamond	HR Director of Talent Management, HQ
Priya Kamath	Litigation Assistant, WA
Sarah Burt	Staff Attorney, CA
Sarah Saunders	Litigation Assistant & Administrative Coordinator, AK/Anch.
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #7 - EMPLOYEE ENGAGEMENT & RECOGNITION

Minna Jung*	VP of Communications, HQ
Chas Lopez*	VP DEI, HQ
Eric Jorgensen	Managing Attorney, AK/Jun.
Erik Olvera	Sr. Director of Advocacy Communications, HQ
Jay SchwartzCoffey	VP of Finance, HQ
Marisa Ordonia	Associate Attorney, WA
Romy LaMarche	DEI Project Manager, HQ
Shavonne Saroyan	DEI Administrator, HQ



Cover: Earthjustice staff were among the attendees at the 2016 National GreenLatinos Summit in Montana (top right); Staff Attorney Adrian Martinez at a clean air event in Sacramento, CA (bottom center); Litigation Assistant/Administrative Coordinator Sarah Saunders at the 2016 All-Staff Meeting (bottom right)