# TABLE OF CONTENTS

- OUR COMMITMENT .................................................................................................................. 3
  - DAVID MYERS, PRESIDENT AND CEO ................................................................. 3
  - KAREN FRANCIS, DIVERSITY & INCLUSION INTERIM DIRECTOR .......... 3
- 2018 HIGHLIGHTS .................................................................................................................. 4
- OUR 2018 JOURNEY ................................................................................................................. 6
- KEY ACCOMPLISHMENTS ..................................................................................................... 7
  - THE DIVERSITY & INCLUSION COUNCIL ............................................................. 7
  - EMPLOYEE RESOURCE GROUPS (ERGS) ............................................................ 8
  - ACCESS AIR ...................................................................................................................... 9
  - AIR ASIANS IN MOTION ............................................................................................. 10
  - AIR BLAAC DIASPORA NETWORK ............................................................................. 11
  - AIR CREW (COLLABORATIVE REMOTE EMPLOYEE WORKGROUP) ........ 12
  - AIR PRIDE ..................................................................................................................... 13
  - AIR VIVA ....................................................................................................................... 14
  - AIR STARS & STRIPES ............................................................................................... 15
- 2018 IN NUMBERS ............................................................................................................... 16
- DIVERSITY & INCLUSION CONTACTS ............................................................................. 18
OUR COMMITMENT

David Myers, President and CEO
“At AIR, we recognize that no one person or group is responsible for building a diverse and inclusive environment. That responsibility belongs to all of us. It requires the steadfast commitment and active participation of everyone at AIR to create an environment where people can bring their full selves to work every day. As this annual progress report shows, our D&I work in 2018 reached every member of our staff, through AIR-wide training programs, employee resource groups, and more. It is clear that we are making real progress on our D&I journey. For 2019 and beyond, I ask you to help us build on that progress by taking an active part in our D&I work. It’s work that is truly mission-critical.”

Karen Francis, Interim Director, Diversity & Inclusion
“We are proud of what we have accomplished over the past year to further diversity & inclusion at AIR. As we continue this work in 2019, I challenge you to take some time to think about your contributions to AIR’s mission and values. What role do you play to reinforce a positive and inclusive work environment? How can you bring cultural and linguistic competence to your work? D&I is everyone’s responsibility, and everyone has a part to play. Let’s walk this journey together.”
2018 HIGHLIGHTS

Our progress in 2018 includes:

• **Training:** D&I partnered with Learning & Development to design and implement *Living the AIR Values*, a multi-year training series to ultimately make AIR a more inclusive and supportive workplace. The series began with a module on *Managing Unconscious Bias*, launched in June.

• **Cultural and Linguistic Competence:** The Cultural and Linguistic Competence (CLC) Workgroup continued their work toward developing a CLC module, now part of *Living the AIR Values*, and the CLAS PRO (Culturally and Linguistically Appropriate Standards for Projects, Research, and Operations) as a CLC framework for staff to implement in their work.

• **D&I Council and Employee Resource Groups:** The D&I office continued to support the D&I Council and employee resource groups (ERGs). A seventh ERG, AIR Stars & Stripes, was chartered and approved.

• **Communications:** The D&I office partnered with AIR Communications and the D&I Council Communications Committee to disseminate news and information about D&I internally and externally.

• **Evaluation:** D&I progress to date was evaluated via external benchmarking, including the Global Diversity and Inclusion Benchmarks (GDIB), DiversityInc., and Diversity Best Practices Inclusion Index. AIR was named one of DiversityMBA’s Best Places for Women and Diverse Managers to Work.

• **Recruitment:** The D&I office partnered with AIR Recruitment to attend career fairs and place advertisements for diversity recruiting.

• **Compliance:** D&I continued to help the organization maintain compliance and win contracts by creating an Affirmative Action Plan (AAP) and completing AA/EEO requirements.
OUR 2018 JOURNEY

February:
Black History Month event:
"We Need A Revolution: African American Women Reclaiming Our Health And That Of Our Families And Communities"

March:
Annual D&I Retreat and Appreciation Ceremony

May:
Asian Heritage Month event with live performances

June:
LGBT Pride Month event: Celebrate LGBTQ+ Identities and Allies; Pride ALLY Program launched

July:
Managing Unconscious Bias training launched

August:
Global Diversity and Inclusion Benchmarks assessment completed; action areas identified

September:
AIR recognized as a Diversity MBA Best Places for Women & Diverse Managers to Work

October:
Inclusive Meeting Guidelines disseminated

November:
Veterans Day display

October:
Disability Employment Awareness Month event: Do You Hear Me Now? Supporting Inclusion in the Workplace

December:
New ERG chartered: AIR Stars & Stripes
KEY ACCOMPLISHMENTS

THE DIVERSITY & INCLUSION COUNCIL

About the D&I Council
AIR’s D&I Council is a strategic partner with AIR leadership to value diversity as a strength and promote a culture of inclusion. The D&I Council works in support of AIR’s mission and goals, focusing on activities to integrate D&I into AIR’s functions, and monitor implementation of D&I strategy. The Council serves to encourage, promote, and celebrate diversity throughout all levels at AIR.

2018 Members
Karen Francis, Chair; Young Yee Kim, Vice Chair; David Myers, Executive Sponsor; Taishya Adams, Brenda Arellano, Marion Baldwin, Michael Baran, Kelsey Conklin, Soner Dumani, Harrison Greene, Ben Kalina, Mitchell Morey, Cynthia Overton, Bitnara (Jasmine) Park, Gayle Porter, Reyhan Reid, Elena Saavedra, Nikki Sharan, Shanna Shipman, Fara Tapscott, Joseph Wagner

Key Accomplishments in 2018
- Launched a formal process to select new members; welcomed five new members.
- Conducted focus groups with AIR staff to benchmark D&I progress using the Global Diversity & Inclusion Benchmarks (GDIB). The benchmarking results informed priorities and action plans for future D&I activities.
- Participated in the Annual D&I Leadership Retreat with ERG leaders.
EMPLOYEE RESOURCE GROUPS (ERGs)

ABOUT THE ERGs

ERGs are groups of employees who come together in their workplace based on shared characteristics. ERGs are voluntary, employee-led groups that foster an inclusive workplace. Any AIR staff member can participate in any - or all - of the ERGs.

AIR’s six existing employee resource groups continued to work toward their missions. In addition, a seventh ERG was approved by the Diversity & Inclusion Council: AIR Stars & Stripes, for veterans and staff with military connections, was officially charted in December. The ERGs began to focus on intersectionality of identities and collaborated with one another to address issues that affect multiple groups. For example, Access AIR and AIR CREW partnered to produce the *Inclusive Meeting Guidelines*, which make meetings more inclusive for staff with disabilities and remote staff.
ACCESS AIR

Mission

Access AIR’s mission is to promote a work environment that is inclusive of and responsive to people with disabilities, their families, and the communities AIR serves.

Leadership

Cynthia Overton, Chair
Opal Foster, Vice-Chair
Jonathan Cohn, Treasurer
Amina Ghannam, Documentarian
Ananth Koppikar, Executive Sponsor

Key Accomplishments in 2018

- Partnered with AIR CREW to produce and disseminate *Inclusive Meeting Guidelines* to make meetings and events more inclusive of staff with disabilities and remote staff.
- Hosted Disability Employment Awareness Month panel discussion titled *Do You Hear Me Now? Supporting Inclusion in the Workplace.*
AIR ASIANS IN MOTION

Mission
AIR Asians in Motion (AIM) identifies and promotes opportunities to enhance the success of employees of Asian heritage at AIR and welcomes everyone who supports their success.

Leadership
Bitnara Jasmine Park, Chair
Josephine Tolosa, Vice-Chair
Ahtisham (Shan) Sohail, Treasurer
Steve Kromer, Executive Sponsor

Key Accomplishments in 2018
- Hosted a Lunar New Year celebration for AIM members and displayed celebration posters in five office locations in February.
- Hosted the Asian Heritage Month Celebration in six office locations in May, with the largest ERG event attendance so far.
- Partnered with Human Resources to host an immigration webinar in August to inform staff of changes to U.S. immigration laws.
- Surveyed and engaged members about ERG progress and priorities.
AIR BLAAC DIASPORA NETWORK

Mission
The mission of the AIR BLAAC Diaspora Network is to promote and support AIR in its ongoing effort to foster a work environment that is inclusive of AIR employees who identify as Black, Latino, African, African-American, and Caribbean (BLAAC), fosters professional mobility, and engages in practices that are culturally responsible.

Leadership
Taishya Adams, Chair
Monty Williams, Vice-Chair
Robyn Madison Harris, Treasurer
Sokoni Davis, Secretary
Chris Times, Social Supports Lead
Michael Kirsch, Executive Sponsor

Key Accomplishments in 2018
- Hosted Black History Month activities including an event titled *We Need a Revolution: African American Women Reclaiming Our Health and That of Our Families and Communities* featuring Dr. Marilyn Gaston and Dr. Gayle Porter, a children’s book drive, a school supply drive, and a clothing drive.
- Hosted “Stay Woke” Member Meeting to give BLAAC-identified AIR staff an opportunity to discuss their experiences, the importance of self-care, and ways to have a collective impact through personal and professional interactions.
- Surveyed and engaged members about ERG progress and priorities.
AIR CREW (Collaborative Remote Employee Workgroup)

Mission
AIR CREW, or the Collaborative Remote Employee Workforce, is a voluntary membership team focused on the special contributions, considerations, and challenges related to working virtually in a dispersed workforce.

Leadership
Shanna Shipman, Chair
Melissa Rasberry, Vice-Chair
Rami Levy, Treasurer
Nicol Christie, Member-at-Large
Cheryl Vince, Executive Sponsor

Key Accomplishments in 2018
• Partnered with Access AIR to produce and disseminate Inclusive Meeting Guidelines.
• Collaborated with Human Resources, Communications, and Facilities to provide remote staff perspective on topics like staff engagement, office moves, and producing effective virtual events and meetings.
• Surveyed and engaged members about ERG progress and priorities.
AIR PRIDE

Mission
The AIR Pride Employee Resource Group (ERG) will further AIR’s diversity and inclusion efforts by fostering a work environment in which employees who identify along the spectrum of sexual orientations and gender identities are respected and valued.

Leadership
Ben Kalina, Chair
Tom Workman, Vice-Chair
Matt Shina, Documentarian
Randy Sanders, Treasurer
Johannes Bos, Executive Sponsor

Key Accomplishments in 2018
- Hosted an LGBT Pride Month celebration and panel discussion on LGBTQ+ identities in June.
- Launched the ALLY program to bring awareness to the role of Allies in AIR Pride.
- Updated the AIR Pride logo from the LGBT to LGBTQ+ acronym to be more inclusive.
- Began collaboration with the AIR BLAAC Diaspora Network to host a joint event in 2019.
- Reviewed AIR’s policies along the Human Rights Campaign Index to determine priority areas of focus in the future.
- Surveyed and engaged members about ERG progress and priorities.
AIR VIVA

Mission
AIR VIVA (Latino, Hispanic, Chicano) contributes to AIR mission and business by representing and supporting the development of the Latino, Hispanic, and Chicano employees and allies across AIR by promoting a culture of inclusion; providing a professional and collegial space to have dialog about the diversity and richness of the Latino, Hispanic, and Chicano cultures.

Leadership
Brenda Arellano, Chair
Melissa Bullerwell, Vice-Chair
Marcela Movit, Documentarian
Debra Rodriguez, Promotions Chair
Irma Perez-Johnson, Executive Sponsor

Key Accomplishments in 2018
- Hosted first book club in February
- Organized a DACA/Dreamer Learning Opportunity for members in March
- Conducted elections for VIVA’s newly created position Promotions Chair.
- Organized a multisite learning event for Hispanic Heritage Month in September 2018 titled: A Diversified Teacher Workforce: Exploring the Latino/a Teaching Pipeline.
- Surveyed and engaged members about ERG progress and priorities.
AIR STARS & STRIPES

Mission
The mission of AIR Stars and Stripes is to leverage and develop the unique contributions of veterans and people with military backgrounds or interests to build a culture that fosters innovation, enhances and supports programs and activities aligned with AIR’s mission, provides employees opportunities to develop and grow, provides learning and enrichment opportunities for AIR’s workforce, and offers employees access to potential leadership opportunities.

Leadership
Mitchell Morey, Chair
Rebecca Branch, Vice-Chair
Sudie Whelan, Treasurer
Gretchen Weber, Documentarian
Jack Buckley, Executive Sponsor

Key Accomplishments in 2018
- Formed a task force to establish a new ERG.
- Created a Veterans Day display in Georgetown office lobby and passed out poppies to honor fallen soldiers.
- Chartered by D&I Council in December to become an official ERG.
- Conducted first election as an ERG to elect leadership committee.

GET INVOLVED!
To join an ERG, visit diversity.air.org.
OUR WORKFORCE IN 2018

AIR recognizes that the diversity of our workforce enhances our focus, contributes to our growth, and maximizes our impact. We monitor and analyze trends in workforce composition to develop a clearer picture of who we are and where we need to focus. This helps us to enrich our workplace and reinforce a positive inclusive work environment.
OUR WORKFORCE IN 2018, CONTINUED

Levels 2–3 by Gender
- Male: 41%
- Female: 58.8%

Levels 2–3 by Race
- 53.1%
- 23.3%
- 14.3%
- 6.7%
- 2.4%

Levels 4–5 by Gender
- Male: 32.7%
- Female: 67.2%

Levels 4–5 by Race
- 61.0%
- 19.6%
- 5.7%
- 5.7%
- 0.2%

Levels 6–7 by Gender
- Male: 40.6%
- Female: 59.4%

Levels 6–7 by Race
- 80.8%
- 2.6%
- 2.1%
- 6.0%
- 0.6%

Levels 90–99 by Gender
- Male: 53.3%
- Female: 46.7%

Levels 90–99 by Race
- 80.0%
- 6.7%
- 8.9%
- 4.4%
DIVERSITY & INCLUSION CONTACTS

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D&I Council
Karen Francis, Chair
Young Yee Kim, Vice-Chair

ON THE AIR INTRANET:
diversity.air.org

EXTERNAL WEBPAGE:
www.air.org/diversity