



Easy Read Edition

ASAN Equity Plan

Part 1: Introduction

Words to Know in Part 1



Anti-racism

When you keep working to get rid of racism.



Discrimination

Treating people badly because of who they are.



Equity

Fairness.



Organization

A group of people who do work to change or fix a problem.



People of Color

People who are not white.



Racial Justice

A way of treating people of color fairly



We are the Autistic Self Advocacy Network.
The Autistic Self Advocacy Network is also called ASAN.



ASAN is an **organization** run by autistic people and for autistic people.



An organization is a group of people who do work to change or fix a problem.



We are working on **equity**. Equity means fairness.



This is our equity plan. An equity plan is a tool that we will use to tell us how to be more fair in our work.



A lot of our equity plan has to do with making **racial justice** a part of all our work.



Racial justice is a way of treating **people of color** fairly.



People of color are people who are not white. For example, Black and Indigenous people.



Racial justice means making sure people of color have the same access to resources as white people.



Racism in the past and today has harmed people of color.



Racial justice means making changes to fix that harm.



Discrimination means treating people badly because of who they are.



Racial justice is more than getting rid of discrimination.



Racial justice is making sure there are new plans to make sure things are fair.



Racial justice is part of disability rights.



Many people of color have disabilities.



Racism is connected to ableism.



Anti-racism means you keep working to get rid of racism.



You have to fight against racism every day.



ASAN wants to become an anti-racist organization.



We want to make sure all of our work is anti-racist and equitable.



That's why we made this equity plan.



Easy Read Edition

ASAN Equity Plan

Part 2: Listen to our community.

Listen to our community.



ASAN is always listening to the autistic community.



We want to know how the community feels about our work.



We also want to know if the community thinks we should change our work.



ASAN will find and make more ways to listen to the autistic community.



ASAN will include the autistic community's ideas in how we make decisions and do our work.



In this section, we'll talk about how we will listen to our community. We will also talk about how we will change what we do.



Surveys

ASAN does a survey of our community every year.



In 2021, we will start using the survey in new ways.



We will use the survey to learn how the community feels about the work ASAN is doing.



We will use what we learn to change what we work on and how we do the work.



We will use the survey to learn which parts of our work are helping.

In the survey:



- We will ask about how people use our programs and **resources**.



- Resources are things we have that are useful.
- Some examples of resources are:



- Books.



- Reports.



- Toolkits.



- Presentations.



- Videos.



- We will ask what barriers make it hard for them to use our programs and resources.



A **barrier** is something that stops you from accessing things you want or need.



- We will ask if the community needs something that ASAN is not doing right now.

- We will ask questions about different parts of people's lives, like:



- Race.



- Gender.



- Age.



- Religion.



- And more.



- We will learn about who cannot use our programs and resources.



- We will plan to make the survey in Spanish also.



- We will think about how to share the survey with people who cannot use the internet.



- For example, we could work with people who will share the survey in person.



- Or we could share the survey by sending it in the mail.



The survey tells us what issues are important to our community.



ASAN will work on issues that are important to our community.



ASAN staff will meet every year to look at how people responded to the survey.



ASAN will change our work.



ASAN will focus on the issues that are important to the community.



We will meet to talk about what new things we can do to help with those issues.

New website tool



ASAN will make a new tool on our website.



This tool will ask people about whether our work was helpful.



You can tell us if a resource is hard to read.



You can tell us if you think a resource should talk about a certain topic.

You can tell us if you loved the resource.



We can use the tool for:



- Our website.



- Our toolkits.



- Our books.



- Our other resources.

Find out who can use our work. Find out who doesn't know about what we do.



ASAN has a communications team.



The communication team tells our community about our work.



We want to share what we are working on with the whole community.



ASAN wants to know who is hearing about our work.



But ASAN also wants to know who is not hearing about our work.



We want to make sure everyone who needs our help knows about us.



The communications team will do a project to find out who is not hearing about our work.



ASAN is national.



The main way we connect with people is on the internet.



But not everyone is on the internet.

The project will answer these questions:



- What limitations does our online community have?



- A limitation is something that stops you from doing what you want.



- An example of a limitation is some social media has word limits that make it hard to talk about all the parts of an issue.



- How do people find our online community?



- Who are we not including in our online community?



- How can we include people who are not part of our online community?



- How can we include people who do not know they are autistic?



- How can we include people who cannot use the internet?



- How can we include people who deal with other barriers?



The communications team wants to help people use our resources.



Some people do not have access to our resources.



Some people do not have access to many resources, because of barriers.



We will think about how to support people who speak languages other than English.



We will also focus on people who cannot use the internet.

Who does our policy work help?



ASAN has a policy team.



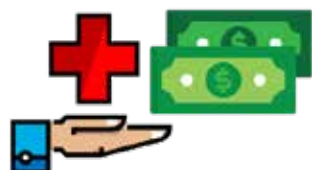
The policy team finds policies for us to support and helps with new policies.



A policy is a rule that people or the government make about how they will do things.



For example, Medicaid is a part of health policy.



Our policy team advocates for more funding for Medicaid.



We want to make sure the work helps everyone.



We need to think about how our work helps people of color.



If our work isn't helping people of color, we need to change our work.



The policy team will meet 4 times a year to talk about their work.



The policy team will think about what went well.



The policy team will also think about who their work helped.



ASAN knows it is important to focus on autistic people of color.



Autistic people of color experience both ableism and racism.



The policy team will look to see if they are making real change.



There are many important issues.



ASAN is only one organization.



We can't work on every issue.



We have to choose which issues that we can work on.



We will choose issues that will help autistic people of color.

Listening sessions and focus groups



ASAN will hold a focus group with autistic people of color.



A focus group is when a group of people get together to talk about something.



The people in the focus group tell us what they think. They will tell us how we can do better.



We will hold the focus group online.

In the focus group, we will talk about things like ...



- Who ASAN's work helps.



- Who the resources ASAN makes help.



- How ASAN can help autistic people of color more.

We will make sure the focus group includes autistic people from many...



- Races.



- Genders.



- Sexual orientations.



- Other identities.



We will make sure the focus group includes nonspeaking autistic people.



We will make sure the focus group includes autistic people with intellectual disabilities.



We will make sure people have accommodations they need to be part of the group.



Accommodations are changes that make things easier for people with disabilities.



Accommodations help us get the same things as non-disabled people.



We will do this to make sure everyone in the group has a chance to tell us what they think.



We will talk about many things during the focus group.

We will talk about things like:



- Toolkits ASAN could make.



- Resources ASAN could make about topics that affect autistic people of color.



- Planning out new resources.



- Resources that ASAN has already made.



We will write a post about the things we learned from this focus group.



We will share what we learned on ASAN's website.



We will not put any personal information about focus group members in this post.



We will keep focus group members' names and other personal information private unless they want to share them.



We will hold more focus groups in the future.



Some focus groups will be for autistic people with intellectual disabilities.



Some focus groups will be for nonspeaking autistic people.



We will include autistic people of color in every focus group.



We know that the focus groups will be a lot of work for the people in them.



We want to pay people for their work.



We will pay the people who attend our focus groups.

We will also have listening sessions.



Listening sessions are big meetings where we listen to the community.



Listening sessions have more people than focus groups.



We want to hold listening sessions with autistic people of color.



We want to hold listening sessions with nonspeaking autistic people.



We want to hold listening sessions with autistic people with intellectual disabilities.



We want to hear what people think about ASAN's work.



We want to know if our work is helping them.



We want to know what people think we should do.



We want to know what else we should do.



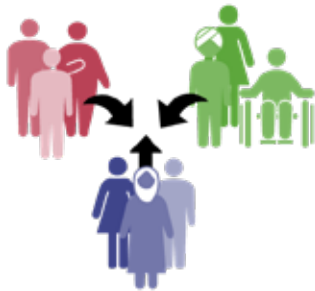
We will learn a lot from focus groups and listening sessions.



We will use what we learn from each focus group to plan the next focus group.



After we have some focus groups and listening sessions, we will have a meeting.



All ASAN staff will come to the meeting.



We will talk about what we learned from the groups.



We will talk about how we will use what we learned to make our work better.



We will talk about what we will do next.



We will also continue to talk to autistic people of color about projects.



ASAN already talks to autistic people of color about new projects.



We also talk to people of color who have other disabilities.



When we do this, we pay the people we talk to.



ASAN will look for more chances to consult autistic people of color on new projects.



We want to hear their perspectives.



We want to hear what they think of the project.



We will pay them for their work.



We will also continue to talk to autistic people of color about projects.

Putting feedback into practice



Feedback is what we learn from our community.

We get feedback from:



- Surveys.



- Focus groups.



- Listening sessions.



We want to make sure we use feedback in all the work we do.



We will get feedback about how we can make sure our work includes racial justice.



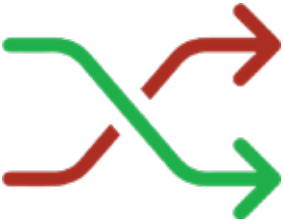
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Racial justice means making sure people of color have the same access to resources as white people.



Racism in the past and today has harmed people of color.



Racial justice means making changes to address that harm.



Racial justice is more than getting rid of **discrimination**.



(Discrimination means treating people badly because of who they are.)



Racial justice is making sure there are new plans to make sure things are fair.



Racial justice is part of disability rights.



Many people of color have disabilities.



Racism is connected to ableism.



We will continue to do this work.



We will listen to community feedback and use what we learn.



We want to do things that make ASAN a better place.



We want to do things that make anti-racism a bigger part of our work.



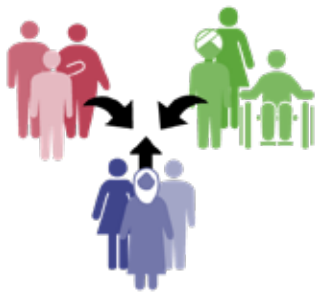
We want to do things that make racial equity a bigger part of our work.



We want to do more than talk about these things.



We don't want to say we'll do things but never do them.



So management will work with all staff.



We will work together to look at community feedback.



We will use feedback to learn what goals that matter to the autistic community.



We will work towards these goals.



We will continue to do this work.



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**Part 3: Share our work
with the community!**

Share our work with the community!

Update our community



ASAN tells people about our work.



We will talk about our racial justice work.



At least once a year, we will give a big update about all of our work on racial justice.



We will also give smaller updates during the year.



ASAN says a lot of things.



We post these things online.

These are things like:



- Newsletters,



- Statements that tell people what we think on a certain topic.



- Blog posts.



- Videos.



We work to make sure that we say things about our racial justice work.



We will keep doing this work.



We will keep updating our community on our work.



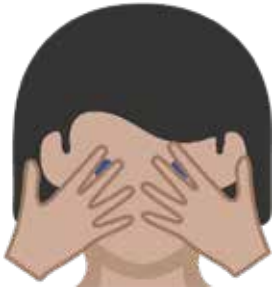
ASAN will talk about the ways racial justice is part of our policy work.



We will talk about racial justice in accessible ways.



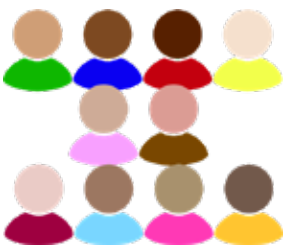
We will make videos and toolkits about racial justice.



We will talk about work that people outside ASAN don't see.



This includes work that happens in coalitions.



Coalitions are groups of organizations who work together.



ASAN is part of many coalitions.



We will talk more about the work we do in coalitions.



We will talk in coalitions about the racial justice work we do.



The communications team will share materials about how racial justice is part of disability rights.



We will share materials made by other people or groups.



We will also create and share accessible resources.



Disabled advocates of color do a lot of important work.



We want to tell other people about this work.



We want to share the work of disabled advocates of color.



We want to support their work.



We want to talk with the community more about racial justice.

Community Events



ASAN puts on different events.

Some of these events are:



- ACI.



- Our annual gala.



- Trainings and briefings on different topics.



We will use these events to talk about the work of disabled advocates of color.



Some of our events have panels.



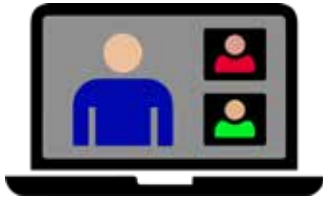
A panel is when people who know a lot about a topic talk about that topic together.



We will invite many disabled advocates of color to join our panels.



The policy team will hold different online events people can go to.



These events will include webinars and live chats.



These events will talk about issues the policy team is working on.



These events will include the experiences of autistic people of color.



The policy team will make sure there is time at each event for questions or feedback.



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ASAN Equity Plan

**Part 4: Hire and promote
staff of color**



Management will focus on how people can access those resources.



We will help everyone develop those skills.



We also know that racism means that sometimes people of color have less opportunities to lead.



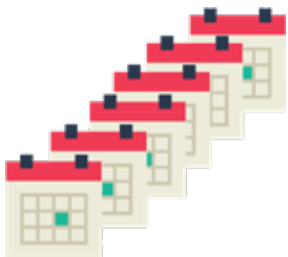
Management will work with staff of color during their review every year.

Hire and promote staff of color

Chances to learn skills



Management will make a list of the skills that people need to be management.



Management will make that list within 6 months.



Management will find ways for people to learn those skills.



Some people do not have the same access to learning as other people.



Management will talk with staff of color about what skills or opportunities they want to lead.



Management will work with staff of color to make sure more people can access resources to lead.



Management will also give resources for professional development.



Professional development is a way to learn new skills for your job.



Professional development can help staff become management.



Some staff make decisions about projects like who is in charge.



Management will ask for feedback about who gets to make decisions.



Management will look for feedback in many ways.

Management will ask for feedback:



- Before we start a project.



- After a project during the debrief.



A **debrief** is when you talk about a project you finished.



Debriefs help us do better projects next time.

We will talk about equity and anti-racism in every debrief.



Management will use this plan to make more opportunities for staff of color.



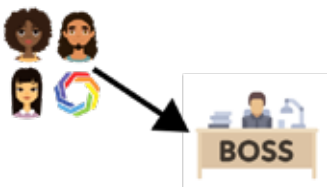
We will think about what things might make it harder for staff of color to get opportunities.



We will change those things.



This should make it easier for staff of color to become management at ASAN.





We want more staff of color to have the power to make decisions.



We will check and fix the plan when we need to.

Suggesting projects



ASAN wants our staff to work on projects that interest them.



We will ask staff what projects they want to work on.



We will ask staff if they have suggestions for new projects or ideas.



We will ask staff to work on these projects.



ASAN wants our staff to lead projects.



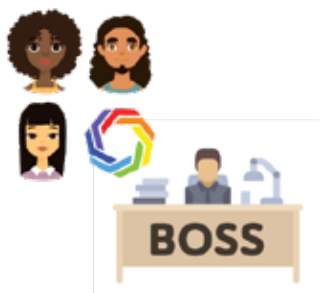
We want our staff to learn how to manage projects.



We will create chances for staff to manage projects.



We will help staff build skills to manage projects.



We will especially create chances for staff of color to manage projects.

Making a plan



In 2022, Management will start making a plan.



Management will plan for who will do their jobs after them.



This plan will help more staff of color become part of management.



Management will work on getting rid of barriers that keep staff of color out of management.



Management will look at how ASAN hires new staff.



Management will look at why ASAN does not have more staff of color.



Management will look for ways to reach out more to groups that are underrepresented in ASAN's staff.



Underrepresented means that we need more people from that group on ASAN's staff.

These can be groups like:



- Autistic people of color.



- Autistic people with intellectual disabilities.



- Non-speaking autistic people.



Management will keep working on better ways to work with underrepresented groups.



Management will keep working on ways to get people from underrepresented groups to apply to work at ASAN.



ASAN is going to grow as an organization.



We are going to get bigger.



We are going to need to hire more staff.



We want to hire staff at all levels.



We need to hire staff as managers.



We want to reach out to autistic people of color.



We want to make sure people of color have opportunities for leadership at ASAN.

Internships



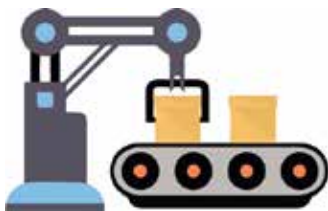
ASAN sometimes has interns.



Interns are people who work with ASAN while they are in school.



Management will make more internships available.



There will be internships in the operations team.



There will be internships in the policy team.



Management will reach out to groups that do not usually have access to internships.

These can be groups like:



- Autistic people of color.



- Autistic people with intellectual disabilities.



- Nonspeaking autistic people.



We will use ACI to find autistic students from underrepresented groups.



We will recruit students from ACI for internships.



We will recruit students from ACI for jobs at ASAN.



When we recruit someone, we ask them to work at ASAN



We will also look for internships and jobs outside ASAN.



We will tell people who have been to ACI about these things.



We will help autistic people of color apply for these things.

Making sure staff have what they need and want to keep working at ASAN



Management will listen to what all ASAN staff have to say.



Management will listen to all feedback from ASAN staff.



Management will take that feedback.



Then management will make a plan.



The plan will talk about how to fix any problems that make staff not want to keep working for ASAN.

These could be things like:



- Things that make it hard for staff to work.



- Different parts of work culture at ASAN.



- Work culture is the way people at a job act and treat each other.



- Ways teams work together.



The plan will talk about ways to make these things happen less.



Management will hold a listening session with staff of color.



Management will get feedback from all staff in other ways as well.



Management will get feedback about things that make staff members want to leave ASAN.



Management will meet to talk about this feedback.



Management will come up with ways to make staff members want to keep working for ASAN.



Management will discuss the ways they came up with in a staff meeting.



Easy Read Edition

ASAN Equity Plan

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

Meetings, discussions, and changes at ASAN

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.



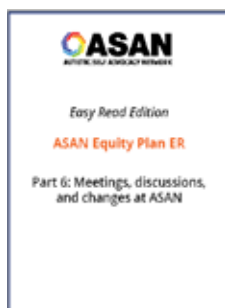
Management will do other work to make ASAN a better place.



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.



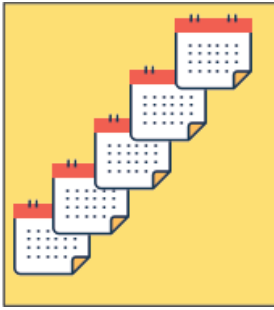
Management will make changes to the position statements if they need to.



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.



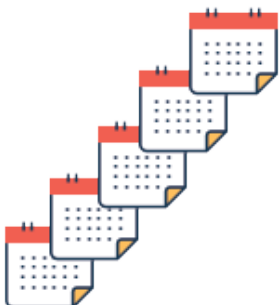
Management will do this every year.



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.



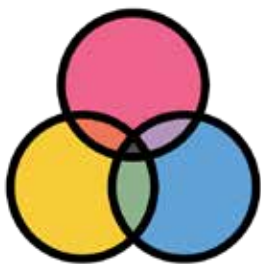
We will be able to share articles and other resources every month.



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.

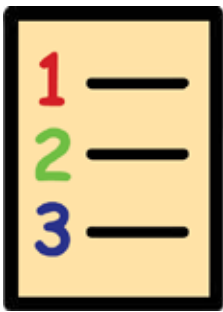


We will talk about how to make sure our work is intersectional and anti-racist.

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.



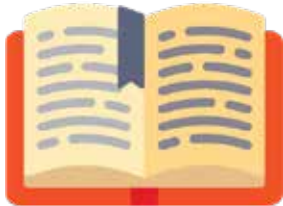
Management will talk to staff who work at ASAN now.



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



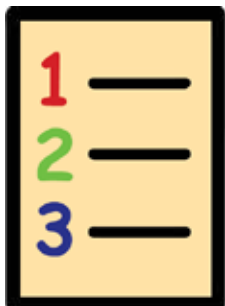
Management will give staff the resources they need.



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.



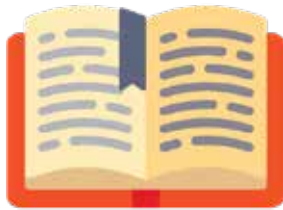
Management will make sure that staff know what these things are.



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**.



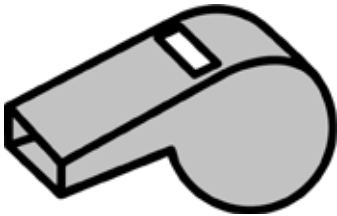
Retaliation is when a staff member gets in trouble because they say something is wrong at their work.



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.



Easy Read Edition

ASAN Equity Plan

**Part 6: All-staff meetings about
our equity plan**

All-staff meetings about our equity plan



We will meet every month to talk about our equity plan.



We will talk about how we are following the plan.

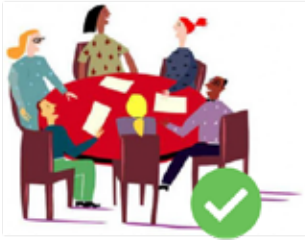


We will talk about how to make all our work anti-racist.



We will look for new ways to support our community.

We will support our community with:



- Advocacy.



- Campaigns.



- Other communications.



- All our work.



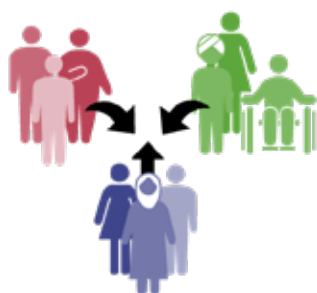
ASAN has different teams.



Those teams will meet to talk about equity every month.



We will talk about how we can make our work better.



ASAN has many meetings.



We have staff meetings every week.



At staff meetings we will talk about all our work, including work on our equity plan.



We also have meetings just to talk about equity every month.



At equity meetings we only talk about equity work.



We will talk about the changes we are making.



We will talk about problems that we did not expect.



We will also talk about new ways we can do equity work.



We will read the feedback people gave.



We want all staff to learn from our community.

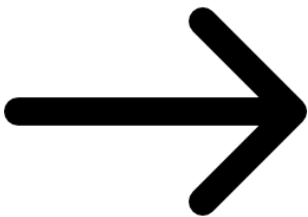
At equity meetings, management will talk about...



- How we are using the feedback.



- What ideas we missed.



- What we can do next.



Staff will talk about how to use the feedback.



Management will listen.

Management will make sure:



- White staff don't talk over staff of color.



- Staff don't use hurtful language or microaggressions.



- A microaggression is a kind of discrimination where someone says something that might seem "small," but is still discrimination.



For example, sometimes people tell disabled people "good job!" when we do everyday things.



When they do that, they are treating us like kids.



That is a microaggression.



People can discriminate without meaning to.



People can say microaggressions without meaning to.

1 —
2 —
3 —



- Everyone follows the group norms.
- Group norms are the rules that a group decides to follow.

An example of a group norm is to respect each other.

We will make group norms together.

- Staff of color can share their thoughts.



- Everyone respects staff of color.



- No one expects staff of color to do all the work.



Management will look for ways to make these meetings accessible to everyone.



If there is a problem, management will make changes.



Management will provide accommodations for staff.



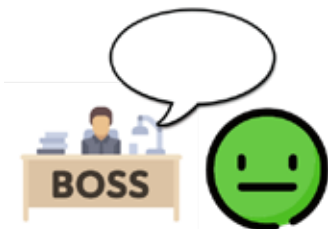
Sometimes we hurt people by accident.



A staff person might say something that hurts someone's feelings.



If this happens, management will talk with staff.



Management will talk to the staff person who hurt someone.



Management will also talk to the hurt staff person.



Management will learn new ways to talk about the problems when they happen.



Management will also learn ways to keep problems from happening.

Management meetings



Management will have meetings every other week.

The meetings will be about:



- How ASAN works.



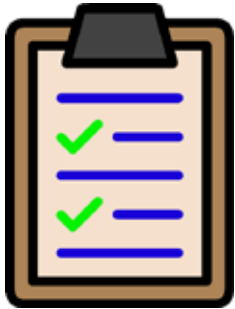
- Equity.



- Anti-racism.



Management will talk about many things.



We will talk about our equity plan.



The equity plan tells us what to do.



The plan also tells us when to do each part.



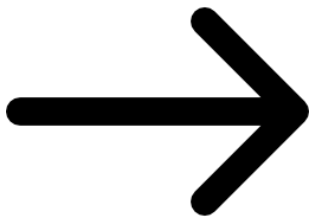
We will make sure we are on track.



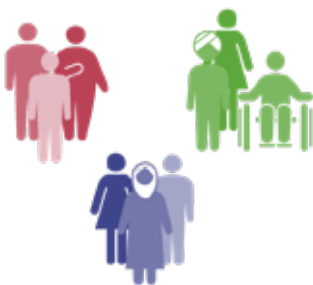
We will talk about new ways we can learn.



We will talk about ways we can change.



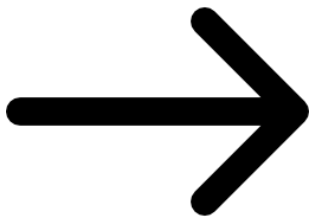
We will talk about what we can do next.



Management will talk about meetings the other teams at ASAN have had.



We will talk about what all the staff are learning.



We will talk about what should happen next.



There are many important skills we need to be anti-racist.



We will talk about the different skills we need.



We will talk about how to learn these skills.

We could try:



- Making a book club.



- Going to trainings.



- Learning about new topics.



Management will talk about how we hire new people.



We need to think about how to make hiring fair for people of color.



We want to be **equitable** when we hire people.



Equitable means fair.



Sometimes things that are the same are not fair.



Suppose everyone had to call a phone number to be hired.



Some people can't use the phone.



The phone is a barrier.



Everyone would be treated the same.

But it would not be fair.



Many people of color do not have the same opportunities as white people.



That can be a barrier.



We need to think about how to get rid of barriers.



Management makes many decisions.



We want the decisions to be equitable.



We want the decisions to be anti-racist.



We will change how we make decisions.



For example: management makes decisions about projects.



We will talk about those decisions.

Talking about projects includes:



- Talking about new projects.



- Talking about where to get money.



We will make sure our decisions about projects are fair.



We will also talk about policy.

Talking about policy includes:



- New policy work.



- Who we work with.



- How we work with people.



- How we talk about important issues.



- How we plan for the future.



We will make sure our decisions about policy are fair.



We will talk about how to make the work we do equitable.



We will look for chances to focus our work on autistic people of color.



Management will look at all of the work ASAN does.



We will do this at least four times every year.



Sometimes management will change the work ASAN does.



Management will change the work to focus more on autistic people of color.

Management will talk about:



- How to do more work that focuses on autistic people of color.



- How to change the work we do.



- How to do better work.



- Other parts of the work.

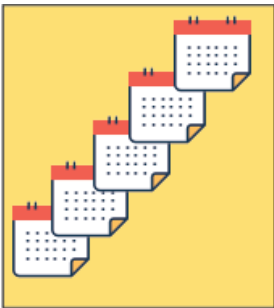


Management will look at our plans at least four times every year.

Our plans can include:



- Our equity plan.



- Our strategic plan.



- Our plan for what work to do.

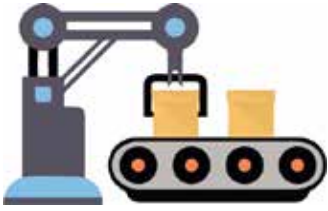


Management will check how we are following our plans.



Part of following our plans is supporting autistic people of color.

Operations and policy meetings



Our operations team will meet every month.



Our operations team will talk about equity at the meetings.



Our operations team will plan how to make our work anti-racist.

At the meetings the operations team will talk about:



- Projects that are happening soon.



- How to make sure our projects have what autistic people of color need.



- Events that are coming up.



- How to include racial justice in our social media.



- How to include racial justice in our other communications.



- Sharing work from autistic people of color.



- How we are working with the policy team.



- How we can work with other organizations to do anti-racism work.



We will also give staff a chance to ask questions.



They can also bring up problems.

Staff can ask about topics like:



- Questions about ASAN's equity work.



- Ways we should change our equity work.



- Questions about the operations team.



- If we need to change our SOPs.



- If we need to change how to work with other people and groups.



Our policy team will have feedback meetings every month.



Our policy team will make sure we are doing work that autistic people of color need.

In the feedback meetings we will talk about:



- Everything we did that month.



- How we decide who does the work.



Everyone has different skills.



Everyone likes different things.



We want to be fair when we decide who does different work.



Easy Read Edition

ASAN Equity Plan

Part 7: Bringing all staff into the equity and anti-racism process

Bringing all staff into the equity and anti-racism process



Staff of color should not be the only people doing equity and anti-racism work.



All staff should care about equity and anti-racism work.



All staff should be doing equity and anti-racism work.



It is important to know who is doing the work.

We can learn who is doing the work by looking at:



- Who goes to meetings about our equity plan.



- Who does work that helps with equity and anti-racism.



- Who listens to feedback about equity and anti-racism.



ASAN will help all staff learn more about anti-racism.



ASAN will help all staff learn more about being equitable.

Some ways ASAN can help staff learn are:



- Giving staff time to learn.



- Buying resources for staff to learn.



Staff will look for new ways to learn from each other.



All staff have different skills.



Some staff know a lot about topics that are hard to understand.



We can work together to understand more about hard to understand topics.



Easy Read Edition

ASAN Equity Plan

Part 8: Build coalitions and relationships

Words to Know in Part 8



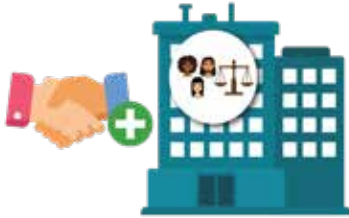
coalitions

Coalitions are groups of organizations that work together to fix a problem.



Build coalitions and relationships

ASAN wants to do more racial justice work.



We will work more with groups that work on racial justice.



We will be part of more racial justice **coalitions**.



Coalitions are groups of organizations that work together to fix a problem.



We will work on more projects about racial justice.



ASAN will look for new ways to work with organizations run by people of color that are part of:



- The autistic community.



- The disability community.



- The civil rights community.



Policies impact disabled people of color.



Experts who are people of color can talk about how policies impact people of color.



They might know important things that we don't know.



ASAN will talk with experts of color about all kinds of policies.

Policy coalitions



The policy team will partner with:



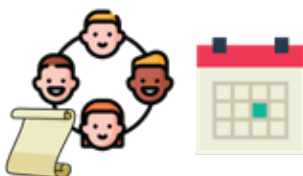
- Organizations that people of color lead.



- Civil rights organizations.



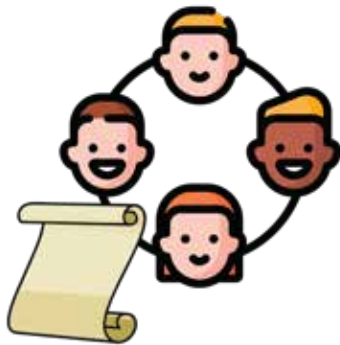
- Racial justice organizations.



The policy team will have a meeting every month.



At the meeting the policy team will talk about who we work with.



The policy team will:



- Find organizations we are not working with yet.



- Choose a person to talk to the organization.



- Make a plan to talk to the organization.



The policy team will also look for new coalitions to join.



They will join coalitions that focus on racial justice.



This will help us meet more organizations focused on racial justice.

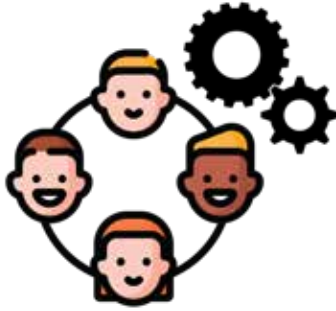


When we join coalitions, we will get to know the other groups in the coalition.



We will find new ways to work together.

Programs and resources



ASAN has an operations team.



The operations team makes sure ASAN is able to do work.



The operations team also plans and runs ASAN's programs, like the Day Of Mourning or our advocacy trainings.



The operations team will start more relationships with organizations run by people of color.



The operations team will work with organizations run by people of color.



Here are some ways we can work with organizations run by people of color:



- Sharing resources.



- Working together on events.

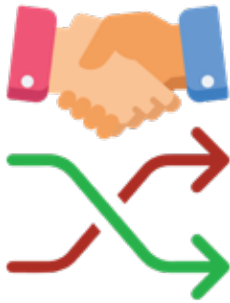


- Making new projects.

- Sharing campaigns.



Campaigns are a way for people to work together to make big changes.



For example, telling people to call their elected officials about a bill.



We will help and work with groups run by people of color, including:



- Advocacy groups.

- Coalitions.



- Networks.



We will also help more...



- ASAN affiliate groups.



- Self-advocate groups.



- Disability justice groups.



- Disability rights groups.



We will focus on helping groups run by people of color.



We will look for existing groups.



We will share their work.



We will also ask if there are ways we can support them.



We will also work with new groups.



We can share resources about how to start a group.



We will also ask if there are ways we can support them.



The new groups can tell us what they think ASAN should do.

Legal cases



ASAN has a legal team.



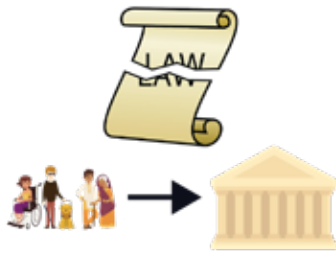
The legal team does work about policies and laws.



Our legal team works on court cases about autistic people.



There are laws that protect disabled people's rights.



When someone breaks those laws,
disabled people can go to court.



A court case is when someone goes to
court.



The court decides if that person broke the
law.



Then, the court makes that person follow
the law.



Or, the court makes that person pay money to the person they hurt.



Sometimes the court system is unfair.



It is especially unfair to disabled people of color.



We will fight to make sure courts are fair.



We will fight to make sure people have to go to court less.

Our legal team will keep working on court cases about autistic people.



We will pick court cases that can affect a lot of people at the same time.



We will make sure we work on court cases that matter to autistic people of color.





For example, our legal team is working on a court case about **restraint** and **seclusion** in schools.



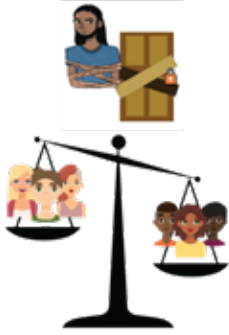
Restraint is when someone is tied or held down.



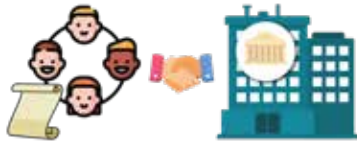
Seclusion is when someone is forced to stay in a room alone.



Restraint and seclusion are dangerous.



Students of color are restrained and secluded in schools more often than white students.



Our legal team will work with other groups that work on court cases.



Other groups include:



- Protection & Advocacy agencies.



- Civil rights law firms.



- Other groups that help people with legal problems.



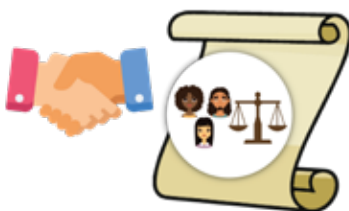
The legal team will also look for amicus briefs.



An amicus brief is a document you can write in a court case.



It tells the court what decision you want them to make.



We will join amicus briefs that focus on racial justice.



Easy Read Edition

ASAN Equity Plan

**Part 9: Making racial justice part
of all policy work**



Making racial justice part of all policy work



We can use racial justice to understand many topics.



We will look for new ways to understand problems using racial justice.

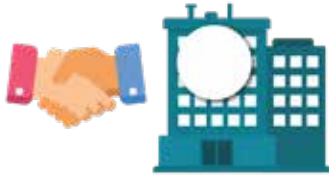


We can use racial justice to understand the work we do.



We can use racial justice to change how we think about:

- Working with other groups.



- Working on advocacy.



- Talking about our work.



We can work with groups who focus on racial justice.



Working with other groups helps us do better racial justice work.



Our policy team will work with people in the Congressional Black Caucus.



The Congressional Black Caucus is a group of most of the Black people in Congress.



We will meet with the offices of people in the Congressional Black Caucus every 2 months.



There are many committees in Congress.





We will meet people on committees who care about racial justice and the topics we are working on.



We can include racial justice in work about:



- Home and Community-Based Service (HCBS).



- Social Security.



- Everything else we do.



So we will talk about racial justice when we meet with Congressional offices on these topics.



We will also talk about racial justice when we work in coalitions.

Some coalitions we can meet with are:



- The Consortium for Citizens with Disabilities (CCD).

- The Leadership Conference on Civil and Human Rights coalition (LCCHR).



ASAN makes many resources.



We want all our resources to include racial justice.



Easy Read Edition

ASAN Equity Plan

**Part 10: Make sure ASAN
resources are equitable**



Make sure ASAN resources are equitable

ASAN creates lots of resources.



These resources talk about things like voting, Medicaid, the ADA, and more.



We want to get feedback on our resources.



We will use the feedback to make our resources better.

We want to make our new resources helpful for autistic people of color.



We will ask different groups how to do better racial justice work.



We will focus on self-advocates of color.



We will ask what kinds of new resources to make.





We will ask how to include racial justice in all our resources.



We want to make more resources in Spanish.



We will work with autistic people who speak Spanish.



Easy Read Edition

ASAN Equity Plan

**Part 11: More equity work in
ASAN's trainings, affiliates and
ACI**



More equity work in ASAN's trainings, affiliates and ACI

Every year, ASAN holds a training for autistic college students.



We call this training Autism Campus Inclusion (ACI).



We want people who went to ACI to give us honest feedback.



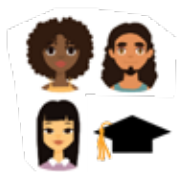
We will make sure they have many ways to give us feedback.



We will make sure they can give us feedback without sharing their name.



We will keep working to bring disabled people of color to present at ACI.



We will keep working to bring students of color to ACI.



We will work with other groups to do this.



We will work with groups led by people of color.



We will work with groups that do not do autism advocacy.



We will change the way we advertise ACI.



We will use different ways to tell people about ACI.



You have to go to college in the US or Canada to go to ACI.



But you do not have to be a citizen to go to ACI.

We will make sure people know this.



We will change the materials we use in ACI.

These can be materials like:



- Presentations.



- Materials people in ACI read ahead of time.



- Discussions during ACL.



- Panels.



We will add more materials about antiracism to ACL.



We will add more materials about intersectional disability advocacy



Intersectional means thinking about all someone's identities together.

We all have many identities.



Identities are things like:



- Race.



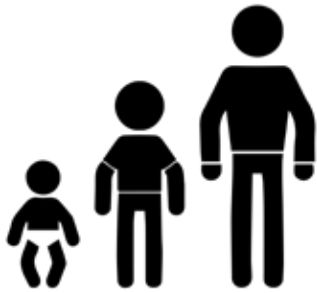
- Gender.



- Disability.



• Sexuality.



• Age.



We will hire more staff of color for ACI.



We know that having more staff of color helps students of color in ACI.



It helps them feel more welcome.

It helps them develop leadership skills.



We will look at the different parts of ACI.



We will look at how we set up ACI.



We will look at how we run ACI.



We will look at what we talk about during ACI.





We will think of ways to make these things more intersectional.



We will think of ways to make these things more equitable.



We will do this as part of the SOPs for the start and finish of ACI.



We will do this every year.



ACI is only for college and university students.

It is for students in:



- 2-year colleges (sometimes called “community colleges”).



- 4-year colleges.



- Graduate schools. A graduate school is a school you can go to after college.



- Transition and Postsecondary Programs for Students with Intellectual Disabilities, or TPSID. TPSID are programs that help students with intellectual disabilities go to college.



We know not everyone goes to college.



We know that some people don't want to go to college.



We know that some people don't have the money to go to college.



We know that some people can't go to college because colleges discriminate against them.



People of color face more barriers to getting to college than white people.



We want to also help people who don't go to college.



We will do this in several ways.



We will have an online library of self-advocacy resources.



Anyone can use the resource library!



People who went to ACI can use the resource library.



People in other disability groups that ASAN works with can use the resource library.



Other people with intellectual and developmental disabilities can use the resource library.



We will add more resources to the library.



We will start doing this in 2022.



We will keep adding resources to the library all the time.



We will start holding more webinars.

Webinars are online classes.



Each webinar is on one topic.



Anyone can come to these webinars.



We will hold these webinars on different topics.



Some of the webinars will be on topics we talk about in ACI.



Holding trainings like ACI costs a lot of money.



We will look for ways to get money to hold more trainings like ACI.



We want to have trainings like ACI for people who aren't in college.





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.

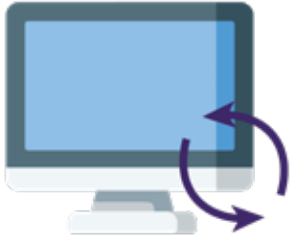


3. Plan what we will do at the event.



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.

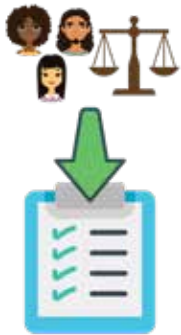


SOPs are important because they tell us how to do work.





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?

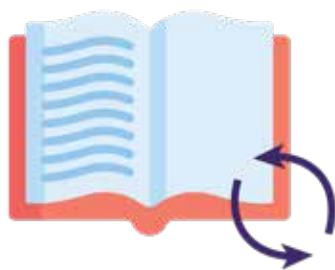
We will keep asking these questions.



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.

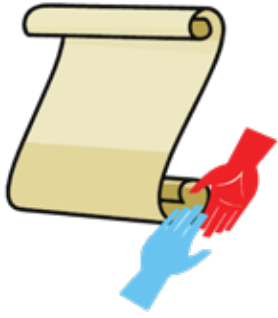


We will do this by the end of 2021.

We will write SOPs that say how to:



- Sign on to a letter.



- Support a bill.



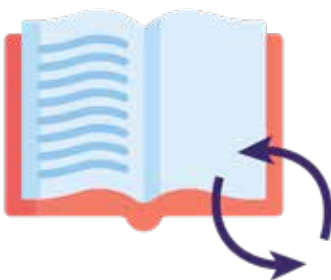
- Write public comments.



- 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.



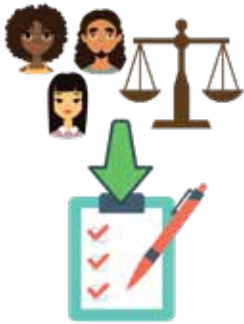
We will ask our community what issues are important.



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.



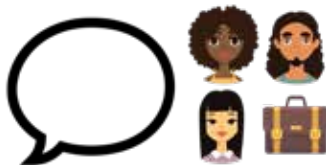
We will include the equity steps we talked about at the beginning of the project.



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.



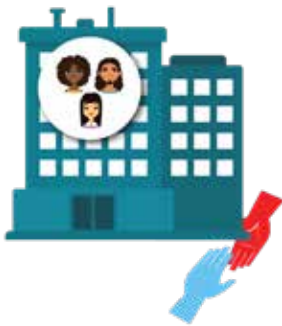
We will think about what our role will be in the coalition.



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.

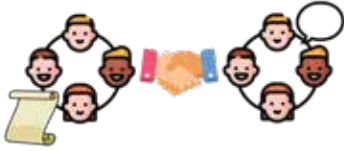


In our SOPs, we will discuss how we decide our role in the coalition.



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.



Easy Read Edition

ASAN Equity Plan

Part 13: Board

Words to Know in Part 13



community advisory task force

A community advisory task force is a group of people from the community.



executive director

The Executive Director is the person in charge of ASAN's work.

Board



ASAN has a Board of Directors.



We usually call this our Board.



Our Board focuses on ASAN's mission.



The Board will have meetings to talk about equity.

The Board will talk with staff.



The Board will talk with community members.



We will learn more about equity.



We will learn what we should learn more about.



We will learn what the community thinks.



We want to talk about racism.



We know it can be hard to talk about racism.



But we know it is very important to talk about racism.



We know that autistic people of color are experts on autism and racism.

The staff will learn from autistic people of color.



The board members will also learn from autistic people of color.



We will schedule meetings to learn.



We will hire autistic people of color to teach us.



We will learn at events and trainings.



We will make a document.



The document will have information about ASAN's values.



The document will talk about values like:

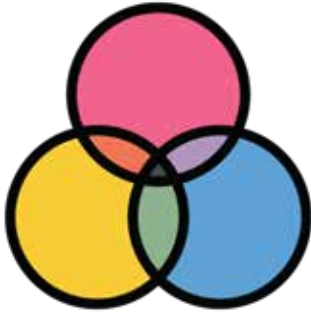


- Racial diversity.



- Equity.

- Inclusion.



It will include:



- Tips for talking about racial justice.



- Things we should avoid.



- Things that we should do.

- How to make this work accessible to everyone.



We will use this document to learn.



We will use this document to guide our work.



We want more autistic people of color on the Board.



We will talk about how we choose new Board members.

We will create a plan to add new members.



We will focus on adding autistic people of color.



We will include autistic people of color who:



- Don't have an autism diagnosis from a doctor.



- Are not part of the autistic community yet.

- Have “left” the autistic community.



Autistic people who leave the autistic community are still autistic.



Leaving the autistic community means they don't want to be part of the community.



They don't take part in community events.



They think the autistic community has problems.



One of these problems is racism.



We will add more autistic people of color to our Board.



We will look at the ways we currently add people to the Board.



We will talk about equity.



We will talk about how to make sure we are fair.



We will talk about how to deal with barriers.



We will change things to be more fair.



We will make sure we understand the ideas we talk about in this plan.



We will talk about equity.

We will talk about intersectionality.



We will continue to talk about these topics in the future.



We especially want to talk about racial justice.



The board will add more members who do racial justice work.



We want to hear more community feedback.



We will make plans for a **community advisory task force**.



A community advisory task force is a group of people from the community.



The group will meet to talk about how ASAN is doing.



Then the group tells ASAN what they think.



They will make suggestions for how we should change.



We will pay members of the community advisory task force.



We will start by making a community advisory task force specifically for autistic people of color.



The Board will look at how the **Executive Director** is doing their job.

The Executive Director is the person in charge of ASAN's work.



Part of the Executive Director's job is making sure the way we hire staff is fair.



The Board will look at how the Executive Director is doing their job every year.

