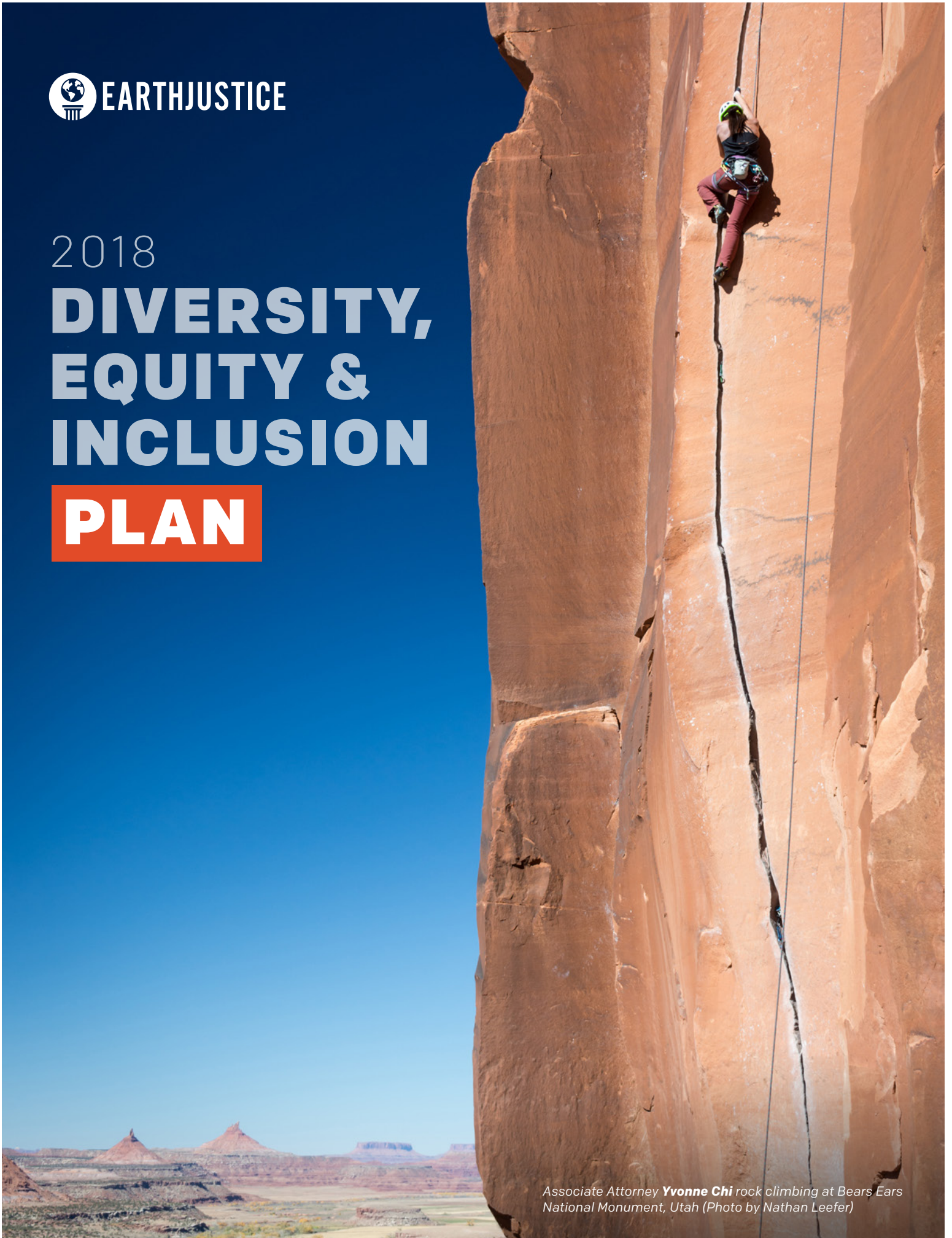




2018

DIVERSITY, EQUITY & INCLUSION

PLAN



Associate Attorney **Yvonne Chi** rock climbing at Bears Ears National Monument, Utah (Photo by Nathan Leefer)



(From left to right) Digital Fundraising & Engagement Associate Natasha Kappaya, Digital Advocacy Manager Zarah Patriana, Advocacy Communications Manager Jessica Hodge, Interim Creative Director and Managing Editor Ben Arnoldy, Press Secretary Daveon Coleman, and Associate Editor Rebecca Cohen near Pescadero, CA.

GOAL ONE
Attract and hire diverse and multiculturally sensitive staff.

HOW DO WE GET THERE  **MEASURING OUR PROGRESS**

1. Assess how the hiring guidelines are being implemented and provide any needed clarification and guidance:
 - a. **Assess lessons learned and provide clarification of hiring tools, including creating a frequently asked questions list and additional in-person training.**
 - b. **Seek input from various hiring committee members.**
 - c. **Review and potentially revise the current slate of interview questions.**

2. Broaden potential new hire applicant pool by increasing outreach to different colleges, law schools, programs, communities and professional organizations.

- Was an assessment of the hiring guidelines conducted? Were needed clarifications to hiring guidelines and any necessary training provided?

- Was outreach increased to different colleges, law schools, programs, communities and professional organizations?



GOAL TWO

(From left to right) Legislative Director, Healthy Communities Andrea Delgado, Legislative Director, Lands, Wildlife, Oceans Marjorie Mulhall, Associate Legislative Counsel Brielle Green, Media Associate Kate Sarna at an Earthjustice event in D.C.

Review current **promotional pathways.**

HOW DO WE GET THERE MEASURING OUR PROGRESS

1. Finalize and publish a list of job families, as created by Human Resources and SLT, that will define the various levels within each family (e.g. Litigation Assistant I and Litigation Assistant II).

- Were job families finalized and published to the organization?



Earthjustice staff at 2017 National GreenLatinos Summit at Asilomar.

GOAL THREE

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

HOW DO WE GET THERE MEASURING OUR PROGRESS

1. Develop a process to build the capacity of our partners through trainings—hosted by the organization at Earthjustice—regarding topics such as fundraising, social media, communications and permits.
2. Continue with the creation and dissemination of a Client Survey to assess Earthjustice’s performance regarding cultural competency and respectful partnership building.
3. Fully utilize the partnership toolkit through better communication and training, including visiting regional offices/programs to promote the toolkit.

- How many sessions did we offer to our partners to increase their capacity on various topics?
- Did we implement the client survey?
- How many trainings did we provide to increase knowledge and use of the partnership toolkit?



Senior Major Gifts Officer Coretta Anderson (right) speaks to a supporter at an Earthjustice event in Los Angeles, CA.

GOAL FOUR

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

HOW DO WE GET THERE

1. Finalize and disseminate Development Toolkit to our partners to increase their capacity regarding development practices.
2. Rebrand the organization's mid-level donor program.
3. Assess outreach strategies to all donors at all giving levels.

MEASURING OUR PROGRESS

- How many partners received our Development Toolkit?
- Did we rebrand the organization's mid-level donor program?
- Did we conduct assessments of the organization's outreach strategies?



Office Assistant Caroline Foley receiving a peer recognition award in San Francisco, CA.

GOAL FIVE

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

HOW DO WE GET THERE

1. Engage in cross-office learning about what the regional offices and headquarters are doing regarding their internal culture.
 - a. **Form a local committee of staff from their respective offices or groups to encourage more events or points of discussion.**
 - b. **Facilitate more opportunities to form connections with colleagues.**
 - c. **Determine ways to increase inclusion efforts through Atlas.**
2. Continue the yearly BUDS program
3. In addition to continuing with the annual Peer Nomination Awards, determine how we can express appreciation on an ongoing basis.

MEASURING OUR PROGRESS

- Did we engage with staff from regional offices and headquarters and develop ways to improve internal culture?
- How many staff participated in the 2018-2019 BUDS program? Did the participants find the program to be beneficial?
- Were recommendations for additional means of expressing staff appreciation determined?



GOAL SIX

Internal Communications Coordinator Rebekah Olstad, Bilingual Press Secretary Alejandro Dávila Fragoso, and Advocacy Communications Manager for the Healthy Communities Program Zoe Woodcraft attend an off-site work retreat in Oakland, CA.

Expand lifelong learning program for all employees.

HOW DO WE GET THERE MEASURING OUR PROGRESS

1. Continue with year 2 of the 3-year comprehensive organizational DEI training plan and develop mechanism for capturing feedback.
2. Assess current role of the Internal Resource Team and the potential for expanding duties to include, for example, facilitation and consultation.

- What were the organization-wide trainings provided and was the feedback that was captured utilized in informing future trainings?
- What were the agreed upon duties of the Internal Resource Team members?

*E*ach of our individual contributions is integral to achieving our vision and mission.

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

