CUDSA Design Document Side by Side Changes

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Table of Contents

CUDSA Information Landing Page Differences

1. NCUA header is elongated to cover full page
2. Key points about this assessment is condensed
3. Use of information by the NCUA is condensed

Updated Page Design

Added icons to use of information by the NCUA. Condensed information about key points of this assessment.

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Annual Voluntary Credit Union Diversity Self-Assessment

Best Practices for Demonstrating a Commitment to Diversity and Inclusion

Diversity coupled with inclusion should be a strategic business goal for credit unions. This Self-Assessment reflects guidance for advancing workforce and supplier diversity and identifies best practices for demonstrating a commitment to diversity and inclusion. When made a priority, diversity and inclusion can help your credit union grow and better serve your membership.

The NCUA provides this form in support of the Interagency Policy Statement Establishing Joint Standards for Assessing Diversity Policies and Practices. It is designed to guide and inform a credit union's self-assessment. Credit unions are encouraged to conduct and voluntarily submit a self-assessment annually and to use this form as a tool to aid in setting strategic goals and priorities for the credit union's diversity and inclusion efforts.

Key Points About This Self-Assessment

The Form is Voluntary	No Impact on CAMEL Rating or Exam Outcome	Data Collected Will Be Aggregated	No Expectation of Perfection
It is neither mandatory nor required by law.	The self-assessment is outside of the scope of the examination process. Results will have no impact on your CAMEL rating or exam outcome. NCUA examiners will not see your credit union's assessment.	Assessment data will only be used in an aggregate form such as an annual report to Congress. The NCUA will not name any specific credit unions in any reporting, unless the credit union explicitly consents to this in writing.	There is no expectation that participating credit unions will implement every listed best practice. Credit unions can use information they gain from conducting self-assessments to begin or to strengthen on-going efforts to promote diversity and inclusion.

Use of Information by the NCUA

Responses will be aggregated and used in reports such as the NCUA's annual report to Congress. The NCUA may publish leading practices in any form that **does not identify a particular credit union or individual or disclose confidential business information.**

The information may be used to **identify areas where assistance with resources may be needed.**

The information may be used to **identify and highlight successful policies and practices.**

Begin Self Assessment!

This form is authorized by law (Section 342(b)(2)(C)) of the Dodd-Frank Wall Street Reform and Consumer Protection Act) and is voluntary.

Paperwork Reduction Act Statement: The estimated average public reporting burden associated with this information collection is 8 hours per response. Comments concerning the accuracy of this burden estimate and or any other aspect of this information collection, including suggestions for reducing this burden should be address to the National Credit Union Administration, ATTN: PRA Clearance Officer, 1775 Duke Street, Alexandria, Virginia 22314. An agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number.

Credit Union Information

All of the information that was deleted will still show up in the back end for NCUA employees to view.

Change Business Contact Information asterisk text color from red to black.

Updated Page Design

Progress Bar Implemented as well as button that says do not have one under each business contact information form.

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Credit Union Information — Self Assessment — Diversity Data *- Optional* — Recommendations & Feedback *- Optional* — Success Stories *- Optional* — Summary

Section I – Credit Union Information

Save as Draft

Reporting Year

Credit Union Name/Charter or Insurance Certificate Number

OR   Find My Credit Union By State

Total Number of Employees

Brief Description of Credit Union
(i.e., field-of-membership or common bond, member of community characterisitics, or geographical location)

Business Contact Information

Point of Contact (POC)
for this self-assessment generally the preparer

○ Same as CU POC ○ Do not have one

Name:	Point of Contact Name
Title:	Point of Contact Title
Email:	Point of Contact Email
Phone:	Point of Contact Phone
Fax:	Point of Contact Fax

Diversity and Inclusion Officer (D&I) or equivalent

○ Same as CU POC ○ Do not have one

Name:	D&I Name
Title:	D&I Title
Email:	D&I Email
Phone:	D&I Phone
Fax:	D&I Fax

Supplier Diversity Officer or equivalent
○ Same as CU POC   ○ Same as D&I Officer
○ Do not have one

Name:	Supplier Diversity Officer Name
Title:	Supplier Diversity Officer Title
Email:	Supplier Diversity Officer Email
Phone:	Supplier Diversity Officer Phone
Fax:	Supplier Diversity Officer Fax

NCUA will use the Business Contact Information provided soley for the purpose of follow-up communications and will not share such information publicly or outside of NCUA (unless required by court order to do so). If you choose not to identify a point of contact, you can still provide an email address and we will communicate via the email address provided.

Next: Self Assessment

Self-Assessment

Content was not changed. There was an addition in terms of the design.

Section II – Self-Assessment

Please identify which practices your credit union currently engages in and share your comments in the space provided.
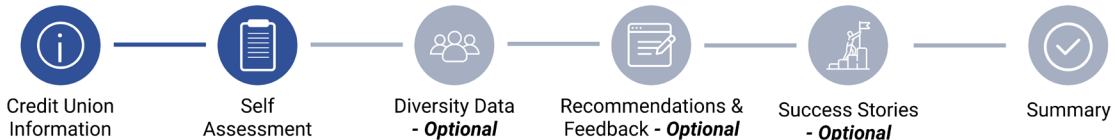
A - Organizational Commitment to Diversity and Inclusion

Successful diversity policies and practices generally begin at the top, with leadership that demonstrates its commitment by promoting diversity and inclusion in both employment and contracting and by fostering an organizational culture that embraces diversity and inclusion. This leadership includes the board of directors, senior officials, and staff managing the daily operations. The following best practices demonstrate an organizational commitment to diversity and inclusion.

In a manner reflective of our size and other characteristics, our credit union:	Yes	Comments
A1 - Has a written diversity and inclusion policy approved by senior leadership, including the board of directors and senior management.	☐	
A2 - Has a senior-level official with knowledge of and experience in diversity and inclusion policies and practices to oversee our diversity and inclusion strategies and initiatives.	☐	
A3 - Regularly conducts training and provides educational opportunities on equal employment opportunity and on diversity and inclusion.	☐	
A4 - Takes proactive steps to include a diverse pool of women and minorities or other diverse individual candidates for:		
A4a - Hiring, recruiting, retention, or promotion of employees.	☐	
A4b - Selection of board member candidates and senior management.	☐	

Updated Page Design

Implementation of self-assessment progress bar to show different parts of the self-assessment sections, implementation of upload file icon next to comment box, and implementation of back and next button.

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Credit Union Information — Self Assessment — Diversity Data *- Optional* — Recommendations & Feedback *- Optional* — Success Stories *- Optional* — Summary

Self Assessment

Organizational Commitment to D&I

Workforce Profile and Employment Practices

Procurement and Business Practices - Supplier Diversity

Practice to Promote Transparency of Organizational D&I

Self-Assessment

Section II – Self-Assessment

Please identify which practices your credit union currently engages in and share your comments in the space provided.

Save as Draft

Organizational Commitment to D&I

Successful diversity policies and practices generally begin at the top, with leadership that demonstrates its commitment by promoting diversity and inclusion in both employment and contracting and by fostering an organizational culture that embraces diversity and inclusion. This leadership includes the board of directors, senior officials, and staff managing the daily operations. The following best practices demonstrate an organizational commitment to diversity and inclusion.

Please identify which practices your credit union currently engages in and share your comments in the space provided.

In a manner reflective of our size and other characteristics, our credit union:	Yes	Comments
A1 - Has a written diversity and inclusion policy approved by senior leadership, including the board of directors and senior management.	☐	(Upload File)
A2 - Has a senior-level official with knowledge of and experience in diversity and inclusion policies and practices to oversee our diversity and inclusion strategies and initiatives.	☐	
A3 - Regularly conducts training and provides educational opportunities on equal employment opportunity and on diversity and inclusion.	☐	
A4 - Takes proactive steps to include a diverse pool of women and minorities or other diverse individual candidates for:		
A4a - Hiring, recruiting, retention, or promotion of employees.	☐	
A4b - Selection of board member candidates and senior management.	☐	
A5 - Includes diversity and inclusion considerations in our strategic plan for recruiting, hiring, retention, and/or promotion of our workforce.	☐	
A6 - Includes diversity and inclusion considerations in our strategic plan in contracting with vendors.	☐	
A7 - Provides regular (such as quarterly) progress reports on diversity and inclusion efforts to our board of directors or senior management.	☐	(Upload File)

The definition of diversity established by the Joint Standards references minorities and women, but does not preclude you from using a broader definition of diversity. If your credit union defines diversity more broadly including characteristics such as individuals with disabilities, veterans, or lesbian, gay, bisexual, and transgender individuals, please describe:

Enter your definition of diversity if it differs from the above definition

Back   Next

Workforce Profile

Erase percentages shown to the user, but make sure on the back end that NCUA employees can still get this information. Change optional text from red to black.

Section III – Diversity Data

Workforce Profile

(Optional, you may submit the self-assessment without this information) **Change text color from red to black and make it italic**

What is the demographic composition of your workforce? NOTE: The categories below are the same categories for race and ethnicity that the EEOC adopted for the EEO-1 Report.

	ALL Employees (Include Management but do not include Board Members or Volunteers)	Management Employees ONLY (Do not include Board Members or Volunteers)	Board Members ONLY
TOTAL NUMBER			
Number of Women			
Number of Men			
	Enter NON-Hispanic or Latino ONLY		
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
	Enter Hispanic or Latino ONLY		
Hispanic or Latino ONLY			
	Enter Unspecified/Not Known ONLY		
Unspecified/Not Known ONLY			

Updated Page Design

Implementation of progress bar on the left with Diversity Data section, new section for number of people who are nonbinary, and error checks to make sure data entry is accurate when putting it in.

Supplier Diversity Procurement

Erase percent of total, but keep the data for the back end for NCUA employees to still access numbers. Change text color from red to black and make optional italic.

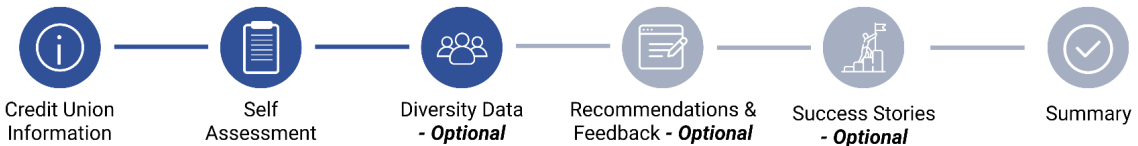Procurement – Supplier Diversity

(Optional, you may submit the self-assessment without this information)   **Change text color from red to black and make it italic**

What is the credit union's total annual procurement spend for the prior year with minority- and women-owned businesses compared to the total procurement spend with all vendors and suppliers?

As of December 31	enter year		Percent of Total
Total Spend	$ Amount (to the nearest dollar)		
Minority-Owned	$ Amount (to the nearest dollar)		0.00%
Woman-Owned	$ Amount (to the nearest dollar)		0.00%
Both Minority-Owned and Woman-Owned	$ Amount (to the nearest dollar)		0.00%

Updated Page Design

Addition of progress bar, does not apply button, and a footnote defining Minority Women – Owned Only with underlying text asking the user to not add the numbers from above when filling out the Minority Women – Owned Only section.

Recommendations and Feedback and Success Stories

Content was not changed only design.

Section IV – Recommendations and Feedback

The NCUA welcomes your feedback on this form and recommendations on how we can assist credit unions with their diversity and inclusion efforts. Please share your thoughts below or email us at CUDiversity@NCUA.GOV.

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Enter Recommendations and Feedback
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Section V – Success Stories

Do your diversity and inclusion efforts include a special loan, share, or other type of product or service? Have you run special marketing campaigns that have been effective in promoting diversity and inclusion? We're always looking for diversity and inclusion success stories to share when reporting the value and benefits of diversity and inclusion in credit unions. We only share information anonymously unless given specific authorization to use your credit union's name so please share your success stories below or email them to us anytime at CUDiversity@NCUA.GOV.

Updated Design

Implementation of text box for Section v – Success Stories.

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Credit Union Information

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Summary

Are you sure you are ready submit?
You will not be able to access the form or make any changes to it once it is submitted. Upon successful submission you will receive email confirmation and a copy of your completed self-assessment for your records.

No   I'm done. Submit my assessment!

Section IV - Success Stories - *Optional*
You may submit the self-assessment without this information

Do your diversity and inclusion efforts include a special loan, share, or other type of product or service? Have you run special marketing campaigns that have been effective in promoting diversity and inclusion? We're always looking for diversity and inclusion success stories to share when reporting the value and benefits of diversity and inclusion in credit unions. We only share information anonymously unless given specific authorization to use your credit union's name so please share your success stories below or email them to us anytime at CUDiversity@NCUA.GOV.

Save as Draft

Back   Submit