



# DIVERSITY SELF-ASSESSMENT TEMPLATE for the Federal Reserve Board Regulated Entities

Section 342(b)(2)(C) of the Dodd-Frank Wall Street Reform and Consumer Protection Act

OMB No. 7100-0368  
Approval Expires February 29, 2020  
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The Board of Governors Federal Reserve System provides this self-assessment template to institutions regulated by the Federal Reserve Board (FRB) in support of the Interagency Policy Statement Establishing Joint Standards for Assessing the Diversity Policies and Practices of Entities Regulated by the Agencies dated June 10, 2015. Pursuant to the Statement of Policy, a self-assessment by an institution is voluntary.

Please provide the following information and submit via email to:  
ODI-Section342-DiversityStandards@frb.gov

**An institution may utilize this template or its own assessment tool** when conducting a self-assessment of the diversity policies and practices using the standards contained in the Statement of Policy. Prior to completing the self-assessment, click the Detailed Standards for more information.

### Use of Information by the Federal Reserve Board

The FRB may use information submitted by the institution to monitor progress and trends in the financial services industry with regard to diversity and inclusion in employment and contracting activities, and to identify and highlight those policies and practices that have been successful. The FRB will continue to reach out to financial institutions and other interested parties to discuss diversity and inclusion in the financial services industry and share leading practices. The FRB may also publish information disclosed by the institution, such as any identified leading practices, in any form that does not identify a particular institution or individual or disclose confidential business information. Institutions submitting information may designate such information as confidential commercial information as appropriate, and the FRB will follow the Freedom of Information Act in the event of requests for particular information.

Assessment Period From: \_\_\_\_\_ To: \_\_\_\_\_  
MM/YYYY MM/YYYY

Submitted: \_\_\_\_\_  
MM/DD/YYYY

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code (5 digits) \_\_\_\_\_

### Diversity and Inclusion Officer or Equivalent

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number (### ### ####) \_\_\_\_\_

Diversity and Inclusion Website: \_\_\_\_\_

### Supplier Diversity Officer or Equivalent

Name \_\_\_\_\_

Title \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number (### ### ####) \_\_\_\_\_

Brief description of the institution covered by this assessment (e.g., governance structure, workforce size, total assets, geographic location, and community characteristics):

### PAPERWORK REDUCTION ACT NOTICE

This questionnaire is authorized by law (12 U.S.C. § 342(b)(2)(C)) and is voluntary. Public reporting burden for this questionnaire is estimated to average 8 hours per response. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to Secretary, Board of Governors of the Federal Reserve System, 20th and C Streets, N.W., Washington, DC 20551; and to the Office of Management and Budget, Paperwork Reduction Project (7100-0368), Washington, DC 20503.



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART I. Assessment of the Institution's Diversity Policies and Practices

### 1. Institution's Commitment to Diversity and Inclusion

Informs how an institution promotes diversity and inclusion in both employment and contracting, and how it fosters a corporate culture that embraces diversity and inclusion.

[In a manner reflective of the individual institution's size and other characteristics,]

STANDARDS	YES	NO	PROGRAM SUCCESSES AND / OR CHALLENGES
1.1. The institution includes diversity and inclusion considerations in both employment and contracting as an important part of its strategic plan for recruiting, hiring, retention, and promotion.	<input type="checkbox"/>	<input type="checkbox"/>	
1.2. The institution has a diversity and inclusion policy that is approved and supported by senior leadership, including senior management and the Board of Directors.	<input type="checkbox"/>	<input type="checkbox"/>	
1.3. The institution provides regular progress reports to the Board and senior management.	<input type="checkbox"/>	<input type="checkbox"/>	
1.4. The institution regularly conducts training and provides educational opportunities on equal employment opportunity and on diversity and inclusion.	<input type="checkbox"/>	<input type="checkbox"/>	
1.5. The institution has a senior level official, preferably with knowledge of and experience in diversity and inclusion policies and practices, who oversees and directs the institution's diversity and inclusion efforts.	<input type="checkbox"/>	<input type="checkbox"/>	
1.6. The institution takes proactive steps to promote a diverse pool of candidates, including women and minorities, in its hiring, recruiting, retention, and promotion, as well as in its selection of board members, senior management, and other senior leadership positions.	<input type="checkbox"/>	<input type="checkbox"/>	



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART I. Assessment of the Institution's Diversity Policies and Practices—Continued

### 2. Workforce Profile and Employment Practices

Promotes the fair inclusion of minorities and women in their workforce by publicizing employment opportunities, creating relationships with minority and women professional organizations and educational institutions.

[In a manner reflective of the individual institution's size and other characteristics,]

STANDARDS	YES	NO	PROGRAM SUCCESSES AND / OR CHALLENGES
2.1. The institution implements policies and practices related to workforce diversity and inclusion in a manner that complies with all applicable laws.	<input type="checkbox"/>	<input type="checkbox"/>	
2.2. The institution ensures equal employment opportunities for all employees and applicants for employment and does not engage in unlawful employment discrimination based on gender, race, or ethnicity.	<input type="checkbox"/>	<input type="checkbox"/>	
2.3. The institution has policies and practices that create diverse applicant pools for both internal and external opportunities that may include: a. Outreach to minority and women organizations;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Outreach to educational institutions serving significant minority and women student populations and;	<input type="checkbox"/>	<input type="checkbox"/>	
c. Participation in conferences, workshops, and other events to attract minorities and women and to inform them of employment and promotion opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	
2.4. The institution utilizes both quantitative and qualitative measurements to assess its workforce diversity and inclusion efforts. These efforts may be reflected, for example, in applicant tracking, hiring, promotions, separations (voluntary and involuntary), career development, and retention across all levels and occupations of the institution, including the executive and managerial ranks.	<input type="checkbox"/>	<input type="checkbox"/>	
2.5. The institution holds management at all levels accountable for diversity and inclusion efforts, for example, by ensuring that such efforts align with business strategies and individual performance plans.	<input type="checkbox"/>	<input type="checkbox"/>	



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART I. Assessment of the Institution's Diversity Policies and Practices—Continued

### 3. Procurement and Business Practices—Supplier Diversity

Understands the competitive advantage of having a broad selection of available suppliers to choose from with respect to factors such as price, quality, attention to detail, and future relationship building.

[In a manner reflective of the individual institution's size and other characteristics,]

STANDARDS	YES	NO	PROGRAM SUCCESSES AND / OR CHALLENGES
<b>3.1.</b> The institution has a supplier diversity policy that provides for a fair opportunity for minority-owned and women-owned businesses to compete for procurement of business goods and services. This includes contracts of all types, including contracts for the issuance or guarantee of any debt, equity, or security, the sale of assets, the management of the institution's assets, and the development of the institution's equity investments.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3.2.</b> The institution has methods to evaluate its supplier diversity, which may include metrics and analytics related to: a. Annual procurement spending;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Percentage of contract dollars awarded to minority-owned and women-owned businesses by race, ethnicity, and gender and;	<input type="checkbox"/>	<input type="checkbox"/>	
c. Percentage of contracts with minority-owned and women-owned business subcontractors.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3.3.</b> The institution has practices to promote a diverse supplier pool, which may include: a. Outreach to minority-owned and women-owned contractors and representative organizations;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Participation in conferences, workshops, and other events to attract minority-owned and women-owned firms and inform them of contracting opportunities and;	<input type="checkbox"/>	<input type="checkbox"/>	
c. An ongoing process to publicize its procurement opportunities.	<input type="checkbox"/>	<input type="checkbox"/>	



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART I. Assessment of the Institution's Diversity Policies and Practices—Continued

### 4. Practice to Promote Transparency of Organizational Diversity and Inclusion

Transparency and publicity are important aspects of assessing diversity policies and practices. Greater awareness and transparency give the public information to assess those policies and practices.

[In a manner reflective of the individual institution's size and other characteristics, the institution is transparent with respect to its diversity and inclusion activities by making information available to the public annually through its website or other appropriate communication methods.]

STANDARDS	YES	NO	PROGRAM SUCCESSES AND / OR CHALLENGES
4.1. The institution publicizes its diversity and inclusion strategic plan.	<input type="checkbox"/>	<input type="checkbox"/>	
4.2. The institution publicizes its policy on its commitment to diversity and inclusion.	<input type="checkbox"/>	<input type="checkbox"/>	
4.3. The institution is transparent about its progress toward achieving diversity and inclusion in its workforce and procurement activities, which may include the institution's current workforce and supplier demographic profiles.	<input type="checkbox"/>	<input type="checkbox"/>	
4.4. The institution publicizes its opportunities to promote diversity, which may include:	<input type="checkbox"/>	<input type="checkbox"/>	
a. Current employment and procurement opportunities;	<input type="checkbox"/>	<input type="checkbox"/>	
b. Forecasts of potential employment and procurement opportunities and;	<input type="checkbox"/>	<input type="checkbox"/>	
c. The availability and use of mentorship and developmental programs for employees and contractors.	<input type="checkbox"/>	<input type="checkbox"/>	



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART I. Assessment of the Institution’s Diversity Policies and Practices—Continued

### 5. Institution’s Self-Assessment

Institutions that have successful diversity policies and practices allocate time and resources to monitoring and evaluating performance under their diversity policies and practices on an ongoing basis. Institutions are encouraged to disclose their diversity policies and practices, as well as information related to their assessments, to the Federal Reserve Board and the public.

[In a manner reflective of the individual institution’s size and other characteristics,]

STANDARDS	YES	NO	PROGRAM SUCCESSES AND / OR CHALLENGES
5.1. The institution conducts an assessment of its diversity policies and practices annually.	<input type="checkbox"/>	<input type="checkbox"/>	
5.2. The institution monitors and evaluates its performance under its diversity policies and practices on an ongoing basis.	<input type="checkbox"/>	<input type="checkbox"/>	
5.3. The institution publishes information pertaining to its assessment of its diversity policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>	



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART II. Diversity Data

### Workforce Profile and Employment Practices

	<b>Total Number</b>	<b>Women</b>	<b>Minorities</b>
Institution's total workforce and percentages of women and minorities:	_____	_____ %	_____ %
Number of Executive/Senior Level Officials and Managers job category as shown in its most recent EEO-1 Report:	_____	_____	_____
Percentage of Executive/Senior Level Officials and Managers job category as shown in its most recent EEO-1 Report:		_____ %	_____ %
Total number on Board of Directors:	_____	_____	_____
Total percentage on the Board of Directors:		_____ %	_____ %

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### Procurement–Supplier Diversity

	<b>Total- Spending</b>	<b>Women- Owned Spending</b>	<b>Minority- Owned Spending</b>
Most recent total amount of annual spending compared with the total spending with all vendors and suppliers:	\$ _____	\$ _____	\$ _____
Total Percentage compared to all vendors and suppliers:		_____ %	_____ %



# DIVERSITY SELF-ASSESSMENT TEMPLATE

## PART III. Other Information or Comments

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**Provide any other information or comments regarding the self-assessment of its diversity and inclusion policies and practices.**

### DETAILED STANDARDS

#### **Institution's Commitment to Diversity and Inclusion**

The leadership of an institution with successful diversity policies and practices demonstrates its commitment to diversity and inclusion. Leadership comes from the governing body, such as a board of directors, as well as senior officials and those managing the institution on a day-to-day basis. These Standards inform how an institution promotes diversity and inclusion in both employment and contracting and how it fosters a corporate culture that embraces diversity and inclusion.

#### **Workforce Profile and Employment Practices**

Many institutions promote the fair inclusion of minorities and women in their workforce by publicizing employment opportunities, creating relationships with minority and women professional organizations and educational institutions, creating a culture that values the contribution of all employees, and encouraging a focus on these objectives when evaluating the performance of managers. Institutions with successful diversity and inclusion programs also regularly evaluate their programs and identify areas to be improved.

#### **Procurement and Business Practices – Supplier Diversity**

Companies increasingly understand the competitive advantage of having a broad selection of available suppliers to choose from with respect to factors such as price, quality, attention to detail, and future relationship building. A number of institutions have achieved success at expanding available business options by increasing outreach to minority-owned and women-owned businesses. As in the employment context, institutions often use metrics to identify the baseline of how much they spend procuring and contracting for goods and services, how much they spend with minority-owned and women-owned businesses, and the availability of relevant minority-owned and women-owned businesses, as well as changes over time. Similarly, institutions may use outreach to inform minority-owned and women-owned businesses (and affinity groups representing these constituencies) of these opportunities and of the procurement process. In addition, institutions' prime contractors often use subcontractors to fulfill the obligations of various contracts. The use of minority-owned and women-owned businesses as subcontractors provides valuable opportunities for both the minority-owned and women-owned businesses and the prime contractor. Institutions may encourage the use of minority-owned and women-owned subcontractors by incorporating this objective in their business contracts.

#### **Practice to Promote Transparency of Institution's Diversity and Inclusion**

Transparency and publicity are important aspects of assessing diversity policies and practices. Greater awareness and transparency give the public information to assess those policies and practices. Institutions publicize information about their diversity and inclusion efforts through normal business methods, which include displaying information on their websites, in their promotional materials, and in their annual reports to shareholders, if applicable. By making public an institution's commitment to diversity and inclusion, its plans for achieving diversity and inclusion, and the metrics it uses to measure success in both workplace and supplier diversity, an institution informs a broad constituency of investors, employees, potential employees, suppliers, customers, and the general community about its efforts. The publication of this information can make new markets accessible for minorities and women and illustrate the progress made toward an important business goal.

#### **Entities' Self-Assessment**

Institutions that have successful diversity policies and practices allocate time and resources to monitoring and evaluating performance under their diversity policies and practices on an ongoing basis. Institutions are encouraged to disclose their diversity policies and practices, as well as information related to their assessments, to the Federal Reserve Board and the public.

**Download and save the file to your computer prior to clicking the submit button.**