**DIVERSITY AND INCLUSION POLICY**

**Policy**

JSA is committed to diversity with regard to recruitment, hiring, training, promotion, education outreach, community involvement, subcontracting, and economic development. JSA does, and will, continue to take action to positively recruit, employ, advance in employment, and treat minorities, females, individuals with disabilities and protected veterans without discrimination.

For this Policy to be effective, full cooperation and collaboration of all is critical and comes with a personal recognition that diversity and inclusion are everybody’s responsibility.

This policy shall apply to all practices, including (but not limited to) hiring, probation, training, promotion, transfer, work assignment, compensation, benefits, layoff, separation, retirement, and social and recreational programs

**Expectations**

JSA will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status or on any other basis prohibited by federal, state, or local law.

At Jefferson Lab, diversity and inclusion is integrated with the Laboratory's mission. JSA values the contributions of all people regardless of their differences. JSA’s goal is to create a work environment where all employees are empowered and encouraged to contribute their best work to support the Lab’s mission.

Management at all levels is responsible for actively supporting efforts to increase the diversity of the workforce and fostering a culture of inclusion that encourages everyone to contribute according to his or her abilities.

The D&I Council is responsible for developing and disseminating information that will increase awareness on the importance and value of both diversity and inclusion among the members of the JLab community.

Human Resources is responsible for the development and implementation of recruitment programs that identify qualified candidates. They are also responsible for the evaluation of such programs in meeting our diversity objectives. They are also the source of administrative and research support, as well as training resources, to help the D&I Council carry out their responsibilities.

Supervisors are responsible for ensuring diversity is considered in hiring, job assignments, promotional consideration, and scheduling; and for conducting the affairs of their groups so as to include the input, ideas, and participation of all of their subordinates, regardless of gender, race, cultural or ethnic background, age, or any other factor. Supervisors are also responsible for assessing their direct reports relative to the core expectations aimed at diversity and inclusion in the Performance Appraisal process.

Employees are responsible for valuing the individuality and diversity of people, both internal and external to JLab, and demonstrate this by treating people with fairness, courtesy and dignity; working well with others as demonstrated by adhering to team commitments, effectively communicating with team members, proactively assisting others, displaying cooperation, and recognizing the successes of others.

**Background Discussion for Inclusion in Admin Manual**

**Diversity & Inclusion (D&I) Council**

The D&I Council is chartered and its members are appointed by the Jefferson Lab Director. It is the primary body responsible for advising the Director and Lab Leadership on subjects related to diversity and inclusion. The goals of the laboratory's Diversity &Inclusion Council are to:

* Increase awareness of diversity and inclusion to support leadership in maximizing contributions of all.
* Improve understanding of how diversity and inclusion affect mission accomplishment.
* Identify potential roadblocks to diversity and inclusion in hiring, promotion, physical environment, and professional development.
* For more information on the D&I Council, see the [D&I Charter](https://www.jlab.org/div_dept/admin/HR/Diversit%20Inclusioncharter.pdf).

**Recruitment**

It is the policy of JSA to ensure that job openings be filled as efficiently as possible with the best qualified candidates regardless of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status or on any other basis prohibited by federal, state, or local law. This also applies to all other personnel actions, including compensation, transfer, promotion, corrective action, and separation. JSA is committed to providing reasonable accommodations for persons with disabilities (unless doing so will result in an undue hardship).

JSA has an Outreach Program to support its continuous commitment to attracting, recruiting, and hiring a diverse workforce. Through a combined approach of local outreach, wide and targeted postings of opportunities on diversity sites and with community partners, conference participation, and career fair attendance, JSA is focused on implementing a diverse recruitment strategy. ([Administrative Manual, Section 203.01](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77096))

**Staff Development**

JSA provides a wide variety of training and educational opportunities for employees designed for:

* *Improved job competence-*, The Job Related Training ([JRT](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77207)) Program, the Educational Reimbursement Program ([ERP](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77208)), the Management Development Training ([Management development training](https://www.jlab.org/memo/new-supervisor-orientation-classes-offered), and ESH&Q training. Programs are available to all employees based on job relevancy and career development planning. In addition, the training staff provides counseling on course selection to both improve skills and promote cost effectiveness. ([Administrative Manual, Section 209.01](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77206)) Notable areas of focus that highlight and promote diversity and inclusion are as follows:
* *Personal Development-* Myers Briggs Type Indicator (MBTI), information on generational differences, , transitioning from non-supervisor to supervisor responsibilities, conducting fair and effective performance appraisals, and recognizing barriers to communication related to cultural, gender, and unconscious bias [Implicit Bias [(GEN300)](https://www.jlab.org/div_dept/train/Diversity/An%20Introduction%20to%20Implicit%20Bias%20%28Web%29/index.html)].
* *Mentor Training-* focuses on the factors that relate to effective mentoring and making the experience worthwhile for both mentor and mentee; potential barriers to communication between generations and perspectives are explored, including those that affect diversity and inclusion
* *Succession Planning*- aids Lab management in defining positions of responsibility in terms of gender/cultural-blind skill requirements, and encourages development of internal candidates

**Responsibilities**

* Management at all levels is responsible for actively supporting efforts to increase the diversity of the workforce and fostering a culture of inclusion that encourages everyone to contribute according to his or her abilities.
* The D&I Council is responsible for developing and disseminating information that will increase awareness on the importance and value of both diversity and inclusion among the members of the JLab community.
* Human Resources is responsible for the development and implementation of recruitment programs that identify qualified candidates. They are also responsible for the evaluation of such programs in meeting our diversity objectives. They are also the source of administrative and research support, as well as training resources, to help the D&I Council carry out their responsibilities.
* Supervisors are responsible for ensuring diversity is considered in hiring, job assignments, and scheduling; and for conducting the affairs of their groups so as to include the input, ideas, and participation of all of their subordinates, regardless of gender, cultural or ethnic background, age, or any other factor. Supervisors are also responsible for assessing their direct reports relative to the core expectations aimed at diversity and inclusion in the Performance Appraisal process.
* Employees are responsible for valuing the individuality and diversity of people, both internal and external to JLab, and demonstrate this by treating people with fairness, courtesy and dignity; working well with others as demonstrated by adhering to team commitments, effectively communicating with team members, proactively assisting others, displaying cooperation, and recognizing the successes of others.

**Resources**

* JSA/JLab's policy of non-discrimination is based upon a number of federal laws and executive orders. See Administrative Manual, Section [202 - Equal Employment Opportunity & Affirmative Action](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77094).
* It is the policy of JSA to ensure that job openings be filled as efficiently as possible with the best qualified candidates regardless of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status or on any other basis prohibited by federal, state, or local law. See Administrative Manual, Section [203 - Employment](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77096).
* It is the policy of JSA that certain rules and regulations regarding employees' conduct are necessary for the efficient operation of the Laboratory. See Administrative Manual, Section [208 - Standards of Conduct & Code of Ethics](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77192).
* It is the policy of JSA to assist and encourage employees to obtain skills, knowledge, and attitudes that increase their effectiveness in performing their current duties and improve their career opportunities within the Laboratory. See Administrative Manual, Section [209 - Staff Development](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77206).
* It is the policy of JSA to provide a means for employees to seek information and discuss matters of concern and to obtain fair and objective answers to their questions, issues, and complaints. See Administrative Manual, Section [210 - Employee Concerns & Grievances](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77211).
* [Diversity website](https://www.jlab.org/div_dept/admin/HR/diversity.html)
* [D&I Council Charter](https://www.jlab.org/div_dept/admin/HR/Diversit%20Inclusioncharter.pdf)
* JSA/JLab recognizes that employees may be challenged with personal matters that require an outside expert to provide guidance. JSA offers the Employee Assistance Program (EAP) as a confidential third party resource specializing in preventive services, education, short-term counseling, coordination and referral to outside agencies, and follow-up. See Administrative Manual, Section [205 – Employee Assistance Program (EAP)](https://mis.jlab.org/mis/apps/portal/admin_manual/viewDocument.cfm?documentId=77165).

**Implementation**
This policy shall apply to all practices, including (but not limited to) hiring, probation, training, promotion, transfer, work assignment, compensation, benefits, layoff, separation, retirement, and social and recreational programs.

* + JSA shall not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, ethnicity, sex, sexual orientation, gender identity, national origin, ancestry, age, disability or veteran status or on any other basis prohibited by federal, state, or local law.
	+ Questions or comments regarding this policy should be made referred to Human Resources.