

# Memorandum of Understanding: Fermilab Users Workplace Climate and Environment Committee

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## Purpose

To raise awareness related to an environment of respect, courtesy, and civility amongst Fermilab users\*.

To address input from the users to understand and promote behaviors that facilitate an improvement in the work environment. To facilitate users input being addressed by the lab leadership and programs.

To represent the Fermilab Users community in issues regarding positive climate and environments. The scope of this representation is limited to what is stated on the Charge section of this document.

## Charge

This is a committee of FSPA and UEC with equal participation and responsibility.

The following goals constitute the mandate of this committee:

1. To act as a hub for Fermilab users for feedback and concerns of the Fermilab Users Community with respect to the work environment at the lab, providing this information to the lab leadership and programs.

2. To continue organizing the awareness seminar series initiated by FSPA, with a focus on at least the following topics in collaboration with the Office of Diversity and Inclusion:

- General environment improvement techniques.
- Neuro-diversity in the workplace.
- Awareness of hidden disabilities.
- Disability accommodations.
- Interpersonal conflict resolution techniques.
- Equity, Diversity and Inclusion.
- Productivity boosting through positive environments.

\* Disclosure: The Climate and Environment Committee is focused on the goals described in Section 1, which are not related to issues of Human Resources, employee/user individual reports. For reports of violations of the Fermilab Statement of Community Standards please contact the Fermilab office of Human Resources.

- Harassment prevention and reporting

3. To coordinate and organize, in concert with the Directorate and Fermilab Human Resources, the administration of a climate survey to the Users. The review of data will be handled by a third party with professional expertise in this area.

4. To promote the use of existing programs and resources concerning work climate and environment at Fermilab by the users community.

## Committee Responsibilities

To carry out the items described in the charge in a reasonable timescale.

To report on the committee's activities at least two times per year to FSPA and UEC.

To expand upon the charge in this document according to the needs and feedback from the Fermilab Users Community.

The committee will be subject to the FSPA and UEC review procedures and evaluation of its usefulness and the use of proper practices.

To consult the experts at the Fermilab offices of Human Resources, Diversity and Inclusion, and Communications in all topics related to their purview.

## Format and Membership

This committee is comprised of at least four core members (two from FSPA and two from UEC) who serve as the group's leadership, as well as any number of regular members.

Core membership terms have a duration of two years. The core members must be representatives of UEC and FSPA for at least the first year of their term.

One core member is to be appointed by each of FSPA and UEC yearly, according to their own internal procedures.

An independent member who is not a member of FSPA or UEC can be chosen by the committee. The independent member must be local to Fermilab.

The independent core member is appointed by a unanimous vote of the core membership, and will serve for a 1 year period.

Regular membership is open to all members of FSPA and the UEC.

Initial membership upon ratification includes the authors of this proposal as core members, and be open to all members of FSPA and the UEC.

## Ratification

This document was ratified by the FSPA on August 15, 2019

This document was ratified by the UEC on August 27, 2019