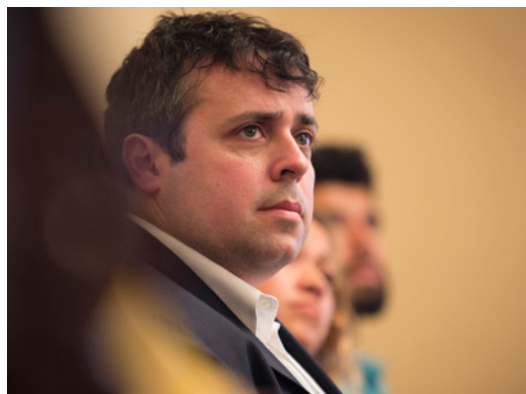


2017

**DIVERSITY,
EQUITY &
INCLUSION
REPORT CARD**





(Pictured from L to R) Diversity Equity and Inclusion (DEI) team: Maclovia Quintana, Program Manager; Chas Lopez, Vice President; Romy LaMarche, Project Manager; and Shavonne Saroyan, Assistant to the President.

At the beginning of 2017, we made a commitment to the organization to undertake a number of initiatives to help us move the needle closer to accomplishing our seven primary diversity, equity, and inclusion (DEI) goals. This document serves as a year-end assessment of our progress. More specifically, what appears in the subsequent pages is a review of the original objective, a summary of what was accomplished, and a corresponding rating.

A number of initiatives in 2017 focused on building infrastructure. Building this infrastructure is an important and necessary element for establishing a solid foundation for us to continue and deepen our equity and inclusion work. In our efforts to do so, we simultaneously move closer to fully realizing our organizational mission to protect our planet and defend the rights of all people to a healthy environment.

It takes all of us to do this work and I want to express my deep gratitude to the entire organization for the personal work you each have done. Special thanks to the workgroup members who attended monthly meetings, spoke to stakeholders, did research on best practices, and created tangible work products for the benefit of the entire organization. The time, dedication and expertise of the workgroup members is the reason we accomplished as much as we did. Thank you.

I look forward to our work together in 2018.

With appreciation,

Charles (Chas) J. Lopez
Vice President Diversity & Inclusion

RATING EXPLANATION

ACCOMPLISHED

Objective was met.

ONGOING

NOT MET

ACCOMPLISHED

Substantial work was completed on the objective and additional work is required to operationalize the recommendations as institutional practice.

ONGOING

NOT MET

ACCOMPLISHED

There was insufficient work accomplished to meet the stated objective.

ONGOING

NOT MET

GOAL 1: **HIRING**

Attract and hire diverse and multiculturally sensitive staff.

ORIGINAL OBJECTIVE(S)

ASSESSMENT

RATING

1. Create best practice screening guidelines for law clerk hiring and determine the purpose of the law clerk program across the organization.

Internal feedback from the clerk hiring group and a review of industry best practices was conducted in order to create a set of screening guidelines for law clerk hiring. The guidelines articulate a clear purpose of the program and provide a fair and consistent way of screening and evaluating applicants across the Regional Offices/Programs. Clerk best practice guidelines were implemented in 2017.

ACCOMPLISHED

ONGOING

NOT MET

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



GOAL 1: HIRING

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Provide training and explicit rationale for understanding that by having fair and equitable hiring practices, diversity, in all its forms, will naturally flow.	Written rationale incorporated into hiring documentation and guidelines that will be implemented in 2018. Frequently asked questions and answers section to be incorporated into recruitment materials on organization's intranet. Additional training will also be available from the vice president of human resources, general counsel and vice president of diversity & inclusion.	ACCOMPLISHED ONGOING NOT MET
3. Create role clarification for the managing attorneys and vice presidents in the hiring process.	The group created suggested guidelines for litigation vice presidents and managing attorneys when hiring regional office or program staff. The guidelines clarify their role(s) and expectations to ensure a well-communicated, consistent, fair, and streamlined process. The guidelines are currently in the review and approval phase.	ACCOMPLISHED ONGOING NOT MET
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.	Work will begin on non-attorney positions as a primary objective for the 2018 plan. A review of the current DEI competencies that are in every job description will be evaluated.	ACCOMPLISHED ONGOING NOT MET

GOAL 2: PROMOTIONS

Review current promotional pathways.

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
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.	The group discussed and brainstormed several ways to ensure recognition and rewards for those in “ceiling title” positions. While rough draft guidelines were started, the group deferred completion until 2018.	ACCOMPLISHED ONGOING NOT MET

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



GOAL 2: PROMOTIONS

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Develop a Leadership Program Training Curriculum.	We evaluated several vendors who could provide a complete leadership training curriculum. Further work will continue during the next plan year to consider an in-house curriculum with input from the director of talent management, vice presidents of litigation and vice president of diversity & inclusion. This program will supplement the mentoring opportunities/professional development currently available.	ACCOMPLISHED ONGOING NOT MET
3. Review guidelines for promotions.	Written guidelines for promotion were developed to reflect current practices for all titles across the organization.	ACCOMPLISHED ONGOING NOT MET

GOAL 3: PARTNERS & CLIENTS

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

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
1. Follow up on regional office assessments and operationalize recommendations.	The group drafted a comprehensive plan to operationalize recommendations from the regional office assessments conducted in 2016-2017. The plan includes a section on training, partnership time-tracking, and fundraising.	ACCOMPLISHED ONGOING NOT MET

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



GOAL 3: PARTNERS & CLIENTS

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Continue training series on creating and maintaining respectful partnerships.	The group used the regional office assessments to identify common training needs and requests related to partnerships. The series, <i>Creating and Maintaining Respectful Partnerships</i> , continued in 2017 with a presentation from one of our key partners and an internal panel presentation. Additional trainings will be offered in calendar year 2018 and beyond.	ACCOMPLISHED ONGOING NOT MET
3. Develop guidelines to supplement training regarding maintaining partner/client relationships.	Draft written guidelines were developed regarding establishing and maintaining respectful partnerships. The guidelines will be operationalized in 2018.	ACCOMPLISHED ONGOING NOT MET
4. Develop time-tracking mechanism to account for time spent on developing and maintaining partnerships and incorporate into performance metrics.	The group created guidelines for how to track time that is spent solely on developing and maintaining partnerships. They also developed a mechanism to track and code time in our existing Earthjustice time-tracking systems. Guidelines are awaiting final approvals.	ACCOMPLISHED ONGOING NOT MET
5. Develop mechanism to solicit information from our partners.	A draft survey was created to solicit input from our partners on a routine basis.	ACCOMPLISHED ONGOING NOT MET

GOAL 4: DONORS & FUNDERS

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

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
1. Complete fundraising toolkit for capacity building with a select group of partners.	The group developed a draft toolkit for capacity building with partners and utilized these materials to inform a select group of our international partners in the fall of 2017.	ACCOMPLISHED ONGOING NOT MET

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



GOAL 4: DONORS & FUNDERS

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Explore the possibility of joint fundraising with select partners and, if possible, draft guidelines.	We have worked closely with select partners on joint fundraising from foundations. Draft guidelines for joint fundraising are under development.	ACCOMPLISHED ONGOING NOT MET
3. Identify targeted DEI goals with each Development Department director and corresponding accountability metrics.	As part of the strategic planning process for the Development Department, specific DEI goals were incorporated into each team and individual work plans (e.g., rebranding effort for mid-level donor program).	ACCOMPLISHED ONGOING NOT MET

GOAL 5: CULTURE

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

ORIGINAL OBJECTIVE(S)

ASSESSMENT

RATING

1. Continue the Building Understanding through Discussion and Sharing (BUDS) Program and refine for optimal effectiveness.

In 2017, the BUDS Program had 86 participants, a 23% increase from participation the previous year. Refinements to the program included a more streamlined process for pairing, increased internal advertising, and providing information about the program for all new hires in a welcome email from the vice president of diversity & inclusion.

ACCOMPLISHED
ONGOING
NOT MET

(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.



GOAL 5: CULTURE

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Develop a recommended reading and viewing list of select DEI topics for new employees.	A new employee orientation resources sheet was developed. The sheet includes information on how to get involved in DEI at Earthjustice and a list of required readings and video viewings for all new employees. This information will be included in a new employee orientation manual that is currently being developed.	ACCOMPLISHED ONGOING NOT MET
3. Create a survey focused specifically on internal culture and allow staff to self-identify race/ethnicity, gender, orientation, religion, ability, etc.	The group created survey questions focused on internal culture and the organization's core values of justice, inclusion, partnership and excellence. Upon receiving final approval, the survey will likely be administered in Q3 or Q4 of 2018.	ACCOMPLISHED ONGOING NOT MET
4. Create an Earthjustice video for prospective applicants on a day in the life of Earthjustice.	Staff from across the organization submitted photographs and video footage to highlight internal culture at Earthjustice as part of a new hire recruitment video. Video to be launched in Q1 of 2018.	ACCOMPLISHED ONGOING NOT MET
5. Provide input to the Strategic Plan.	Workgroup members provided input on the Vision and Values portion of the strategic plan. Several workgroup members were also invited to be members of various strategic planning working groups.	ACCOMPLISHED ONGOING NOT MET

GOAL 6: TRAINING

Expand lifelong learning program for all employees.

ORIGINAL OBJECTIVE(S)

ASSESSMENT

RATING

1. Develop a three-year comprehensive DEI training plan.

A vendor was chosen to provide a comprehensive training program for the entire organization during calendar year 2018. The training will focus on intra-interpersonal relationships in a multicultural organization. Pre-training survey will be administered to participants to allow the training to be custom tailored. The training for 2019 and beyond will focus on addressing organizational and systemic barriers.

ACCOMPLISHED

ONGOING

NOT MET

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



GOAL 6: TRAINING

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Assess best methods for providing training to account for different learning styles with specific attention to both theory and practice.	Training will be a combination of lecture, small group and role play to address different learning styles. A breakout session will also benefit from race-caucusing cohorts to allow participants to more deeply work on issues most relevant to identity group.	ACCOMPLISHED ONGOING NOT MET
3. Evaluate Train-the-Trainer.	An approximate 15-member internal resource team of employees will be trained in January 2018 to assist in the pre-and-post training assessment and act as observers during the training sessions. This team will also be instrumental in planning the session for the all-staff meeting in September 2018 and training recommendation for 2019 and beyond.	ACCOMPLISHED ONGOING NOT MET

GOAL 7: EMPLOYEE ENGAGEMENT

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

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
1. Establish an organizational inclusive event.	A "family" event fund and accompanying list of ideas will be provided to each regional office/program/department for 2018.	ACCOMPLISHED ONGOING NOT MET

(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.



GOAL 7: EMPLOYEE ENGAGEMENT

(cont'd)

ORIGINAL OBJECTIVE(S)	ASSESSMENT	RATING
2. Assess ways that would make staff feel their work is valued.	Legal, legislative and advocacy victories will be highlighted to all staff following presentations to the Board of Trustees. In addition, a procedure was developed for nominating staff for outstanding work. Written recognition could come from their direct manager and/or a member of the senior leadership team.	ACCOMPLISHED ONGOING NOT MET
3. Provide ongoing guidance to assist managers in employee engagement and recognition.	A framework was established for managers to engage with staff. The questions asked by the manager focus on what is working well and where there may be opportunities for improvement. The check-ins will also ask staff members who should be recognized for exemplifying the organization's core values of justice, inclusion, partnership and excellence. This tool will be operationalized as part of the organization's core values toolkit.	ACCOMPLISHED ONGOING NOT MET

WORKING GROUPS

*SLT Lead

GOAL #1 - HIRING

Abbie Dillen*	VP of Litigation, C&E, HQ
Chas Lopez*	VP of 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 of Litigation, LWAO, HQ
Chas Lopez*	VP of 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

Martin Hayden*	VP of Policy & Legislation, DC
Lisa Garcia*	VP of Litigation for Healthy Communities, NY
Chas Lopez*	VP of DEI, HQ
Eve C. Gartner	Staff Attorney, NY
Joel Minor	Staff Attorney, CO
June Katzschner	Interim Director of Foundation Relations, Foundations, HQ
Marie Logan	Associate Attorney, 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 Marsh-Heine*	VP of Development, CO
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

(cont'd)

*SLT Lead

GOAL #5 - CULTURE

Trip Van Noppen*	President, HQ
Chas Lopez*	VP of DEI, HQ
Bekah Olstad	Internal Communications Coordinator, HQ
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 Associate, HQ
Peter Heisler	Associate Attorney, AK/Anch.
Steve Mashuda	Managing Attorney, WA
Romy LaMarche	Project Manager for DEI, HQ
Shavonne Saroyan	DEI Administrator, HQ

GOAL #7 - EMPLOYEE ENGAGEMENT

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

GOAL #6 - TRAINING

Kristine Stratton*	Sr. VP of Operations, HQ
Chas Lopez*	VP of DEI, HQ
Ali Williams	Operations Program Manager, Major Gifts, 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	Project Manager for DEI, HQ
Shavonne Saroyan	DEI Administrator, HQ

An environment of inclusion and fairness requires owning the ways that power and privilege affect our behaviors.

— Excerpt from our newest Core Value, **Inclusion**



EARTHJUSTICE
BECAUSE THE EARTH NEEDS A GOOD LAWYER