



## **Vendor & Business Partner Policy**

At MCF, we have a responsibility to ensure diversity of voice, equity of opportunity and inclusive participation in all of our actions. As a critical element of MCF's Diversity, Equity and Inclusion (DEI) plan, the foundation has developed a policy for vendors and business partners.

This policy will seek to increase the participation of Disabled, LGBTQ+, Minority, Veteran and Woman-Owned\* business enterprises and small businesses in our purchases of materials and services. Our objective is to integrate fair and equitable processes where diverse businesses can compete equally, as we believe in economic vitality and in supporting the communities we serve.

In order to partner with MCF with a service or engagement that will cost more than \$1,000 in a calendar year, we request that you provide responses to the questions that appears below, as well as sign the Foundation's Nondiscrimination Policy. We will distribute this on an annual basis to enable information to be regularly updated.

The goal is for MCF to contract annually with at least 50% of partners and vendors that represent a diverse workforce and have a commitment to DEI. As it has in the past, other relevant selection criteria will also play a role in the identification of a partner, such as knowledge/expertise in the area, pricing and terms, location, prior relationship or other connections to the foundation, and timing.

We appreciate your input.

## DEI Questionnaire

Does your organization have a DEI policy, or is there a DEI policy in development? If yes, please provide a copy.

Yes, we have A DEI policy      A DEI policy is in development.      No, we do not have a DEI policy.

Within the Bay Area division of your organization that partners with MCF, what is the percentage of people in this category who consider themselves:

	Asian	Pacific Islander	Black/ African American	Latinx/ Hispanic	Native American	White/ Caucasian	Middle Eastern	Other (Please specify)	Don't know
Company ownership/ leadership									
Company staff									

What is the total number of employees in the Bay Area location(s) of your organization?

Please list the city location(s) included in your answer:

Does your organization identify as being at least 51% owned by any of the following? Please check all that apply.

Disabled-owned      LGBTQ+-owned      Minority-owned      Veteran-owned      Woman-owned

Please list any other programs or initiatives at your organization that aim to increase diversity, equity and inclusion, social responsibility or environmental responsibility. For example, this could include employee benefits, fair labor practices, conservation efforts, environmental certifications, etc.



## DECLARATION OF ACCORDANCE

I hereby attest that \_\_\_\_\_ (name of organization) does not discriminate against employees, volunteers, vendors, or any clients or customers it serves, on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, economic status, marital status, disability, ancestry, sexual orientation, gender identity/expression, and beyond these, any other characteristic protected by law.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

- \* Disabled: having a physical or mental impairment that can substantially limit one or more important life activities (ADA)
- \* LGBTQ+: Lesbian, Gay, Bisexual, Transgender, Queer
- \* Minority: Asian, Pacific Islander, Black/African American, Latinx/Hispanic, Native American, Middle Eastern or other non-White/Caucasian ethnic group
- \* Veteran: a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable (Veteran's Affairs)
- \* Woman: any person who identifies as cisgender and transgender including non-binary and genderqueer people