

 <p>Policy</p>	Applicability	
	Department Wide	
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Diversity, Equity, and Inclusion		

Approved by



December 14, 2020

Allyson Brooks, Director
State Historic Preservation Officer

Date

Purpose

Ensuring success for all by eliminating disparities and building partnerships.

Policy

The Washington State Department Archaeology & Historic Preservation (DAHP) recognizes that in order to achieve our mission and vision in service of those who reside in Washington, we must embed the values of diversity, equity and inclusion in all aspects of our work. The State of Washington is diverse and we must reflect that diversity. When we are representative of the people we serve, we can better address the disparities in outcomes of our services for marginalized and underrepresented communities through purposeful, tailored and equitable use of resources and programs. This policy applies to all department employees, contractors and volunteers.

To achieve a truly diverse workforce, we must be willing to address undeniable realities such as the existence of discrimination, racism, white privilege, white supremacy, white dominant culture and individual biases. We must recognize oppression exists and has been reinforced through institutions, laws and policies to create structures and a system that discriminate against marginalized communities. This system has influenced societal norms, practices, beliefs and thoughts to create a dominant culture that further reinforces and perpetuates discrimination and oppression.

This dominant culture influences our individual perceptions, thoughts and actions. The product of this culture and our biology¹ is the prevalence of biases, both conscious and unconscious, in how we perceive others, sometimes based on contrived, fabricated social constructs. These biases perpetuate discrimination and oppression of those outside of the dominant culture, especially people of color, leading to discriminatory hiring practices and other employment decisions,

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microaggressions and an unhealthy and exclusionary, rather than inclusionary, workforce culture. Such a work environment affects everyone because we are all connected, but it most negatively affects those who are members of marginalized communities.

To achieve inclusion, we must disrupt the othering of communities and ensure respect and belonging for all. We must be willing to look at our work environment through the lens of inclusivity and accessibility (e.g., accessibility of presentations, norms of communication and use of idiomatic expressions, use of preferred pronouns, land acknowledgement, etc.). We must be willing to challenge our practices and behaviors that perpetuate a patriarchal work environment and lead to gender discrimination and harassment.

The department recognizes that although we cannot change the oppressive and discriminatory practices of the past, we have control over the workplace culture we create today and in the future. Much work remains for us as a department and as individuals to accept our responsibility and seize our opportunity to dismantle the internal policies, procedures, systems and practices that perpetuate inequity.

Based on these undeniable truths set forth above, it is therefore the department's expectation that the following shall apply in actions and communications amongst DAHP employees and in interactions with any external constituents, clients, and customers. DAHP employees are expected to do the following:

- Read and comprehend this policy, which includes striving for excellence in understanding, acknowledging, implementing, and embracing the commitments identified below.
- Recognize your role in perpetuating inequity through your own individual biases, whether conscious or unconscious. Be willing to walk the journey toward self-awareness and reflection.
- Co-create with your colleagues a welcoming, supportive, safe, affirming, and respectful work environment.
- Accept that mistakes will be made, acknowledged, learned from and improved upon as much of this journey requires learning through iterations of growth and failure.
- Engage and support respectful dialogue and conversations even when uncomfortable about racism, privilege, white fragility², dominant culture, oppression and historical trauma.
- Participate in continuous learning, development and training offered in the areas of diversity, inclusion, cultural humility, oppression and equity.
- Identify and address microaggressions as they occur in our workplace, whether intentional or unintentional, and use these as opportunities to educate, learn, grow, listen and respond with respect.
- Offer support and encouragement by honoring each individual's truth through the affirmation and validation of their values, beliefs, principles and lived experiences.
- If you are not sure whether you're following this policy, ask your supervisor for advice or support so you can uphold the values described here.

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The Director and Deputy Director additionally commit to:

- Promote diversity in all hiring activities including recruiting, interviewing and selection.
- Recruit and appoint culturally, racially and ethnically diverse managers and leaders.
- Ensure required qualifications listed for a job are truly necessary for a position. Where possible, other comparable experience should be considered in lieu of education requirements.
- Actively engage in initiating, promoting and championing inclusive strategies to retain workforce diversity in race, ethnicity, color, sex, national origin, religion, sexual orientation, gender identity, gender expression, age, veteran status, and disability status.
- Ensure equal access to growth and leadership development, educational and training opportunities, succession planning, mentoring opportunities and other resources.
- Continue to assess and correct workforce inequities throughout the agency on an ongoing basis.
- Seeking out staff training opportunities for professional development training including but not limited to: implicit bias, anti-racism, cultural sensitivity, etc.

Leadership will review this policy every three years for changes and effectiveness, unless there is a rule or statutory change necessitating a sooner review, change, or update. The Employee Engagement Survey feedback will be used to measure effectiveness of this policy. Questions will include, but are not limited to, the following:

- “My agency supports a diverse workforce.”
- “At my workplace, I feel valued for who I am as a person.”
- “My agency sets the expectation for inclusion by embedding it in everyday interactions.”

The directives indicated in this policy are not optional and failure to follow them may lead to discipline, up to and including termination. In addition, these directives and the goals may be used in annual evaluations as a specific competency required for satisfactory job performance. Employees will be expected to explain how they worked to comply, achieve, and exceed the goals identified in this policy.

Employees who have complaints or inquiries associated with this policy should contact their supervisor, the Director, the Deputy Director, or DES Human Resources. Supervisors will be expected to explain how they worked to comply, achieve, and exceed the goals identified in this policy.

¹ See Powell, John A. and Menendian, Stephen. *The Problem of Othering: Towards Inclusiveness and Belonging*. Electronic. www.otheringabdbelonging.org

² White fragility is a state in which even a minimum level of racial stress becomes intolerable for white people, triggering a range of defensive moves. These moves include the outward display of emotions such as anger, fear and guilt, and behaviors such as argumentation, silence and leaving the stress-inducing situation. See DiAngelo, Robin, *White Fragility: Why It's So Hard for White People to Talk About Race*, Beacon Press, Boston, 2018.