

**Diversity, Equity, Inclusion, and Justice (DEIJ): Safe Space Commitment**

**Appendix A. Tiered Participation Framework**

The DEIJ committee encourages all to participate in this commitment authentically. We recognize that everyone will be coming in at different levels and capacity, with both human and financial challenges. The following tiers and descriptions should serve as a guide for the coalition of partners to take and should not be perceived as a compliance checklist. This is also why most of the actions listed here include a response survey, to ensure that participants reflect on their experiences. However, the DEIJ committee recognized that in order for us to measure change and be accountable for our commitments, we generated these measurable actions as a means to show transparency and assess change. Tiers and descriptions are subject to change as we grow as a coalition, expand our knowledge, and work towards positive changes in addressing diversity, equity, inclusion, and justice within the spaces we occupy.

<p>Individual</p>	<ul style="list-style-type: none"> <li>● Continue to self-educate and self-improve through reading and research</li> <li>● Attend 1 bystander training or DEIJ-related workshop annually</li> <li>● Take a self-assessment to recognize biases utilizing this <a href="#">implicit bias</a> assessment tool</li> <li>● Attend annual Safe Space Commitment summit/meeting, if possible</li> </ul>
<p>Friend - Just getting started</p>	<ul style="list-style-type: none"> <li>● Disseminate a minimum of 4 articles to organization internally</li> <li>● Attend 1 bystander training or DEIJ-related workshop* annually             <ul style="list-style-type: none"> <li>○ Public-facing employees should be prioritized to attend these workshops</li> <li>○ All attendees complete and submit responsive questionnaires based on trainings</li> </ul> </li> <li>● At least 50% of senior staffers undertake HRF needs assessment survey for organization and/or <a href="#">Meyer DEI Spectrum</a></li> <li>● Attend annual Safe Space Commitment summit/meeting             <ul style="list-style-type: none"> <li>○ Both early career/junior staff <b>and</b> senior staff should be in attendance</li> </ul> </li> </ul>
<p>Ally - On a path forward</p>	<ul style="list-style-type: none"> <li>● Disseminate a minimum of 6 articles to organization internally             <ul style="list-style-type: none"> <li>○ Create space for employees to discuss what they read, including junior and senior staff</li> </ul> </li> <li>● Attend 2 bystander trainings/DEIJ workshops annually             <ul style="list-style-type: none"> <li>○ At least 70% of senior staff and/or steering committee** must be in attendance, while public-facing employees are also encouraged to attend</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ All attendees complete and submit responsive questionnaires based on trainings</li> <li>● At least 70% of senior staffers undertake HRF needs assessment survey for organization and/or <a href="#">Meyer DEI Spectrum</a></li> <li>● Attend annual Safe Space Commitment summit/meeting <ul style="list-style-type: none"> <li>○ Both early career/junior staff <b>and</b> senior staff should be in attendance</li> </ul> </li> <li>● Complete and submit responsive annual questionnaires about organizational change <ul style="list-style-type: none"> <li>○ Designate one employee to be responsible for submitting responses</li> </ul> </li> </ul>
Accomplish - Making changes	<ul style="list-style-type: none"> <li>● Disseminate a minimum of 8 articles to organization internally <ul style="list-style-type: none"> <li>○ Create ongoing space for employees to discuss these articles, including junior and senior staff</li> </ul> </li> <li>● Attend 5 bystander trainings/DEIJ workshops annually <ul style="list-style-type: none"> <li>○ At least 90% of senior staff/board members must be in attendance, while public-facing employees are also encouraged to attend</li> <li>○ All attendees complete and submit responsive questionnaires</li> </ul> </li> <li>● At least 90% of senior staffers undertake HRF needs assessment survey for organization and/or <a href="#">Meyer DEI Spectrum</a></li> <li>● Attend and present at annual Safe Space Commitment summit/meeting <ul style="list-style-type: none"> <li>○ Both early career/junior staff <b>and</b> senior staff should be in attendance</li> <li>○ Could also host one training/workshop outside of the Summit</li> </ul> </li> <li>● Complete and submit responsive annual questionnaires about organizational change <ul style="list-style-type: none"> <li>○ Designate one employee to be responsible for submitting responses</li> </ul> </li> <li>● Dedicate funding to DEIJ initiatives at organization, including but not limited to paid internship and/or mentorship programs</li> <li>● Undergo an internal DEIJ review within the organization <ul style="list-style-type: none"> <li>○ Uses results to make significant changes in organizational policy</li> <li>○ Presents on results at annual summit</li> </ul> </li> </ul>

\*DEIJ-related trainings aside from mandatory sexual harassment trainings in workplaces

\*\*or any other authoritative, policy-creating group representing the organization