



# JLab Diversity and Inclusion (D&I) Council Charter

The D&I Council is chartered, and its members appointed, by the Director of the Laboratory. It is the primary body responsible for advising the Director and senior leadership on subjects related to Diversity and Inclusion.

## SCOPE:

The D&I Council's purview includes all activities in support of the following Lab goals:

- **Diversity** – Achieve and sustain a workforce composed of qualified people who proportionally represent the diverse populations that contribute to the advancement of science
- **Inclusion** – Achieve and maintain a professional, ethical, tolerant, and respectful work environment in which everyone can contribute to the mission according to his or her talents

To address these goals, the Council will seek ways to maximize the creativity, communication, & collaboration (C<sup>3</sup>) among diverse Lab contributors; with particular attention to recruiting, retaining, and developing STEM<sup>1</sup> women and minorities throughout the Laboratory.

## STRUCTURE:

The Council will be co-chaired by two associate directors who will report to the Director with the advice of the Human Resources Manager. The Council will be composed of members selected by the Co-Chairs and appointed by the Director. All will serve for three-year renewable terms with one third of the membership becoming eligible for replacement each year. Members should include both managers and at-large members representing the Lab's rank and file (particularly STEM<sup>1</sup>). Every effort should be made to include members who are representative of all major divisions as well as the Lab's female and minority populations.

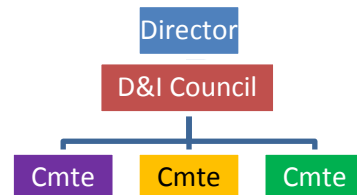
The D&I Council will be empowered to create committees from its membership, augmented from the general Lab population, to help meet its objectives. These committees will be temporary and will provide a conduit between the Council and the Lab population with regard to the objectives for which they were created.

### Diversity Statement from the Director

Jefferson Lab's Diversity Program is integrated with the laboratory's mission. We value the contributions of all people regardless of their differences. Our emphasis is on people and the environment in which they work.

Because the laboratory's mission is scientific, our Diversity Program seeks to enhance scientific discourse. The goals of the laboratory's Diversity Program are:

1. To create and maintain a professional, ethical and respectful work environment in which everyone contributes to the laboratory's mission; and
2. To maintain and encourage a workforce composed of qualified people who proportionally represent the diversity of their professions.
3. To increase diversity within the laboratory and the broader scientific and engineering communities in the nation.



<sup>1</sup> Scientific, Technical, Engineering, Mathematics

## **OBJECTIVES:**

The D&I Council's existence reflects a deeply held **core value**: Jefferson Lab values the contributions of all its people, including those contributions that are the result of their diversity. In this context, diversity may include:

- Gender differences
- Racial differences
- Ethnic background (home country, language, taboos, etc, )
- Generational differences
- Type of job/profession/education at JLab (including users)

Each year, the Council will focus its efforts on meeting at least one of the following objectives in support of the goals of **Diversity and Inclusion**

1. Increase awareness of diversity and inclusion to support leadership in maximizing contributions of all
2. Improve understanding of how diversity and inclusion affect mission accomplishment
3. Identify potential roadblocks to diversity and inclusion in hiring, promotion, physical environment, professional development

## **ROLES AND RESPONSIBILITIES:**

Director:

- Provide ongoing and visible support to D&I Council
- Receive findings and recommendations from Council at least annually
- Implement approved recommendations
- Renew Council charter annually if accomplishments warrant continuation

D&I Council Co-chairs:

- Select members to be appointed by Director
- Ensure Council meets formally at least quarterly
  - Ensure at least one co-chair is available to chair meetings
  - Determine agenda with assistance of the HR representative and run meetings
  - Approve meeting minutes and Council reports
- Submit Council recommendations to Director with advice of the HR representative
- Provide annual performance feedback to Council members' supervisors as "Work For Others"

Council members:

- Attend and participate in quarterly meetings
- Serve as a communication channel through which all Lab employees can express ideas as they relate to diversity, and as a link between employees and management
- Represent constituents' concerns and ideas regarding Diversity and Inclusion
- Ensure strategic planning is aligned with diversity objectives
- Acquire basic competencies related to serving on the Council (D&I Curriculum)
- Manage committees/focus groups and prepare reports as assigned
- Provide basic awareness training to constituents
- Participate in targeted recruiting efforts

Human Resources:

- Create and field D&I curricula for both Council members and the general Lab population
  - Internal classes, outside speakers, web-based seminars
  - Integrate with Management/Supervisor Development curriculum
- Advise the D&I Council co-chairs on issues and recommendations that impact personnel policies and programs
- Provide a member acquainted with D&I issues for the Council who will record meeting minutes

