

# Supplier Diversity Policy



## EFFECTIVE DATE

January 2024

## INTRODUCTION

As a global leader in business process and document management, Xerox recognizes that having a diverse supplier pool is a major competitive advantage and a powerful business tool. Our mission in supplier diversity is to take proactive steps in identifying, fostering relationships with, and procuring goods and services from certified small businesses, as well as enterprises owned by minorities, women, veterans, members of the LGBTQ+ community, and individuals with disabilities. These strategic partnerships align with Xerox's corporate objectives, enabling us to enhance our business practices and better serve our clients.

## OUR OBJECTIVES

Xerox is committed to a policy where diverse suppliers are provided with an equal opportunity to participate in our strategic sourcing and procurement process. Companies that seek to do business with Xerox should exhibit the capability to deliver value and offer high-quality goods and services that are competitively priced, dependable, and in harmony with our commitment to delivering exceptional service.

- Actively seeking out certified diverse suppliers that can provide competitive, high-quality goods and services whose business model is aligned with our business strategy.
- Ensuring the inclusion of diverse suppliers as a part of our strategic sourcing and procurement process.
- Communicating the value of supplier diversity both internally and externally to all stakeholders.
- Leveraging our supplier diversity results to meet our clients' supplier diversity requirements.

We will measure our success based upon our ability to attain and exceed these objectives.

## OUR EXPECTATION OF SUPPLIERS

At Xerox, working with Xerox prime suppliers to achieve supplier diversity at multi-tiered levels within our value chain is key to a successful second tier program. We ask that our suppliers to actively support and contribute to our commitment to diversity and inclusion amongst our supply chain. This achieved by focusing on four key areas:

- **Engaging Diverse Suppliers:** Prioritizing the utilization of small and diverse businesses, including those owned by minorities, women, veterans, LGBTQ+ individuals, and persons with disabilities, within their own supply chains.
- **Inclusive Sourcing Practices:** Implementing fair and transparent sourcing practices that provide equal opportunities for small and diverse businesses to compete for contracts.
- **Reporting and Accountability:** Regularly reporting on their efforts to engage with and support diverse suppliers, including providing data on the percentage of spend directed towards small and diverse businesses.
- **Continuous Improvement:** Continuously seeking new ways to improve their supplier diversity programs and sharing best practices within the industry.

## **PROGRAM COMMITMENT**

Xerox is committed to building a strong supplier diversity program. The foundation of our program consists of internal and external deliverables to help ensure program success for all Xerox stakeholders.

Our program focuses on

- **Objective Measurements** — establishing and meeting company and departmental goals and objectives that support our overall diversity strategy.
- **Tracking and Reporting** — monitoring and reporting our progress toward achieving our supplier diversity goals and objectives with a strong emphasis on continuous improvement.
- **Training and Education** — helping to ensure that associates in decision-making positions throughout our organization understand Xerox's supplier diversity principles and commitment.

# Supplier Diversity Policy



- External Outreach Activities — seeking diverse suppliers through active involvement with small business and minority development organizations, and participation in various trade shows and procurement events.
- Communications — educating employees, management, diverse suppliers, and the community-at-large on our supplier diversity program, policies, and achievements.
- Second Tier Program — working with Xerox prime suppliers to achieve supplier diversity at multi-tiered levels within our value chain.
- Awards Program and Recognition — highlighting and rewarding the hard work and outstanding efforts of our employees and recommending suppliers for external awards.

Our commitment to supplier diversity is a vital part of our business strategy, and we hold our suppliers to the highest standards of ethical conduct and social responsibility. We believe that together, we can build a stronger, more resilient, and diverse supply chain that benefits everyone.