

Vendor Evaluation Criteria for Diversity Efforts

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name / Organization]

Subject: Vendor Evaluation Criteria for Diversity Efforts

Dear [Vendor Name],

As part of our commitment to promoting diversity and inclusion within our supply chain, we are implementing a vendor evaluation process that assesses our partners based on their diversity efforts. Please find below the criteria we will be using to evaluate your organization:

Evaluation Criteria

1. **Diversity in Leadership:** Percentage of diverse individuals in leadership positions.
2. **Workforce Diversity:** Percentage of diverse employees within the organization.
3. **Diversity Programs:** Existence of programs aimed at promoting diversity and inclusion.
4. **Supplier Diversity:** Engagement with diverse suppliers and subcontractors.
5. **Community Engagement:** Participation in initiatives that support diversity in the community.
6. **Training and Development:** Offering training focused on diversity and unconscious bias.

We appreciate your commitment to fostering a diverse workforce and look forward to reviewing your policies and practices. Please respond to this letter by [Insert Deadline] with the necessary documentation that supports your evaluation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]