

HOUSTON ENDOWMENT INC.

Vendor Diversity Policy

Adopted as of October 13, 2020

Vendor Diversity Statement

The Houston Endowment Diversity, Equity, and Inclusion Statement sets forth Houston Endowment's commitment to diversity, equity, and inclusion ("DEI"). Our DEI commitment influences all aspects of our work – from grantmaking and governance to hiring and partnering. As a private foundation dedicated to DEI, Houston Endowment Inc. (the "Foundation") recognizes the importance of partnering with vendors, suppliers, and consultants that embody and share our DEI commitment.

We believe that identifying, engaging, and building relationships with diverse vendors, suppliers, and consultants furthers our mission of advancing equity of opportunity for the people of Greater Houston and enhancing the vibrancy of our region. These relationships are representative of the Foundation's commitment to forming partnerships so that Houston and its people can thrive. In addition to benefiting our region and its residents, we believe diversity makes us a stronger and more effective organization.

Purpose

The purposes of this Vendor Diversity Policy (this "Policy") are to:

1. establish the framework and process for identifying and engaging diverse vendors, suppliers, and consultants that provide goods and services to the Foundation; and
2. reflect, reinforce, and advance the Foundation's mission, values, and DEI commitment.

Scope

This Policy applies to all Foundation staff who have the ability to make or influence decisions regarding the identification, selection, and hiring of the Foundation's vendors, suppliers, and consultants.

The Foundation's definition of vendors, suppliers, and consultants includes those businesses and individuals that provide goods and/or services to the Foundation. Examples of such goods and services include, but are not limited to, the following:

- Professional services (investment, accounting, IT, legal, communications, HR)
- Consulting services (programmatic and non-programmatic)
- Training services
- Construction services

- Office supplies and hardware
- Catering, food, and beverage
- Machinery and equipment
- Repairs and maintenance

Vendor Identification and Selection

The Foundation will seek to identify and engage vendors, suppliers, and consultants that are owned (51% or more) by individuals that identify as:

- Black, Indigenous, and/or Persons of Color (BIPOC)
 - Black/African American/African
 - Hispanic/Latino/Latina/Latinx
 - Native American/American Indian/Alaska Native
 - Pacific Islander/Native Hawaiian
 - Asian/Asian American/South Asian
 - Middle Eastern/North African
 - Multi-Racial and/or Multi-Ethnic (2 or more races or ethnicities)
- Female
- LGBTQ
- Person with a Disability
- Veteran
- Local (principal place of business in the Greater Houston area)

In addition to ownership, the Foundation will encourage and request that the current and prospective vendor, supplier, and consultant teams working on Foundation matters include diverse members in their staffing.

Prospective and current vendors, suppliers, and consultants will be asked to complete a questionnaire indicating the diverse status of the organization's ownership, board, executive leadership, and staff, as well as answering questions regarding such organization's diversity practices and policies. This questionnaire is attached as Exhibit A. All new/prospective vendors, suppliers, and consultants must complete the questionnaire, and all existing vendors, suppliers, and consultants must complete the questionnaire no less than annually.

The Foundation will seek to identify and engage diverse vendors, suppliers, and consultants wherever possible, as well as vendors, suppliers, and consultants that demonstrate a commitment to DEI values. In accordance with the Foundation's legal, fiduciary, and financial stewardship obligations, however, other criteria must also be considered when selecting vendor partners. All vendor, supplier, and contractor selection and hiring must comply with applicable law, the Foundation's *Conflict of Interest and Disclosure Policy*, and the Foundation's *Code of Ethics*. Other relevant criteria include:

- alignment with the Foundation's mission and values
- competitive pricing and terms

- knowledge and expertise
- availability and capacity to meet product, material, or service needs in a timely manner
- industry reputation

A record of all diverse vendors used by the Foundation should be kept on file as part of the vendor roster.

Policy Compliance

The Foundation will regularly (no less than annually) review this Policy and make enhancements or adjustments, as necessary.

EXHIBIT A

Vendor Diversity Questionnaire

See attached.



Vendor Diversity Form

As a private foundation committed to diversity, equity, and inclusion, Houston Endowment Inc. (the “Foundation”) recognizes the importance of partnering with vendors, suppliers, and consultants that embody and share our commitment. The Foundation believes that identifying, engaging, and building relationships with diverse vendors, suppliers, and consultants furthers our mission of advancing equity of opportunity for the people of Greater Houston and enhancing the vibrancy of our region.

This Vendor Diversity Form and the questions below are designed to help the Foundation better understand how prospective and existing vendor-partners reflect on, address, and promote diversity, equity, and inclusion. Please note that we will rely on self-identification for the responses below. Individual business responses will not be shared with any parties outside of the Foundation. The Foundation will use information collected on this Form as one of many considerations in our vendor, supplier, and consultant decisions. If you choose not to complete this Form in its entirety, please indicate that choice by checking the box on Question 13 below. If you choose not to answer one or more individual questions, please indicate that choice by checking the box entitled “Decline to Disclose” on such question.

Please provide the following information:

1) General Business Information

Business Name	
Business Address	
Date	
Name of Person Completing Survey	
Email	
Date	

- 2) Please indicate the number of owners of the business (if the business is publicly traded on a national stock exchange, please indicate).

Decline to Disclose

3) If the business has a single owner, please check all of the following that apply. Otherwise, please skip this question and move to Question 4 below.

- Black, Indigenous, and/or Persons of Color (BIPOC)
 - Black/African American/African
 - Hispanic/Latino/Latina/Latinx
 - Native American/American Indian/Alaska Native
 - Pacific Islander/Native Hawaiian
 - Asian/Asian American/South Asian
 - Middle Eastern/North African
 - Multi-Racial and/or Multi-Ethnic (2 or more races or ethnicities)
- Female
- LGBTQ
- Person with a Disability
- Veteran
- Other (please specify) _____

- Decline to Disclose*

4) If the business has multiple owners, please provide the percentage ownership of the following:

- ____ % Black, Indigenous, and/or Persons of Color (BIPOC)
 - ____ % Black/African American/African
 - ____ % Hispanic/Latino/Latina/Latinx
 - ____ % Native American/American Indian/Alaska Native
 - ____ % Pacific Islander/Native Hawaiian
 - ____ % Asian/Asian American/South Asian
 - ____ % Middle Eastern/North African
 - ____ % Multi-Racial and/or Multi-Ethnic (2 or more races or ethnicities)
- ____ % Female
- ____ % LGBTQ
- ____ % Person with a Disability
- ____ % Veteran
- ____ % Other (please specify) _____

Decline to Disclose

5) Please list any diversity certifications that the business has received.

Decline to Disclose

- 6) Please provide the percentage of individuals on the company’s board, leadership (executives, officers, partners, managing directors), and non-management staff that identify as:

--	Board	Leadership	Staff
Black/African American/African			
Hispanic/Latino/Latina/Latinx			
Native American/American Indian/Alaska Native			
Pacific Islander/Native Hawaiian			
Asian/Asian American/South Asian			
Middle Eastern/North African			
Multi-Racial and/or Multi-Ethnic			
Female			
LGBTQ			
Person with a Disability			
Veteran			

Decline to Disclose

- 7) What will be the demographic makeup of your proposed staffing plan should your business be selected to work with the Foundation?

Decline to Disclose

- 8) Does the business currently have any of the following diversity documents? If so, please provide.

General company diversity statement or policy

Yes No *Decline to Disclose*

Diversity policy that guides recruitment of staff/employees

Yes No *Decline to Disclose*

- 9) Is the company’s principal place of business in the Greater Houston area?

Yes No *Decline to Disclose*

10) Are the majority of the business's employees based in the Greater Houston area?

Yes

No

Decline to Disclose

11) Has your organization taken steps to minimize barriers to employment for traditionally marginalized populations (e.g. people with criminal backgrounds, poor credit history, temporary legal status)? If so, please describe.

12) Please provide any other relevant information regarding how your business seeks to promote diversity, equity, and inclusion and/or how the business's diversity, equity, and inclusion efforts align with the Foundation.

13) If you choose not to complete this Form, please check the box below.

Choose not to Complete