



*Easy Read Edition*

# **ASAN Equity Plan**

**Part 12: Work toward equity and  
racial justice everyday**

# Words to Know in Part 12



## standard operating procedures

Standard operating procedures are guidelines about how ASAN does different things.

# Work toward equity and racial justice everyday.

## Standard Operating Procedures



Starting in 2021, all staff will look at our **standard operating procedures**.



Standard operating procedures are guidelines about how ASAN does different things.



We call them SOPs for short.



For example, an SOP for planning an event would include these steps:



1. Tell people about the event.



2. Find a place to hold the event.

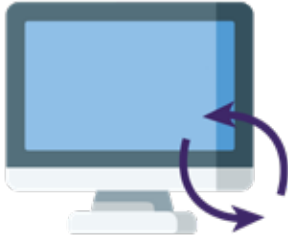


3. Plan what we will do at the event.



We have SOPs for many things.

We have SOPs for things like...



- How to change our website.



- How to share new resources.



- How to plan events.



- How to make decisions.

We will look at all our SOPs.



We will talk about our SOPs.



We will edit the SOPs we have.



We will also write new SOPs if we need them.



SOPs are important because they tell us how to do work.





ASAN will make changes to the SOPs we have now.



We can put steps in our SOPs to make sure that our work includes racial justice.



Including racial justice in our SOPs means that we will include racial justice in our work all the time.



# Operations



The operations team will look at SOPs.



The operations team will talk about the SOPs.



The operations team will talk about places in the SOPs where we can talk more about racial justice.



The operations team will keep finding ways to add racial justice to SOPs through 2021 and 2022.



The operations team will look at SOPs.



They will look at who does what kinds of work at ASAN.



They will make sure that staff of color have an equal chance to be in charge of work.



The operations team will also make sure that staff of color are not doing all the work on racial justice issues.



We want to make sure our work is intersectional.



We also want to make sure our work is equitable.



We want to make sure that everyone can use our work.



We ask questions to make sure we are doing these things.

We ask questions like:



- Are we talking about how racism has to do with the issue we are focusing on?



- How do autistic people of color experience this issue? How are their experiences different from white autistic people's experiences?



- Are there other people we should ask to speak at this event?

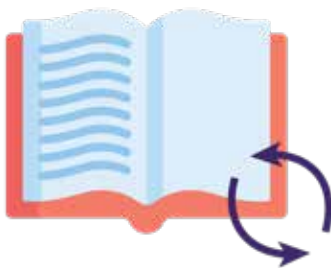
We will keep asking these questions.



We will ask these questions when we do things like:



- Plan projects or events.



- Edit drafts of materials we make.



- Create social media campaigns.

# Policy



The Policy Team will write new SOPs.

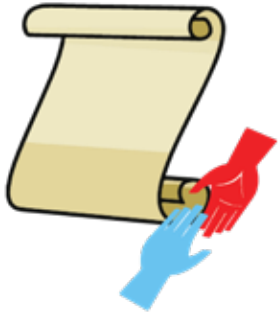


We will do this by the end of 2021.

We will write SOPs that say how to:



- Sign on to a letter.



- Support a bill.



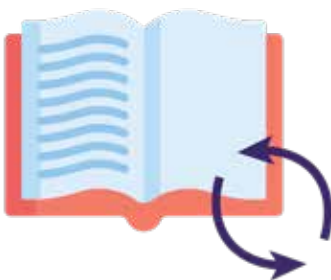
- Write public comments.



- Sign amicus briefs.



- Write amicus briefs.



- Edit toolkits.

The Policy Team works on a lot of projects.



We make resources and advocate.



We want our projects to help our community.



We especially want our projects to help:

- Autistic people of color.







- Autistic people with intellectual disabilities.



- Non-speaking autistic people.



We will ask our community what issues are important.



We want to make sure our projects are useful for these groups.



We will make sure that our projects help everyone.



We will make sure that they include racial justice.



We will do this many times during the project.



We will include time to talk about this in our SOPs.



We will talk about equity and racial justice when we start a new project or issue.

The Policy team will ask these questions:



1. Does this project or issue focus on autistic people of color?



2. Does this project or issue include community feedback?



3. Who should we talk to about this issue or project?



4. How does the issue affect autistic people of color?



5. Does this policy position hurt communities of color?



We will check in about equity and racial justice while we work on a project or issue.



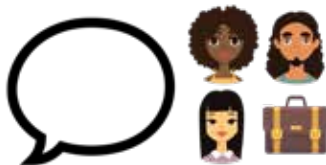
We will include the equity steps we talked about at the beginning of the project.



We will think about more ways we can include equity and racial justice.



We will include these check-ins in our SOPs.



When we work on a project or issue we will talk to experts on the issue.



We will especially work with experts who are people of color.



These experts and groups know more about some topics than we do.



We will talk regularly.



For example, we will talk to experts and groups who work on:



- Civil rights.



- Housing.



- Poverty.



- Immigration.



- Alternatives to policing.



We will include talking to experts as a step in our SOPs.



The policy team will also talk about what ASAN will do in coalitions.



ASAN works on many policy issues.



We work with groups who know a lot about different issues.



We will think about what our role will be in the coalition.





ASAN sometimes leads work on a project.



More often, ASAN supports work that other groups do.



We will especially support groups led by people of color.

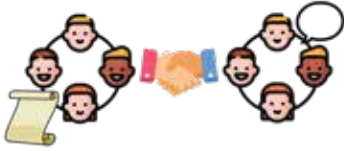


In our SOPs, we will discuss how we decide our role in the coalition.



Policy will share our work with our community.

We will do that by working with the Communications Team.



We can tell the Communications team:



- What we are working on.



- How we are including community feedback.



The Communications team will share this update with our community.

We will share regularly.



The Policy Team will come up with ways we can talk to the Communications Team about our work.



We could schedule meetings.



We could make a list.



We will explain how we will talk to the Communications team in our SOPs.





Staff members can speak up if they have a problem.



Staff members can speak up at any time.



Staff members don't have to wait for permission.



The problem can be about anything.



The problem can be about how policy positions will affect certain groups of autistic people.



We will include in our SOPs what we will do when someone brings up a problem.



- We will talk about the problem.



- We will work together to fix the problem.



- We will think about whether we should change our project.



- We will think about whether we should change our position.

# Management



Management will look at the SOPs.



We will look at the Operations SOPs.



We will also look at the Policy SOPs.



Management will make sure all of our SOPs help us meet ASAN's goals.

This equity plan includes many goals.



Our SOPs will help us meet our goals.



We will also make sure all SOPs share ASAN's values.



One of ASAN's values is anti-racism.



Management will make sure the SOPs include anti-racism.





Management will make sure all staff follow the SOPs.



Management will make sure SOPs are up to date.



Management will make sure that SOPs focus on autistic people of color.



We need to focus on autistic people of color when we plan projects.





We also need to focus on autistic people of color every day.



Our work should meet the needs of autistic people of color.



We will listen to autistic people of color to find out their needs.

Management meets a lot as a team. We meet to talk about things like:



- The strategic plan.



- Applying for money to do projects.



- Working with other organizations.



- Planning out ASAN's calendar of events.



When management meets, we will always include time to talk about intersectionality in our decisions.



When management meets, we will always include time to talk about equity in our decisions.



When management talks about new work, we will talk about whether the work focuses on autistic people of color.



If the work doesn't focus on autistic people of color, we will change the work.



We will think about how we focus on autistic people of color every time we make decisions.



Management will talk to each team at ASAN's equity meetings.



We will ask each team about intersectionality and equity in their plans.



We will ask at every equity meeting.



All of ASAN will work to make ASAN a more inclusive place.



Management will help make sure the work happens.

We will divide the work into steps.



We will make plans so that all steps are done.



We will make timelines for when to finish each step.



Management will do a project.



The project will look at how ASAN spends time and money.



We will look at how much time different projects take.



We will look at how much money different projects cost.



We will look at what projects teams think are most important.



Management will look at how much work focuses on autistic people of color.

Management will share what we find out with all staff.



We will use this information to:



- Start conversations.



- Find places where ASAN can do better.



- See how we can do better in the future.