

Science Museum of Virginia

POLICY TITLE: Diversity, Equity, Accessibility & Inclusion

DATE: 7/1/20

POLICY NUMBER: HR-4

EFFECTIVE DATE: 7/1/20

REVISION NUMBER: 0

Richard Conti

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APPROVED BY: _____,

Agency Director

I. PURPOSE

The Science Museum of Virginia is committed to developing and maintaining a diverse and inclusive workplace and a healthy work environment where employees are treated fairly, are respected and have the opportunity to achieve their full potential and contribute to the mission of the agency. The Science Museum understands that the wide range of experiences and perspectives resulting from a diverse workforce promotes creativity and innovation and creates value for our guests and community. The purpose of this policy is to provide guidelines for the development and maintenance of a DEAI culture within our Museum community.

II. REFERENCES

- Governor's Executive order Number One (2018)
- The Americans with Disabilities Act
- Policy 2.05 Equal Employment Opportunity
- Policy 2.35 Civility in the Workplace

III. DEFINITIONS

Diversity: Encompasses the range of human differences that make us unique, including, but not limited to the different characteristics that make one individual or group different from another including race, ethnicity, and gender identity or expression, age, national origin, religion, sexual orientation, socioeconomic status, veteran status, family structures, and physical and mental ability. Diversity also encompasses differences among people concerning where they are from and where they have lived, their differing thoughts, ideas, perspectives, and values.

Inclusion: Denotes an environment that encourages collaboration, flexibility, and fairness; and leverages diversity throughout the organization so that all individuals are able to participate and contribute to their full potential. Inclusion refers to the intentional, ongoing effort to ensure that any individual or group can feel welcomed, respected, supported, and valued to participate fully in all aspects of organizational work. While a truly "inclusive" group is necessarily diverse, a "diverse" group may or may not be "inclusive."

Equity: The fair and just treatment of all members of a community. Equity requires commitment to strategic priorities, resources, respect, and civility, as well as ongoing action and assessment of progress toward achieving specified goals. Equity acknowledges differences in privilege, access, and need, and strives to identify and eliminate barriers that have prevented the full participation of some groups.

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Accessibility: Giving equitable access to everyone along the continuum of human ability and experience.

Cultural Competence: A process of lifelong learning that results in knowledge, skills, behaviors, and attitudes that allow us to work effectively with others from different cultural backgrounds, increases the ability of organizations to maximize the benefits of diversity within their workforces, and improves the services we offer our community.

Unconscious Bias: Occurs when individuals make judgments at least partially influenced by gender, race or other prohibited factors without realizing they have done so, usually based on societal stereotypes or their own personal experiences.

IV. POLICY

A. The Science Museum of Virginia is committed to:

- Create an environment in which the individual differences and contributions of all team members are recognized and valued.
- Grow diversity within our agency, at all levels, both staff and volunteers, through proactive recruiting and retention of talent, with the goal that our staff composition reflect the community we serve.
- Provide equal employment opportunity (EEO) with respect to all employment practices and prohibit employment discrimination based on the protected categories in the Governor's Executive Order, State law, and as identified by the U.S. Equal Employment Opportunity Commission.
- Provide internal training and development opportunities to increase cultural competence, recognize unconscious bias and prevent systemic inequality in the workplace.
- Provide training for management so they are equipped to effectively manage a diverse workforce.
- Foster safe interactions, experiences, and spaces for our staff and guests.
- Reimagine, actualize, and continually audit our programming, exhibits, language, and marketing to strengthen inclusivity in everything we do.
- Celebrate employee differences.
- Prioritize equity and inclusion in our core operations, as a focus for all we do, incorporating a DEAI lens in every facet of our work, both internally and externally.
- Putting strategies in place to insure all staff voices are heard and represented.
- Foster teamwork and collaboration.
- Inclusive exhibit content
- Ensuring our physical space serves people of varying abilities.
- Add DEAI responsibility to our EWPs and performance evaluations.

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B. Diversity Committee

The Museum will assemble a Diversity Committee with representation across departments and staffing levels to:

- Coordinate Museum DEAI efforts
- Encourage participation and engagement from all staff members in select aspects based on their skills, specific interests and availability
- Promote training, educational materials and events to bring awareness to diversity and inclusion in the workplace
- Provide a review through a DEAI lens of Museum program and exhibit content, policies and procedures, marketing materials, strategic plans
- Elicit diverse feedback from across the Museum when conducting review and evaluation of Museum program and exhibit content, policies and procedures, marketing materials, and strategic plans.

C. Supervisory Responsibility

- To ensure that there is a work environment free of all forms of discrimination and harassment by respecting and valuing the diversity among our employees and guests.
- To understand their role in promoting DEAI, communicating and implementing policies and procedures in a fair and equitable way and working with staff to integrate the values of diversity into employment practices.
- To recognize unacceptable behavior and take immediate appropriate action.
- To provide their staff with opportunities to develop skills and experience for career advancement, learning and development.

D. Employee Responsibility

- To ensure that there is a work environment free of all forms of discrimination and harassment by respecting and valuing the diversity among our employees and guests.
- To implement this policy in their day-to-day work and their dealings with coworkers and guests and to report any violations or alleged violations.
- To notify their supervisor or management of any concerns with regard to the conduct of other staff members.
- To treat others with dignity and respect at all times.
- To exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and any other agency sponsored participative events.

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V. RESPONSIBLE STAFF

Museum Leadership Team

VI. CONTACT POSITIONS FOR INTERPRETATION

Employees desiring clarifications, explanations or other interpretations should contact their supervisors or respective staff management, or the Science Museum of Virginia Human Resources Department, (804) 864-1489.

VII. POLICIES SUPERSEDED

None

VIII. EXCEPTIONS

None

IX. DISTRIBUTION METHOD, EFFECTIVE DATE, AND EXPIRATION DATE

This policy shall be distributed through normal distribution channels. This policy shall be effective July 1, 2020 and shall expire on July 1, 2025.