

ADMINISTRATIVE GUIDELINE SOCIAL EQUITY	Policy No.: 8.2.01.G1
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	Owner: Administration & Equity Department

1. PURPOSE

These guidelines establish a framework to integrate social equity considerations and goals into decision making processes within the Port of Portland.

2. PERSONS AFFECTED

All Port employees and contingent workers, Port business and stakeholder partners.

3. PERSONS RESPONSIBLE

All Port employees.

4. SCOPE

In performing the Port’s mission, we will ensure that social equity activities are integrated and resourced within sustainable business models, when considering human capital, commercial and economic development activities, projects, and partnerships.

- 4.1 Use a social equity lens with a racial equity focus to determine:
 - a. The problem we are trying to solve or opportunity we are trying to create.
 - b. Who will benefit or be burdened by the proposal, program, or project.
 - c. What are possible areas of opportunity that should be explored for advancing equity outcomes.

- 4.2 Identify and remove structural, systemic and institutional barriers for disadvantaged communities that may hinder fair treatment and equitable access to employment opportunities for current and future employees.
- 4.3 Award contracts for goods and services, planning and managing programs and projects, and designing facilities and buildings in a manner which explicitly considers beneficiaries, addresses disparities and supports equitable outcomes.
- 4.4 Ensure all divisions/departments develop social equity work plans with clear goals, outcomes, and strategies to meet goals.
- 4.5 Establish a social equity advisory team charged with providing tools and advice in the creation of department equity plans. The team will ensure that equity considerations are integrated into Port capital and business decision making processes with a particular focus on major investments and projects of highest potential for positive benefit for the community. This may include engaging communities in an advisory capacity.
- 4.6 Ensure social equity metrics are designed, monitored, and evaluated for their impact, and reported annually to the Port Commission.

5. DEFINITIONS

5.1 Contingent Workers

As defined in Administrative Policy 7.3.57, workers used to temporarily fill in for FTE vacancies or to perform project-based services that are discrete in nature and that cannot be performed by an existing Port employee as a result of workload, specialized nature of work to be performed, etc. Contingent workers are hired for assignments under Port contracts. Contingent workers are not employees of the Port or regarded as Port of Portland employees for any purpose, including benefit eligibility or participation in Port-sponsored programs or events. Contingent worker assignments generally last between 12-18 months. A project worker is a subset of contingent worker who is assigned, typically through a Port contract with an outside firm, to perform tasks associated with completion of Port projects (capital, construction, IT, etc.). Project workers' assignments may exceed 18 months, and that is the primary distinction between them and other contingent workers. Project workers are not employees of the Port or regarded as Port of Portland employees for any purpose, including benefit eligibility or participation in Port-sponsored programs or events. Some procedural requirements in place for contingent workers will not apply to project workers.

5.2 Social Equity Lens with a Racial Equity Focus

A set of reflective questions used to determine who benefits and who is adversely impacted by decisions, and to assess how best to address inequitable impacts.

RELATED POLICIES, PROCEDURES, GUIDELINES, STANDARDS, ETC.

Commission Policy No. 8.2.01 *Social Equity*

Fair Treatment Policy No. 7.3.01

Administrative Guideline No. 8.2.01.G1: Social Equity	
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