



Los Angeles County Employees Retirement Association

EXHIBIT H DIVERSITY, EQUITY, AND INCLUSION QUESTIONNAIRE

LACERA Due Diligence Regarding Diversity, Equity, and Inclusion

LACERA values **diversity, equity, and inclusion (“DEI”)**, and believes that effectively accessing and managing diverse talent leads to improved outcomes. LACERA takes a broad view of diversity, inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. LACERA expects consultants, vendors, and other third-party providers to respect and reflect LACERA’s value of DEI. LACERA’s ongoing monitoring of third-party service providers incorporates an assessment of vendors’ commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.

SECTION I

COMPANY BACKGROUND

1. Name of your Business
Click or tap here to enter text.

2. Name of person completing this survey
Click or tap here to enter text.

3. Your email address
Click or tap here to enter text.

4. Is your business public or private?
 - a) Public
 - b) Private

5. How many full-time employees are at your business?
 - a) 1
 - b) 2-4
 - c) 5-9
 - d) 10-19
 - e) 20-49
 - f) 50-99

- g) 100-249
- h) 250-499
- i) 500-1,499
- j) 1,500-4,999
- k) 5,000 or more

6. Which of the following best describes the industry your business is in?

- a) Advertising & Marketing
- b) Architecture, Construction, Design, & Engineering
- c) Consulting & Professional Services
- d) Education
- e) Entertainment, Sports & Leisure
- f) Finance & Financial Services
- g) Government
- h) Healthcare & Pharmaceuticals
- i) Hospitality, Hotels & Tourism
- j) Insurance
- k) Manufacturing
- l) Market Research & Other Research
- m) Non-Profit & Charities
- n) Retail & Consumer Packaged Goods
- o) Technology & IT
- p) Transportation & Delivery
- q) Utilities, Energy, and Extraction
- r) Other (please specify)

7. Does your business identify as one of the following diverse supplier classifications?

- a) No
- b) Women Business Enterprise (WBE)
- c) Minority Business Enterprise (MBE)
- d) Small Business
- e) Disadvantage Business Enterprise (DBE)
- f) Veteran-owned Small Business (VOSB)
- g) Service-Disabled Veteran-owned Small Business (SDVOSB)
- h) LGBTQ-Owned

- i) HubZone Small Business
 - j) 8(a) Small Business
 - k) None of the above
 - l) Other (please describe)
8. Please select any of the following certifications your organization has signed or certifications you have received. (Select all that apply.)
- a) National Minority Supplier Development Council (NMSDC)
 - b) Women’s Business Enterprise National Council (WBENC)
 - c) National Gay & Lesbian Chamber of Commerce (NGLCC)
 - d) United States Hispanic Chamber of Commerce (USHCC)
 - e) Asian Pacific American Chamber of Commerce (APAAC)
 - f) Native American Chamber of Commerce (NACC)
 - g) Vets First Certification Program (for veteran-owned small businesses)
 - h) U.S. Business Leadership Network (USBLN, for disabled-owned small businesses)
 - i) None of the above
 - j) Other (please describe)
9. If you answered yes to question 8, please provide LACERA with a copy of the certifications for each diverse supplier classification.

SECTION II

DEI IN THE WORKPLACE

Policy

1. Describe your business’s approach to diversity, equity, and inclusion (“DEI”) in the workplace and its relation to your strategic objectives.
[Click or tap here to enter text.](#)
2. Does your business have a written policy (or policies) addressing workplace DEI (“Policy”)? A Policy defines the business’s commitment, policies, and practices regarding equal employment opportunity, including the recruitment, development, retention, and promotion of a diverse and inclusive workforce and non-discrimination based on gender, race, ethnicity, sexual orientation, gender identity, age, veteran’s status, and other legally protected categories. A Policy (or policies) may be a standalone document or part of a larger business document.

- a) Yes
- b) No

If yes, please provide a copy of your business's Policy.

3. Does your Policy address sexual harassment in the workplace?
- a) Yes
 - b) No

If not, please explain.

Click or tap here to enter text.

4. If your business does not have a written DEI policy, do you commit to promptly adopting and providing a copy of a Policy, if your business is awarded a contract with LACERA?
- a) Yes
 - b) No

Oversight

1. Who is responsible for overseeing the Policy's implementation? Please provide the name and title. What processes are employed to implement and enforce the business's Policy?
- Click or tap here to enter text.
2. Who is responsible for overseeing compliance with the Policy? Please provide the name and title. What processes are employed to promote compliance with the Policy?
- Click or tap here to enter text.
3. What oversight, if any, does your business's board and/or executive team exercise regarding the business's DEI policy and efforts?
- Click or tap here to enter text.
4. What data, trends, or analysis does the business's board or executive committee receive regarding the business's effectiveness in adhering to DEI policies, objectives, and compliance?
- Click or tap here to enter text.

5. Under what circumstances would an allegation of non-compliance with the Policy prompt notification and/or consideration by the business's board or executive committee?

Click or tap here to enter text.

Track Record

1. Has your business been subject to any judicial, regulatory, or other legal findings, formal action, or claims related to equal employment opportunity, workplace discrimination, or sexual harassment during the past twelve years?

a) Yes

b) No

Please describe.

Click or tap here to enter text.

2. Please identify the number of confidential settlements and/or non-disclosure agreements related to workplace discrimination and/or sexual harassment entered into by your business during the past twelve years. Please describe the nature of each settlement within the terms of the confidential settlement.

Click or tap here to enter text.

Objectives and Compliance Strategies

1. Does your business integrate DEI into executives' performance reviews and/or incentive pay objectives?

a) Yes

b) No

Please describe.

Click or tap here to enter text.

2. Does your business conduct pay disparity analyses to discern any disparities by gender, race, ethnicity, or other attributes of diversity?

a) Yes

b) No

Please describe or explain why not.

Click or tap here to enter text.

3. Does your business have a clawback or recoupment policy in place by which workplace misconduct, such as sexual harassment, may trigger the recoupment of incentive pay, awards, bonuses, or other compensation?

a) Yes

b) No

4. Does your business provide paid family leave provisions?

a) Yes

b) No

If yes, please describe.

[Click or tap here to enter text.](#)

5. Please explain any other incentives or risk mitigation strategies your business employs to promote compliance with your DEI policies.

[Click or tap here to enter text.](#)

6. How does your business promote an accessible workplace for employees with disabilities?

[Click or tap here to enter text.](#)

7. Please describe any DEI objectives or goals your business has.

[Click or tap here to enter text.](#)

8. Describe any affiliations or leadership positions related to DEI in the services industry with which your business is involved.

[Click or tap here to enter text.](#)

SECTION III

DEI DEMOGRAPHICS AND ATTRIBUTES

1. LACERA seeks to understand the track record of vendors in accessing and retaining talent inclusive of diverse backgrounds.

We invite all businesses to provide the demographics and diversity attributes of their leadership (such as boards or executive committees) and professionals, consistent with applicable laws, regulations, and privacy considerations in the markets in which they operate.

Please complete the attached DEI Demographic worksheet by entering the number of employees for each category (not the percentage of employees). Blank cells will be interpreted as having a value of zero.

Job Categories:

- Board of directors, and CEO, CFO & COO: This row includes all members of the business/organization's governing board (or executive committee), as well as CEO, CFO, COO, or equivalent positions.
- Managers: All professionals who have a role in decision-making that affects all areas of business operations.
- Supervisors: All professionals who have a role to work alongside employees to ensure that they perform tasks that align with the goals managers set.
- Support Staff: All professionals who have a role in supporting the business functions, such as marketing, client service, operations, accounting, IT, and legal.
- If an employee is both, a member of the board of directors or occupies the position of CEO, CFO, or COO, as well as serves as a member of the staff, the individual may be counted in both rows.

The categories have the same definitions as the diversity categories used by the United States Equal Employment Commission (EEOC) in its Employer Report EEO-1.

See www.eeoc.gov/employers/eeo1survey/index.cfm for further information.

2. Is your business willing to provide the business's workforce composition in a similar format on a periodic basis, if awarded a contract with LACERA?
 - a) Yes
 - b) No

Diversity and Inclusion Demographics

Business Name: _____

Job Categories	Hispanic or Latino			Non-Hispanic Or Latino												Other/Undisclosed Race			All								
	Total	M	F	Black or African American			Asian			Native Hawaiian or Other Pacific Islander			American Indian or Alaska Native			Two or More Races			Total	M	F	Total	M	F			
				Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F									
1 Board of Directors, CEO, CFO, COO, etc.	0			0			0			0			0			0			0			0			0		
2 Managers	0			0			0			0			0			0			0			0			0		
3 Supervisors	0			0			0			0			0			0			0			0			0		
4 Support Staff	0			0			0			0			0			0			0			0			0		
Total Employees	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Instructions																											
The categories have the same definitions as the diversity categories used by the United States Equal Employment Commission (EEOC) in its Employer Report EEO-1. See www.eeoc.gov/employers/eeo1survey/index.cfm for further information.																											
Please complete all columns by entering the number of employees for each category (not the percentage of employees). Blank cells will be interpreted as having a value of zero.																											
Job Categories:																											
<ul style="list-style-type: none"> Board of directors, and CEO, CFO & COO: This row includes all members of the business's governing board (or executive committee), as well as CEO, CFO, COO, or equivalent positions. Managers: All professionals who have a role in decision-making that affect all areas of business operations. Supervisors: All professionals who have a role to work alongside employees to ensure that they perform tasks that align with the goals managers set. Support Staff: All professionals who have a role in supporting the business functions, such as marketing, client service, operations, accounting, IT, and legal. If an employee is both a member of the board of directors or occupies the position of CEO, CFO, or COO, as well as serves as a member of the staff, the individual may be counted in both rows. 																											

Business Ownership of Attributes Consistent with EEO-1 Categories

		# of Owners	% Ownership
Hispanic or Latino	F		
	M		
	Total	0	0.00%
Black or African American	F		
	M		
	Total	0	0.00%
Asian	F		
	M		
	Total	0	0.00%
Native Hawaiian or Other Pacific Islander	F		
	M		
	Total	0	0.00%
American Indian or Alaska Native	F		
	M		
	Total	0	0.00%
Two or More Races	F		
	M		
	Total	0	0.00%
White	F		
	M		
	Total	0	0.00%
Other Race/Ethnicity	F		
	M		
	Total	0	0.00%
Not disclosed	F		
	M		
	Total	0	0.00%
TOTAL	F	0	0.00%
	M	0	0.00%
	Total	0.00%	0.00%

LACERA invites disclosure of any diversity attributes among your business's ownership (where applicable) and the percentage of ownership of each individual. LACERA takes a broad view of diversity (inclusive of gender, race and ethnicity, sexual orientation, gender identity, disability, and other attributes). We invite you to describe how your business defines diversity in your ownership profile.