

Diversity & Inclusion Council Charter

The core principles of diversity and inclusion stem from our inherent desire to care for all individuals in our community on a human level and we recognize that feeling included is fundamentally essential to thrive both professionally and personally.

Mission Statement

The Molecular Foundry's Diversity & Inclusion Council mission is to foster innovative actions that create an inclusive work environment that values the contributions of all employees and users.

The goal of the Council is to help support a workforce that reflects and embraces the gender, race, ethnicity, sexual orientation, physical ability, as well as the religious, political, and cultural views of the Foundry community.

The council acts as an advisory body to the Foundry management team on matters regarding Diversity & Inclusion in:

- Hires, recruitment, retention
- User outreach and support
- Intercultural and interpersonal communication in work and safety-related protocols
- Awareness and appreciation of diversity and inclusion
- Healthy and sustainable work life balance

Diversity & Inclusion Council Objectives

- Identify and address emerging issues that can impact our diversity culture
- Create and propose new initiatives that promote diversity and inclusion at the Foundry
- Identify, develop and implement D&I best practices across the Foundry
- Visibly recognize and communicate diversity and inclusion best practices achievements throughout the Foundry
- Create synergy between Foundry Facilities
- Act as clear point of contacts for the Foundry folk for matters concerning D&I by developing support networks for D&I issues
- Support or collaborate with the Berkeley Lab diversity and inclusion office on their action plans and initiatives

Membership/Composition

Members of the committee are generally recommended and recruited by the Facility Directors or by the Foundry Management Team but can be also self nominated and accepted by the council majority vote.

Council chair is nominated/elected for a term of two years by the council and approved by the Division leadership. The chair is expected to coordinate the activities sponsored by the Council, assigning and delegating specific responsibilities to the Council members.

Members are asked to serve a term of two years, and may serve longer if interested. Membership should strive to reflect and represent the diversity and viewpoints of our:

- Scientific Facilities
- Operations Staff and User Program Office (UPO)
- User Executive Committee (UEC)
- Post-doc community
- Human Resources team

With at least one member from each of the identified job families at the Foundry, i.e., Scientific, Technical and Operations staff, etc

At least one member from the committee should represent the Foundry on LBNL's Women Scientists and Engineers Council (WSEC) and LBNL Diversity & Inclusion Council.

Meetings

Meetings are held monthly unless there is a need to meet more frequently. The chair monitors attendance and tracks action items and initiatives and appoints subcommittees when necessary. Committee members can submit agenda items to the chair for inclusion in the following meeting

One meeting per quarter is open to everyone in the Foundry community.

Attendance

Attendance is expected. However, if unable to attend, members are asked to notify the chair, review meeting minutes and associated documents found in the MFD D&I Council Meeting Notes & Agenda Google Drive, and provide input on topics via email or other electronic format.

Provision for Amendment

The D&I Council chair is responsible for periodically reviewing this charter and working with members to amend its language as necessary.