



*Easy Read Edition*

# **ASAN Equity Plan**

**Part 5: Meetings, discussions,  
and changes at ASAN**

# Meetings, discussions, and changes at ASAN

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## Questions, concerns and suggestions



We will make more ways for staff to talk about problems at work.



Staff will meet every month to talk about equity and racial justice.



Equity means fairness.



In these meetings, we will talk about how to make ASAN a better place to work.



We will talk about barriers that staff have experienced or seen.



We will talk about barriers that staff of color experience or see at work.



We will talk about how to change ASAN to fix the barriers.



We will talk about barriers and problems if they happen to us.



We will also talk about barriers and problems if they happen to other people.



We do this because talking about the problems can help us see more problems.



If we see the problems, we can fix them.

## Meeting with staff of color



Staff should be able to talk about problems and ask questions.



We want staff of color to be able to feel safe talking about racism and other problems.



We have a plan to help people feel safer talking about any problems.



Our first step is to meet with staff of color. This meeting will happen by the end of 2021.

Here is our plan for the meeting:

Before the meeting:



- We will ask staff of color to do a survey. The survey will ask the best way to have the meeting. We will listen to the survey. We will set up the meeting like the survey says.

At the meeting:



- We will listen to staff of color. The meeting will talk about whether there are barriers or problems at ASAN. The barriers and problems can be from the past or now.

After the meeting:



- We will make a plan to fix any problems that staff bring up. Fixing problems will help us make sure ASAN is fair to all our staff.



- We will share the plan with all staff.

## Asking questions



We want staff to ask hard questions at meetings about barriers and equity at ASAN.



We want to talk about problems from now and the past.



We will study the best ways to:



- Be honest with staff about what happens at ASAN.



- Talk about ASAN's history.



- Talk about how ASAN works.



- Talk about problems.



We want staff of color to feel safe talking about problems at ASAN.



We do not want staff of color to fear how people will respond.



We will change how we do things to make staff feel safer.



We will ask all staff how to make ASAN better.

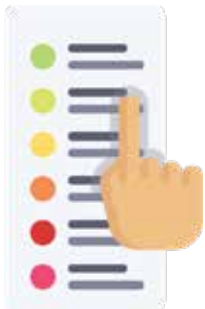


We will ask if the plan to fix any problems at ASAN works.

## What management needs to do



Management are the people who are in charge of ASAN.



They are the people who make big decisions about how ASAN runs.



Management makes decisions for ASAN.

Sometimes management makes decisions about:



- Equity.



- Inclusion.



- Anti-racism.



Management will tell staff about their decisions.



Management will tell all staff why we made the decision.



Management will ask staff how they feel about the decision.



ASAN wants our staff to feel okay talking about our identities at work.

These identities could be...



- Disability.



- Race.



- Gender.



- And many other identities.



We want our staff to feel okay talking about the accommodations we need at work.



We want our staff to feel okay talking about how these things affect our lives and work.



Management will tell our staff that it is okay to talk about our identities and accommodations.



We will talk about these things at work.



We will show that it is okay to talk about these things at work.



But management will never force someone to talk about these things at work.



Management will learn how to make ASAN a safer place for staff of color.



We will learn new ways to support staff of color more.





We will make a list of the things they can do to support staff of color.



We will do these things.



We will ask staff of color for feedback.



We will keep looking for more ways to make ASAN a safer place for staff of color.



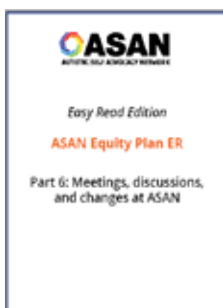
Management will do other work to make ASAN a better place.



We will do more work to make sure ASAN is fair to all our staff.



We will do more work on anti-racism at ASAN.



You can learn more about this work in other parts of this plan.



Management wants all ASAN staff to feel safe asking questions



We want all staff to feel safe giving feedback.



We will make changes to make sure this happens.



We will make sure staff have more chances to talk about the work ASAN does.



Management will give staff more chances to ask questions.



We will give staff more chances to talk about problems that staff have.



We will make sure staff can ask questions or talk in private.

## Policies, position statements, and our strategic plan



Right now, most of what ASAN says about policies comes from our Policy Team.



We want anyone at ASAN to be able to suggest policies that ASAN should support.



We want all ASAN staff to be able to suggest policies about racial justice.



We want all ASAN staff to be able to ask the Policy Team questions.



Management will make sure there is a way for all ASAN staff to do this.



Management will let all staff know that it's okay to suggest policies.



Management will let all staff know that it's okay to ask questions.



ASAN has position statements.



Position statements say what ASAN as an organization thinks about certain topics.

We have position statements on things like:



- Self-advocacy.



- Community living.



- Healthcare.



Management will review our position statements.



Management will ask staff what they think about the position statements.



Management will make changes to the position statements if they need to.

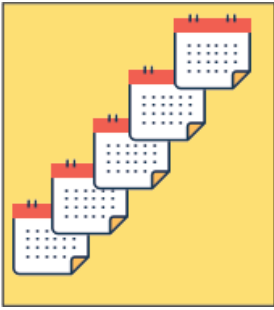


Then, the changes will go to ASAN's Board to approve.



Management will do this every year.





ASAN also has a strategic plan.



A strategic plan is a document with ASAN's goals.



The document also has a plan to make those goals happen.



Management will review our strategic plan.



Management will ask staff what they think about the strategic plan.



Management will make changes to the strategic plan if they need to.



Management will do this every year.



Then, the changes will go to ASAN's Board to approve.



Strategic plans last for more than one year.



Usually, they last for about 5 years.



Strategic plans need approval from ASAN's Board.



Management will create strategic plans.



Management will make sure all staff can be part of making the strategic plan.

# Staff should keep learning

All staff will look for ways to learn more about:



- Disability rights.



- Disability justice.



- Self-advocacy.



- Neurodiversity.



- Being an ally.



- White supremacy.



- Anti-racism.



- Racial justice.



We will learn together by sharing resources and different ways to learn.



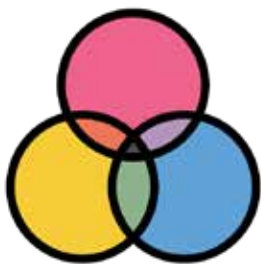
We will be able to share articles and other resources every month.



Everyone who has something to share will be able to share.



We will keep working to make ASAN anti-racist.



We will keep talking about intersectionality and anti-racism.



**Intersectionality** is a way to talk about how all the parts of a person change how other people treat them.



For example: people treat a Black autistic person different from a white autistic person.

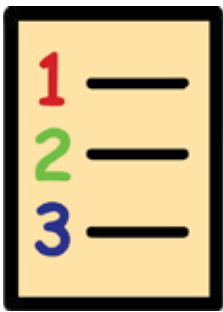


We will talk about how to make sure our work is intersectional and anti-racist.

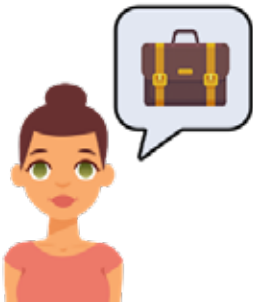
In six months we will look at:



- How we work.



- Our SOPs.



- How we talk about work we finished.



- How we decide who works on what.



We will talk about how our staff can work together.





We will talk about the parts of our work that are anti-racist.



We will also talk about whether there are problems or barriers for staff.



We will fix any problems or barriers.



Sometimes the work we do is upsetting.



For example, we work to stop murder and abuse of people with disabilities.



These topics can upset staff members.



We want to understand how staff feel.



We want to make sure that staff are able to take care of themselves.



We will talk to staff about tools to manage difficult work.



One example is taking breaks.

ASAN will focus on anti-racism.



We will meet often to talk about how we are focusing on anti-racism.



We will talk about how we can do better work.



We will talk about how we have changed.



We will keep finding ways to do better.



# Making new structures at ASAN



Management wants ASAN to be a fair workplace for all staff.



We want ASAN to be a place where people aren't scared to talk if something is wrong.



ASAN will make an **onboarding process**.



An onboarding process is what ASAN does to welcome a new staff member.



The onboarding process will include information about how things work at ASAN.



It will include chances for staff members to ask questions.



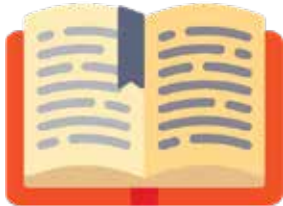
Management will talk to staff who work at ASAN now.



Management will figure out what staff need to welcome new staff members.



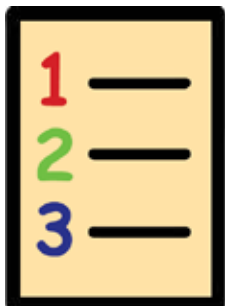
Management will give staff the resources they need.



ASAN has an employee handbook.



The employee handbook tells staff what their rights are at ASAN.



It tells staff what their responsibilities are at ASAN.



Management will add to this employee handbook.



We will talk about how staff can ask questions and give feedback.



This will help staff members know what to do if they have a question or feedback.



Management will talk about making a resource and training about self-advocacy at work.

Management wants staff to learn about:



- Asking questions.



- Speaking up when something is wrong.



- Being a good ally at work.



Management will make sure staff can have resources to learn about



- Disability rights.



- Disability justice.



- Self-advocacy.



- Neurodiversity.



- Allyship.



- How white supremacy affects work.



- Anti-racism.



- Racial justice.



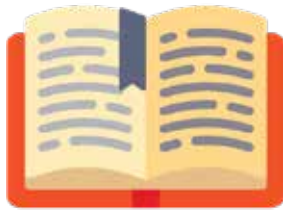
Management will make sure that staff know what these things are.



To start, management will help make a document that all staff can look at.



The document will explain words and phrases about equity, like the ones in the list above.



ASAN will update our employee handbook regularly.



When we update the handbook, management will look close at it.



Management will look for places to add anti-racist values and practices.



Every year, management will review the employee handbook with staff.



Management will talk about the rules that protect staff from **retaliation**.



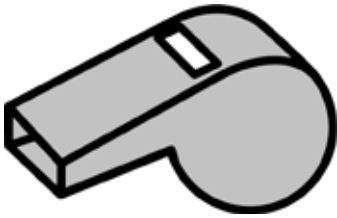
Retaliation is when a staff member gets in trouble because they say something is wrong at their work.



Retaliation is wrong.



Management will also talk about how the rules protect **whistleblowers**.



A whistleblower is someone who tells others that something is wrong or illegal at their work.

- 1.=
- 2.=

ASAN has rules to protect whistleblowers.  
ASAN has rules to protect staff from retaliation.



Management will explain these rules to the staff every year.



Management will change how we review staff at ASAN.



Management will make a plan to do 360 reviews.



360 reviews are a type of progress report for managers.



In many progress reports, only the manager gives feedback.



In a 360 review, the manager gets feedback from the people who work for them.



Management will look at what happens when a staff member stops working at ASAN.



Management will add a process for **exit interviews**.



An exit interview is when a staff member sits down with management.



They talk about why the staff member is leaving.



Management will learn the best ways to do exit interviews.