

Supplier Diversity

Effective Date: January 2024
Review Cycle: Annually (next review due: January 2027)
Policy Owner: Director of Marketing
Approved By: Chief Operating Officer (COO)

Scope

This policy applies to all consultants, contractors and any other third parties, which include customers and vendors.

Supplier Responsibility

Diamond Packaging is committed to building long-term business relationships based on mutual respect and socially responsible practices. As a WBENC-certified women's business enterprise, we actively seek out companies who share our values and advocate for supplier diversity because it expands opportunities and eliminates barriers in the marketplace for diverse business owners.

Diamond recognizes the commitment to supplier diversity that is embraced by corporations and government agencies today, and reports on its own diversity spending through EcoVadis, the leading global advocate for sustainability and corporate social responsibility (CSR), and many other customer-specific surveys.

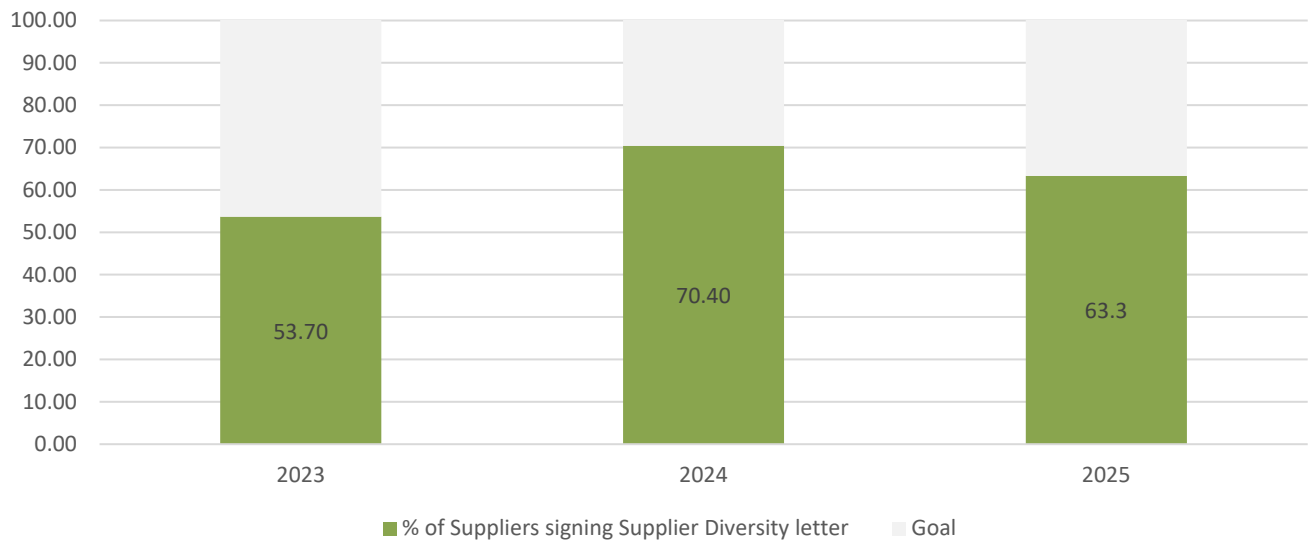
Diamond also looks to add diversity to its supply chain and tracks progress on sourcing from diverse suppliers. We have set a target to increase spend with women-owned and minority-owned businesses by 10% per year for the next five years (50% total) by 2027, based on a 2022 baseline.

This questionnaire is sent to suppliers to self-report and returned back to the Marketing Director.

Key Performance Indicators (KPIs)

To monitor progress on implementation measures, Diamond tracks the following KPIs:

Suppliers Signing Supplier Diversity Letter



Diamond looks to add diversity to its supply chain and tracks progress on sourcing from diverse suppliers. Diamond sends the Supplier Diversity Letter to all non-public companies, requesting that they let us know which of the following categories their company falls into, and if applicable, provide their current diversity certificate: African American; Asian; Disabled; Hispanic; Lesbian, Gay, Bisexual, Transgender (LGBT); Native American; Subcontinent Asian American; Veteran; Women; Small; and Not Applicable. All responses are tracked in Diamond’s SharePoint database with the following status – Complete, Complete (no exception), Pending, N/A – and date completed.

Governance Structure

The implementation and oversight of this Supplier Diversity Policy is governed through the following structure:

Marketing Director / Sustainability Lead

- Overall accountability for supplier agreement standards
- Works with Procurement Team to increase supplier compliance
- Overall accountability for ESG reporting
- Authors annual Sustainability Report for customers and external stakeholders, including CDP, EcoVadis, UN Global Compact

Supply Chain Manager

- Overall accountability for sustainable procurement strategy and performance
- Reports sustainability metrics to executive leadership and Green Team quarterly
- Approves major supplier partnerships and certifications
- Day-to-day implementation of sustainable procurement practices
- Leads supplier evaluations and selection processes
- Maintains supplier scorecards and compliance documentation
- Validates product specifications meet sustainability standards
- Verifies supplier certifications (FSC)

Cross-Functional Sustainability Committee (Diamond's Green Team)

- Reviews progress against targets quarterly
- Recommends policy updates and new initiatives
- Ensures alignment with Diamond's Sustainability Report

Policy Review and Continuous Improvement

Annual Review Process

- This policy will be formally reviewed annually in Q1 of each calendar year
- Review will assess progress against quantitative target
- Updates will be incorporated based on:
 - Regulatory changes relating to supplier diversity and compliance targets
 - Evolution of industry best practices
 - Performance data from the previous year

Trigger-Based Reviews

- Policy may be reviewed outside the annual cycle when:
 - New legislature becomes available
 - Stakeholder concerns necessitate policy adjustments

Documentation and Communication

- All policy updates will be documented with a date or version control
- Updated policies will be communicated to all suppliers within 30 days
- Training will be provided to all Diamond employees on any material changes

Performance Monitoring

- Annually: Evaluate Diversity Policy compliance
- Report findings to executive leadership and incorporate into continuous improvement initiatives

External Verification

- Participate in industry benchmarking to identify improvement opportunities

Supplier Diversity Letter Form

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Please let us know which of the following categories your company falls into, and if applicable, provide your current diversity certificate.

Company Name:**Diversity Classification:** please check appropriate box below

- ☐ African American
- ☐ Asian
- ☐ Disabled
- ☐ Hispanic
- ☐ Lesbian, Gay, Bisexual, Transgender (LGBT)
- ☐ Native American
- ☐ Subcontinent Asian American
- ☐ Veteran
- ☐ Women
- ☐ Small
- ☐ Not Applicable

Certificate: please include certificate from third-party certification agency

- ☐ Certificate attached

If the company's diversity status changes, we will notify Diamond Packaging immediately.

Signed: _____
Printed Name: _____
Position: _____
Date: _____

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