

**Port's Racial Equity Action Plan - Short-Term Actions (Progress Period January - July 2021)**

Section #	Action	Actual Start Date	Projected Timeline End Date	Division
<b>Hiring &amp; Recruitment</b>				
1.2.2.	Foster relationships with non-traditional outlets, community-based organizations, BIPOC professional networks, re-entry programs, SFUSD and community college systems that could feed into open positions.	May 2021	December 2021	Finance & Administration - Human Resources
1.5.1.	Increase social media presence on multiple platforms.	January 2021	December 2021	Finance & Administration - Human Resources and External Affairs
<b>Diverse &amp; Equitable Leadership</b>				
4.1.3.	Incorporate senior leadership demographics in the department annual report and/or other public-facing reporting	January 2021	December 2021	Finance & Administration - Human Resources
4.2.1.	Provide ongoing training to Managers to improve communication and coaching to be more effective in their role as a guide and mentor	May 2021	December 2021	Finance & Administration - Human Resources
<b>Mobility &amp; Professional Development</b>				
5.1.2.	Formalize a process for staff to attend conferences. Make clear processes and protocols for reimbursement, stipends, and payments.	July 2021	December 2021	Finance & Administration - Human Resources
5.2.2.	Create a mentorship program between senior and junior level staff	Nov. 2021	December 2021	Finance & Administration - Human Resources
5.3.1.	Incorporate an assessment of staff needs into the staff performance evaluation process	July 2021	December 2021	Finance & Administration - Human Resources
5.3.3.	Assign spaces for staff to take breaks, be in community, acquire resources, and respect religious and cultural practices.	July 2021	December 2021	Finance & Administration - Human Resources
<b>Organizational Culture of Inclusion &amp; Belonging</b>				
6.1.1.	Ensure that the department's mission, policies, and procedures reflect an ongoing commitment to an organizational culture of inclusion and belonging.	Sept. 2021	December 2021	Executive and Finance & Administration - Human Resources
6.1.2.	Create a Racial Equity Team consisting of Racial Equity Leads committed to keeping the department accountable for reaching its RE Action Plan goals.	Feb 2021	December 2021	External Affairs
6.1.4.	Regularly report to staff, board, and commissioners on RE Action Plan updates	January 2021	December 2021	Executive & External Affairs
6.1.6.	Have staff participate in trainings, conferences and discussions that promote a wider understanding of racial equity.	January 2021	December 2021	External Affairs
6.1.7.	Conduct an annual staff survey that assesses the department's commitment to an organizational culture of inclusion and belonging.	Aug. 2021	December 2021	External Affairs
6.1.8.	Ensure that all art, décor, and design where staff work daily reflect racial and social diversity.	July 2021	December 2021	Finance & Administration - Business Services
6.3.1.	Create an accessibility protocol that is utilized across all events, communications, and departmental functions.	July 2021	December 2021	Engineering

6.3.4.	Invest in translation services.	July 2021	December 2021	Finance & Administration - Business Services and External Affairs
6.3.5.	Encourage individual forms of inclusive identity expression.	January 2021	December 2021	Finance & Administration - Human Resources
6.4.1.	Incorporate a process to gather community feedback on projects, events, and communications that involve or will impact the community.	July 2021	December 2021	Planning & Environment
6.5.1.	Create a diversity calendar to promote a more culturally inclusive and competent workforce.	January 2021	December 2021	External Affairs
6.5.2.	Create guidelines for all Port renderings, presentations, brochures, calendars and other public facing material to be reflective of underrepresented groups such as BIPOC, women, differently-abled and LGBTQIA+.	January 2021	December 2021	Finance & Administration - Business Services and External Affairs
<b>Boards &amp; Commission</b>				
7.1.6.	Pass a resolution on a Ramaytush Ohlone Land Acknowledgement	January 2021	December 2021	Executive
7.1.7.	Incorporate Proposition C 2020 passage which removes the requirement of U.S. Citizenship and voter registration for individuals to serve on city boards, commissions and advisory bodies.	January 2021	December 2021	Executive
7.2.1.	Determine a regular and standardized protocol for accommodation requests, centering people with disabilities, working people, parents, etc.	January 2021	December 2021	Executive
<b>Contracts</b>				
8.1.1.	Advertise all contracting events to racially diverse businesses, LBE, DBE, and non-certified minority owned businesses	January 2021	December 2021	Finance & Administration - Contracts
8.1.2.	Conduct early targeted outreach to MBE, DBE, and non-certified minority owned businesses	January 2021	December 2021	Finance & Administration - Contracts
8.2.4.	Create RFQ to form pool to increase capacity of small minority businesses	Aug. 2021	December 2021	Engineering
<b>Leasing</b>				
9.1.2.	Establish Port's loan and grant program for LBE's, specifically tenants and businesses from the BIPOC communities	January 2021	December 2021	Finance & Administration - Contracts
9.2.2.	Activate Port Commission approved Pop-Up Request for Qualifications to provide potential opportunities for small and local business participation	May 2021	December 2021	Real Estate & Development
9.4.1.	Determine feasibility of collecting of tenant data including voluntary data about the racial identity of tenants	January 2021	December 2021	Real Estate & Development
<b>Parks &amp; Open Space</b>				
10.2.2.	Expand or improve open space through lease agreements and development deals.	January 2021	December 2021	Real Estate & Development