



It is the policy of Discover Your Forest (DYF) to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

We recognize that a white dominant culture exists within our organization. Our collective staff, Advisory Council and volunteer team does not represent the full diversity of Central Oregon, and this is problematic. Discover Your Forest is committed to attracting and retaining a diverse staff, we pledge to honor others' experiences, perspectives, and unique identities. We want to provide the opportunity for all candidates to reach their full potential within our organization. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the public, identify challenges, and to discover, design and deliver solutions. Together, we are striving to create and maintain working and learning environments that are inclusive, equitable and welcoming.

As we recruit, interview, and onboard new staff, interns, and volunteers, we are committed to the following actions to make our process as inclusive, equitable and welcoming as possible.

Recruiting, interviewing, and hiring:

- Ensuring DYF staff and other potential hiring committee members have participated in an implicit bias training.
- Using inclusive language in all our job postings and descriptions.
- Creating evaluation criteria that reflects the job posting and avoids bias.
- Circulating job postings via diverse hiring websites, listservs, and networks.
- Securing diverse interview panelists to create a welcoming inclusive interview experience.
- Developing inclusive interview questions to equitably assess each candidate's qualifications.
- Justice, Equity, Diversity, Accessibility and Inclusion (JEDAI) questions as part of all interviews and weighting responses in Candidate evaluation form.
- Ensuring we are auditing and mitigating our bias throughout the interview process (e.g. questioning assumptions or conclusions made, considering our privilege, etc.).
- Utilize the Candidate evaluation form to minimize bias and assess each candidate equitably.

Onboarding:

- Providing comprehensive office tours and introductions to build comfort with our workplace surroundings.
- Providing needed workstation modifications.
- Sharing existing resources related to organizational or field-wide resource and affinity groups.
- Identifying, sharing, and respecting preferred pronouns.
- Providing safe and/or anonymous spaces to report challenges and/or negative experiences.