



## CHIP Equity Committee Charter

### Background and Purpose:

The Center for Health Information Partnerships launched its Equity Committee in July 2020 to examine and improve equity in the center, with a particular focus on racial equity. We believe in fostering the development and maintenance of an inclusive, diverse, and equitable workplace that informs our relationships and policies within and beyond the CHIP environment.

### Inclusion, Diversity, and Equity Definitions:

- **Equity** – Equity in a workplace means everyone receives fair treatment. When equity exists, people have equal access to opportunities. It sets up an advantageous environment for both the employees and the employer.
- **Diversity** – Diversity in the workplace refers to an organization that intentionally employs a workforce comprised of individuals of varying gender, religion, race, age, ethnicity, ability, sexual orientation, education, and other attributes.
  - Promotes acceptance, respect, and teamwork despite differences in race, age, gender, native language, political beliefs, religion, sexual orientation, or communication styles among employees
- **Inclusion** – Inclusion can be defined as the achievement of a work environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and contribute fully to the organization's success.
  - Actively involves every employee's ideas, knowledge, perspectives, approaches, and styles to maximize success

### Participants:

CHIP leadership, staff, faculty members, students, interns, and temporary employees are welcome to participate in the Equity Committee. Participation is voluntary and ongoing.

### Meetings:

The committee meets weekly to identify action items and discuss progress.

### Priority Focus Areas:

Through committee discussion and a survey of the CHIP team, six Priority Focus Areas emerged. They are listed here in order of importance as ranked by CHIP.

1. **Communication about Equity in the Workplace**
  - Create an office environment where people feel comfortable discussing equity issues
  - Create space and time for educational opportunities and discussion
  - Get feedback for continuous improvement on Equity issues
2. **Hiring and Onboarding**
  - Review evaluation and decision-making processes
  - Look at metrics for diversity
  - Determine how hiring managers will be held accountable for following recommendations
3. **Research and Project Recruitment**
  - Create policies to support and protect staff who face harassment
  - Educate principal investigators (PIs) on how to handle situations



- Make clear priorities about staff safety over recruitment metrics
- 4. **Partnerships – Community Engagement**
  - Consult with community members for research development and execution
  - Negotiate funding in budgets for community benefit
  - Increase cultural competency in interacting with community members during research and practice facilitation projects
- 5. **Professional Development**
  - Support minorities in STEM -> support pipeline
  - Consider equity, diversity, and inclusion in project-related educational offerings
- 6. **Partnerships – Sponsors, Primes, Subs, Consultants, Vendors**
  - Recommend best practices for addressing discrimination by partners towards our staff or community members
  - Support staff, faculty, and students so they have a seat at the table in environments where they will be underrepresented or subject to profiling regarding their competency or expertise

**Responsibilities:**

The Equity Committee is dedicated to its mission of fostering the development and maintenance of an inclusive, diverse, and equitable workplace. The committee will regularly update the CHIP team on initiatives and activities. Feedback will continuously be solicited from CHIP and incorporated. Focus areas will be reevaluated yearly.