**SUSTAINABLE PITTSBURGH LEADING FORWARD ROADMAP**

**ASSESSING RACIAL AND ETHNIC EQUITY**

This tool is designed to serve as a guide to designing and implementing an assessment of your company’s racial equity performance. It is organized into four sections to help you determine and plan:

1. What will you measure to assess racial and ethnic equity?
2. How will you collect data about these dimensions of racial equity?
3. How will you manage and analyze the data you collect?
4. How will you ensure an ethical assessment process?

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# **A) What will you measure to assess racial and ethnic equity?**

## Step 1: Determine what dimensions of racial and ethnic equity to measure

The first step of an assessment process is to break down the concept of racial and ethnic equity into more concrete, measurable dimensions. There are many ways to break down a concept like equity, and organizations may do this differently depending on their context, goals, and experiences.

The CEOs for Sustainability Baseline Commitments breaks racial and ethnic equity down into three core dimensions. The Sustainable Pittsburgh Leading Forward Roadmap is designed to help organizations assess and improve diversity & inclusion in these three areas:

* **Employee hiring and development** (i.e., recruitment, hiring, retention, development, promotion, and compensation/benefits)
* **Workplace culture** (i.e., employee perceptions, attitudes, and behaviors in the workplace)
* **Supplier engagement** (i.e., supplier selection, contracts, and spend)

**What dimensions of racial and ethnic equity does/will your organization measure? Identify these dimensions in the text box below.**

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## Step 2: Determine what data to collect

**What data do/will you collect about each dimension of racial and ethnic equity you have chosen to measure? Fill in the chart below.**

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|  **Equity dimension** | **Data** | **Collected now?** **(Y/N)** | **Will collect? (Y/N)** |
| Employee hiring & development | Employee race/ethnicity  |  |  |
| Employee race/ethnicity with recruitment outcomes |  |  |
| Employee race/ethnicity with hiring outcomes |  |  |
| Employee race/ethnicity with retention outcomes |  |  |
| Employee race/ethnicity with development/promotion outcomes |  |  |
| Employee race/ethnicity with benefit/pay outcomes |  |  |
| Workplace culture | Employee race/ethnicity with D&I perceptions |  |  |
| Employee race/ethnicity with D&I attitudes |  |  |
| Employee race/ethnicity with D&I behaviors |  |  |
| Supplier engagement | Supplier race/ethnicity  |  |  |
| Supplier race/ethnicity with organizational spend |  |  |
| Supplier race/ethnicity with supplier D&I performance\* |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |

*\*Based on expectations articulated in supplier contracts*

**If you have chosen not to collect certain kinds of data in the chart above, describe what barriers or challenges prevent your organization from doing so. What would need to be overcome for your organization to collect this data in the future?**

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# **B) How will you collect data about these dimensions of racial equity?**

## Step 3: Determine data sources and collection methods

The next step is to determine the sources of the data that you identified in the previous step. For example, HR documentation, company budgets, and/or annual reports may contain some of the data you need. Other data may only be available from employees or suppliers directly.

Once data sources are identified, it is possible to also determine the best method for collecting data from given sources. For example, interviews, surveys, focus groups, and document collection are commonly used methods of data collection.

**Fill in the data sources and data collection method columns in the table below for each type of data you have chosen to collect. Use “n/a” for any data you will not use in your assessment.**

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| **Equity dimension** | **Data** | **Data sources** | **Data collection method** |
| Employee hiring & development | Employee race/ethnicity  |  |  |
| Employee race/ethnicity with recruitment outcomes |  |  |
| Employee race/ethnicity with hiring outcomes |  |  |
| Employee race/ethnicity with retention outcomes |  |  |
| Employee race/ethnicity with development/promotion outcomes |  |  |
| Employee race/ethnicity with benefit/pay outcomes |  |  |
| Workplace culture | Employee race/ethnicity with D&I perceptions |  |  |
| Employee race/ethnicity with D&I attitudes |  |  |
| Employee race/ethnicity with D&I behaviors |  |  |
| Supplier engagement | Supplier race/ethnicity  |  |  |
| Supplier race/ethnicity with organizational spend |  |  |
| Supplier race/ethnicity with supplier D&I performance\* |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |
| Other (write-in): | Other (write-in): |  |  |

## Step 4: Create any necessary data collection instruments

**Did you identify any data collection methods in the previous step that will require the creation of instruments such as surveys or interview question guides? If so, create any instruments you will need to carry out your assessment.**

## Step 5: Create an assessment activity plan

**Now that you have determined what data to collect, the sources from which you can collect it, and the methods you will use to do so, synthesize these decisions into an activity plan using the chart below. Be sure to list each specific method separately; for example, enter “employee D&I attitude survey” and “supplier D&I survey” separately into the table rather than noting “survey” as a general method.**

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| **Data collection method** | **Frequency of data collection** | **Lead staff** |
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# **C) How will you manage and analyze the data you collect?**

## Step 6: Determine how to manage your collected data

**Where/how will you store the data you collect? How often will the data be updated and assessed? Does your organization have any data organization needs that you cannot meet with existing tools or programs?**

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**How will data be processed and prepared for analysis?**

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## Step 7: Determine how you will analyze your collected data

**How will you use quantitative analysis (e.g., descriptive statistics) to analyze your data to draw meaningful conclusions about your organization’s racial equity performance?**

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**How will you use qualitative analysis (e.g., identifying themes from survey responses or interviews) to analyze your data to draw meaningful conclusions about your organization’s racial equity performance?**

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**Does your organization have any data analysis needs that cannot be addressed with existing staff and/or tools?**

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# **D) How will you ensure an ethical assessment process?**

In any assessment process it is crucial to consider how the people from or about whom you are collecting data may be affected by your work. The following questions will assist you with thinking through the ethical dimensions of conducting your assessment.

**How will employees/suppliers be invited to participate in these assessments? Will participation be incentivized in any way?**

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**Will data be kept confidential and/or will employees/suppliers who participate be kept anonymous? If so, describe how confidentiality/anonymity will be assured (e.g. Who will have access to the data? How will the data be reported?).**

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**What emotional, psychological, social, or other impacts may participating in this assessment have on participating employees/suppliers? How will any potentially negative impacts be mitigated or addressed?**

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**How will participating employees/suppliers be informed of the conditions of their participation in these assessments?**

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