**Inclusion Survey Frequently Asked Questions

Q: What is the lab’s definition of Diversity, Equity, Inclusion and Accessibility (DEIA)?**

**A:** **Diversity**- Achieve and sustain a workforce composed of qualified people who proportionally represent the diverse populations that contribute to the advancement of science.

**Equity**- Achieve and maintain an organization where all are treated fairly and provided equal access to opportunity and advancement.

**Inclusion**- Achieve and uphold a professional, ethical, tolerant and respectful work environment in which everyone can contribute to the mission according to their talents.

**Accessibility** - Achieve and provide equitable access to facilities, information and communication technology, programs and services so that all people, including those with disabilities, can utilize and fully participate in.

**Q: How will I receive the link to participate in the Inclusion Survey?**

**A:** An email from Culture Amp, the third-party vendor contracted to administer the Inclusion Survey, will be sent to all staff and Users on January 11, 2023.

**Q: How long do I have to complete the Inclusion Survey?**

**A:** The survey will be active and open to all staff and users until 11:59 p.m. EST, January 25, 2023.

**Q: How long does the survey take to complete?**

**A:** We understand your time is valuable and everyone is busy supporting the Lab’s mission. The survey should take approximately **10-15** minutes; this will vary based on individuals and any comments that are added. It is important that we understand what our challenges are in this space so we can work collaboratively and collectively to ensure Jefferson Lab is a welcoming community for all. Every voice counts!

**Q: When will the results be communicated?**

**A:** The results will be communicated to Lab Leadership in Q3 and results will be shared with the staff and User community soon after. Please refer to the [timeline](https://jeffersonlab-my.sharepoint.com/personal/realin_jlab_org/Documents/Desktop/Inclusion%20Survey%202023/Inclusion%20Survey%202023%20Timeline.pdf) for details.

***General Information***

**Q: Who is being asked to take the Inclusion Survey?**

**A:** All employees and Users will receive an invitation to participate in the survey. Participation is important because we want to be certain the survey represents the lab community and every voice counts. Your voice matters and we ask that you let your voice be heard.

**Q: Who will receive the results of the survey?**

**A:** In Q3, we will be sharing the results of the survey with staff and Users, through Department/Division meetings as well as the DEIA website. It is important staff and Users have visibility to the results and participate in developing action plans based on the data and feedback.

**Q: Has the Lab already completed a Diversity/Inclusion Survey?**

**A:** JSA surveyed the workforce internally in 2014, 2016 and partnered with Culture Amp, a third-party DEI vendor, to launch our first ever Inclusion Survey in 2020.

**Q: What specifically is the Inclusion Survey measuring?**

**A:**This survey will focus on the same themes from the 2020 Inclusion Survey so that we can gain an accurate assessment of progress, ongoing gaps or areas for improvement. The survey categories remain similar to those areas assessed in 2020 but updated for our current workplace environment: Engagement, Inclusion, Belonging, Equity, Opportunities and Resources, Growth, Decision Making, Voice, and Diversity. All of these elements contribute to an individual’s overall sense of inclusion in the workplace.

***Survey Vendor & Format***

**Q: Who Is Culture Amp and why did JSA choose them as the vendor for the Inclusion Survey?**

**A:**  To ensure high participation we needed a third-party vendor to administer the survey and provide the analysis. Culture Amp is a market leader of employee experience and people science is embedded into everything they do. From building an all-in-one employee experience platform to partnering with customers to build culture-first organizations – they combine research and data with innovative business ideas and employee market trends through people science practices.  JSA chose Culture Amp because of their expertise with subjects such as inclusion and organizational culture. The Culture Amp staff is comprised of people scientists that have the knowledge to develop questions in an unbiased way that yields the most accurate assessment of our culture.

**Q: Is this survey truly confidential?**

**A:** Yes, this survey is 100% confidential. Your responses are not tied to your employee ID, IP address, or anything else identifiable to you. Raw data is not available to JSA, only reporting in aggregate is allowed. Your answers remain private and your participation is optional.

**Q: How were the questions for the survey developed?**

**A:** The Inclusion Survey questions were developed by organizational psychologists from Culture Amp with input from industry leaders. This survey includes evidence-based and research driven constructs and the questions originate from applied experience, modern research, and scientific analysis. Culture Amp identified the constructs where we know negative stereotypes impugn minority groups and can prevent all employees from achieving their full potential; but also, where optimism in these areas can lead to new pathways for innovation and organizational success.  The questions asked largely mirror those used in 2020 so we have data to compare and check our progress.

**Q: How will my responses be used, even if it's not identifiable?**

**A:** The Culture Amp team will analyze the aggregated results and distill them into a few, select focus areas. To build an inclusive organization, we need to understand the staff/User experience, and that starts with understanding how people from all backgrounds feel about the survey categories identified. The data is not broken down by management levels.

**Q: If I'm the only person that fits under a certain demographic, how will my answers be kept anonymous?**

**A:** Culture Amp’s tool utilizes a “Reporting Group Minimum.” If you are in any demographic group that does not meet the Reporting Group Minimum threshold, your results will not be shown.

**Q: Can I add comments?**

**A:** There will be the opportunity to offer comments during the survey. Adding a comment is as simple as clicking the Add button on the comment icon, shown below:



**Q: Can I complete the survey on a smartphone or tablet?**

**A:** Yes. Culture Amp supports most desktop, laptop, tablet and mobile devices. If you're on a mobile device, Culture Amp supports the following browsers:

* Chrome (latest two stable versions)
* Edge (latest two stable versions)
* Firefox (latest two stable versions)
* Safari (latest two stable versions)

**Q. Can I save my survey and complete it later?**

**A.** Yes, Culture Amp allows you to save your changes every time you use it. You can use the original link that was provided to return to where you left off. You can even switch between devices while completing your survey. However, be aware this link will not function after the survey closes.

**Q. Can I change my answers?**

You can change your answers any time before finishing the survey, prior to submitting. Once submitted, you cannot change your response.

***Survey Follow-Up***

**Q: When will the results of the survey be available?**

**A:** Culture Amp’s people scientist team will brief the Lab Leadership team on the survey results in Q3.

**Q:** **How will the survey results be cascaded throughout the staff and User community**?

**A:** In Q3, the results of the survey will be shared with the workforce and then Division meetings will be scheduled to discuss the results and needed action planning.

**Q: Making Jefferson Lab a great place to work is important to me. How can I help with this effort?**

**A:** First, take the Inclusion Survey when you receive the email from Culture Amp requesting you to participate. Encourage your colleagues to participate as well. Second, actively participate in the Division/Department meetings and Demographic Focus group meetings. These groups are led by senior leadership and allow a psychologically safe space for staff and Users to share transparent feedback. Last and most importantly, be a champion for all things DEIA. Share and live the message of inclusion at the lab, be an ally and advocate for all.