



tech town pdx

JOINING IN 2021

Your company guide to
making the TechTown
Commitment

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PROSPER
PORTLAND

OVERVIEW

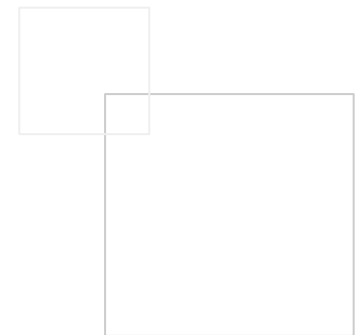
2 things underlying TechTown

1. **It is the right thing for our community and for your company.** Improving Diversity, Equity and Inclusion in your work culture is essential to your innovation and your ability to create something that will change the world.
2. **Through collective action and accountability** companies can make greater advancement.

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WHAT IS THE PLEDGE?

Retention and Recruitment of underestimated and disadvantaged populations is central to TechTown. Each member has agreed to cultivate cultures of inclusion and create a plan for increasing diversity in our organizations by participating in the following actions:

1

PARTNERSHIPS:

Partner with groups in Portland that can assist with hiring and career advancement for underrepresented communities

2

HIRING STRATEGIES:

Create and implement strategies to increase hiring and retention of women and people of color, from intern programs to full-time positions at all levels within our organizations. We work towards an inclusive company climate that retains them and gives them opportunities to thrive.

3

TRAINING & EDUCATION:

Build toward an inclusive workplace culture that will support and retain people of color

4

CAREER DEVELOPMENT:

Provide internal development and progression programs, and ensure underrepresented employees can access these programs

5

MEASURING OUR PROGRESS

Each member identifies the problem they're addressing, makes commitments to address, and is able to report back on their commitments regardless of the outcome

For more details about **THE PLEDGE** go to www.techtownportland.com/pledge

WHY TECHTOWN?

OUR Mission: to expand diversity, equity and inclusion within pledge companies. By working with committed pledge companies we'll advance the industry and our broader community.

The work is never done. But we provide the support you need to make this work your company can advance every day.



STRUCTURE

We give you a path and a clear direction to help you prioritize action effectively and efficiently



ACCOUNTABILITY

We create a supportive and accountable environment to help you and your team maintain momentum



COMMUNITY

Regular meetings, trainings, and leadership coaching to integrate DEI into daily work



DIRECT SUPPORT

We provide one-on-one and small group access to a DEI expert ask questions on racial equity and help when you need it most.

JOIN TECHTOWN

These commitments require some time and internal discussions to complete, particularly identifying a public goal you will report progress on quarterly.

- 1. Commit to at least 1 annual goal** for your company to work toward. This will be shared publicly on the TechTown website. See page nine for more as well as our guide for creating a goal tied to your company values.
- 2. Have Equity Champions.** Identify a project manager leading this commitment and your executive sponsor
- 3. Commit to the Pledge & its 5 Actions.** Ensure your entire organization knows them and is committed to adhering to them. *See slide 3 for a summary of the TechTown Pledge*
- 4. Accept the successful D&I attributes.** *See slide 10 for Attributes of a Successful Inclusion Workplace Culture*
- 5. Discuss your organization's place on Inclusion Spectrum.** *See slide 11*
- 6. Commit financially.** The fee for new Pledge companies is \$1,500.

Once you have the answers, fill out our online form: www.techtownportland.com/commitment
It should take 5-10 minutes to complete.

ROLES & RESPONSIBILITIES

Prosper Portland

Our commitment to you:

- **Devoted Resources:** dedicated staff members and budget to support the facilitation of TechTown programming
- **Defined Structure:** established process, standards and structure to onboard new pledge members, provide assessment and support
- **Published Quarterly Reports:** regular facilitation of quarterly progress reporting and survey

Your company

Our expectations of you:

- **Do the work** to build a more diverse, equitable and inclusive company. TechTown will support you and your company's journey but it is up to you to do the work.
- **Show up and be engaged.** Participation in TechTown programming is vital to your success and the success of our mission. Programming will provide more information and knowledge that will better enable you to take action.
- **Set a goal and measure progress.** We prioritize what we measure so we must measure what we want to change. We want to normalize a culture of accountability to our DEI work.

STEPS TO JOIN

01

COMPLETE COMMITMENT REQUIREMENTS

*The 5 requirements
are outlined in the
following pages*

GET STARTED AS PART OF THE COMMUNITY

*We need engaged companies
to work together to make
meaningful change*

02

This document provides the tools you need to validate your company's cultural performance and commitment.

MORE DETAILS

Go to www.techtownportland.com/pledge to learn more about why and who has taken this pledge.

See what TechTown and TechTown companies have been able to accomplish. www.techtownportland.com/news



Complete The Requirements

The following pages provide more details on the commitment requirements and offer support for you to best meet your business needs. The amount of time you spend on this pages varies significantly. Doing a thorough analysis will allow you to complete the online form in 5-10 minutes.

COMMIT TO A GOAL

Trying hard is not good enough - companies need to produce measurable improvements to get to desired outcomes

We want Techtown businesses to be able to identify the problem they're trying to solve, make company commitments to address that problem, and be able to report back on their commitments

What gets measured gets done. Goals should be:

- Measurable and actionable
- Achievable yet challenging
- Transparent and accountable without placing blame
- Considerate of unintended negative impacts - particularly for staff of color
- Specific and focused to address an organizational culture, structure, or staff skill set challenge.

*“We believe collective action and **accountability** are required to address the **underrepresentation of women and people of color** in our industry.” From TechTown Pledge*

ATTRIBUTES OF A SUCCESSFUL INCLUSIVE WORKPLACE CULTURE

1

Mean what you
say, say what
you mean

2

Be critical and
open to critique

3

Be okay with being
uncomfortable

6

Center the
experience of
people of color

4

Be willing
to change

5

Commit time
& resources

INCLUSION SPECTRUM





Becoming An Engaged Member Of The Community

You've made the commitment, now it's time to do the work. We're here to help you make it an integral part of your daily work.

BECOMING AN ENGAGED MEMBER

Our community is at the center of our success. We provide an approachable resource to keep you accountable and your DEI efforts top of mind. It is critical that you are an engaged member to maintain the energy for progress.

- 1. Identify & report.** Set at least one goal annually and report on it quarterly. *See slide 9 for guidance on goal setting and slide 14 for Quarterly Reporting.*
- 2. Within your company, your equity champions meet monthly** to work toward your selected DEI goal.
- 3. Be an active participant.** Attend an Orientation Session, join the Slack Channel, attend Morning Sessions and Leadership Roundtables. *See slides 8 - 15 for more details on expectations.*
- 4. Recommit financially.** Annual fees after the first year range from \$500 - \$1,000 depending on company size. Cost changes will be shared by Sept 30 each year.
- 5. Commit to partnering** with others on D&I efforts. Fortunately we have many great partners we can work with, both in our region and beyond. If you need inspiration, our News & Stories and annual reports on TechTownpdx.com share our key partners.

QUARTERLY REPORTING

What gets measured gets done.



Reports are published 6 weeks after quarter end:

- Companies have 3 weeks after end of quarter to report progress toward their goal(s) (e.g. April 21)
- Prosper Portland has 2 weeks to compile an INTERNAL DRAFT of the report (e.g. May 5). The draft will include each company's goal and the progress they report, and metrics of involvement in TechTown programming.
- Companies have 1 week to review and provide edits before it is published (e.g.. May 12)

JOIN THE CONVERSATION

We're stronger together!

Connecting with the community will help you when you need it, and you can be there for others when they need help.



ENGAGE ON SLACK

Our virtual community where we collaborate, share, and stay informed. All members have exclusive access to:

- *Trainings*
- *Events*
- *Articles*
- *Discussions*
- *Support*
- *Encouragement*



PARTICIPATE IN STAKEHOLDER SESSIONS

The TechTown Community is here to enable progress. You'll have access to:

- *Every other month Leadership Roundtables*
- *Every other month Morning Sessions*
- *Quarterly trainings*
- *Additional programming*
- *Subject matter expertise when you get stuck*

**Once you've onboarded, your Equity Champions will get a link to share with all company employees.*

STRONGER TOGETHER!

THANK YOU FOR BEGINNING YOUR JOURNEY WITH US

In addition to the community, we can support you directly!

For General questions and inquiry:

hello@techtownpdx.com

Specific DEI consultation:

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