**Annual Vendor Partner**

**Diversity, Equity, Inclusion (DEI), & Environmental Commitment**

|  |  |
| --- | --- |
| **Company Name** |  |

As an organization, ICBA is committed to vigorous and appropriate action to ensure that all decisions are made without discrimination, harassment, or prejudicial treatment because of race, ethnicity, religion, national origin, gender, sexual orientation, gender identity/expression, age, disability, or protected veteran's status. To read more about ICBA’s commitment to diversity, equity, and inclusion, visit [ICBAinc.com.](https://icbainc.com/about-icba/diversity-equity-inclusion-commitment/)

In addition, ICBA seeks Vendors who demonstrate a commitment to social justice, anti-racism, fair labor practices, and environmental stewardship. Likewise, ICBA Member Stores and their customers are increasingly interested in and value information detailing the corporate policy and practices of their suppliers. To these ends, ICBA has instituted the following initiatives as part of the Annual Vendor Partner (AVP) endorsement process.

**Initiative #1**

ICBA will seek and promote minority ownership. This will be included on Vendor profiles on the ICBA secure online portal accessible by only by ICBA Member Stores. *Select any/all that apply.*

Minority Owned

Black

Hispanic

Native American

AAPI

Other Minority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Woman Owned

LGBTQ Owned

Veteran Owned

Disability Owned

Not Applicable

**Initiative #2**

ICBA will collect and communicate with Member Store various Vendor-provided documentation of commitments to social justice, anti-racism, fair labor practices, and environmental stewardship. See additional pages to view types of appropriate documentation.

Include with your AVP proposal a current copy of your “Code of Conduct,” “Factory Disclosure,” or similar documentation of your company’s commitment to these ideals. *All collegiate imprint manufacturers are required to submit “Code of Conduct” documentation.*

Are you a member of or have you formally signed with the following?

|  |
| --- |
| FLA  WRC  Bangladesh Accord ☐ Fair Trade Certified  Other |

**Initiative #3**

ICBA will seek and promote products and services that appeal to diverse populations and/or environmental concerns. Please identify these products and services in your AVP program proposal.

**Initiative #4**

ICBA requests that all Vendors strive for diversity in marketing collateral, including photographs of social media and lifestyle graphics. When using Vendor-provided images, ICBA will actively seek out imagery depicting diversity and inclusive representation.

**To help you better understand the documentation ICBA seeks as part of these initiatives, we are providing you with the following information to guide you in providing appropriate, specific, and substantiative actions and commitments your company has made to these ideals. Your specific documentation may include, but is not limited to, the following examples.**

If you have any questions regarding the information ICBA is requesting as part of its commitment to social justice, anti-racism, fair labor practices, and environmental stewardship, contact the ICBA Vendor team.

**Social Justice, Anti-Racism, Diversity**

* Any purposeful action aimed at addressing and implementing changes intended to promote social justice, improve the access to opportunities for deprived or marginalized persons, groups, or communities, enhance social welfare and community wellbeing, and contribute to sustainable, long-term results. For example:
  + Non-Discrimination &/or Diversity Statements
  + Diversity in Board of Directors, management, and employees
  + Employee committees and teams to address diversity, equity, and inclusion (DEI)
  + Offering opportunities to promote employee involvement in the community
* Examples of Action Steps
  + Support of community and national organizations and programs working to address systemic racism
  + Support of the economic development of minority owned businesses
  + Product sourcing and service partnerships with minority owned businesses
  + Product design and development by and for minority groups
  + Support, partnership, or collaboration with organizations representing marginalized persons, groups, or communities
  + Corporate social media awareness campaigns promoting social justice, anti-racism, and diversity
  + Support for accessibility options for employees and customers with disabilities; ADA compliance

**Labor Practices**

* Hours of Work, Compensation, & Overtime Laws
* Child Labor &/or Forced Labor
* Fair Wages
  + Safeguarding of worker rights under local, national, and international laws and regulations related to wages and social security
* Factory Disclosure Statement
  + Transparent and public disclosure of names and locations of the manufacturing sites of products
  + Subcontracting & Supplier Transparency
* Harassment & Abuse
  + Abuse and harassment policies which define what is considered workplace harassment, prohibited conduct, and the specific types of behavior that violate the policies
* Health & Safety
  + A statement of commitment to protect the health and safety of employees
* Freedom of Association & Collective Bargaining
  + The right of employers and workers to form, join, and run their own organizations without prior authorization or interference by the state or any other entity

**Environmental Stewardship**

* Commitment to Sustainability
  + This entails meeting the needs of the company without compromising the ability of future generations to meet their own needs.
* Environmental Laws & Responsibility
  + Environmental policies may include adherence to regulations and industry best practices
    - Ex. zero waste, solar power, reducing carbon emissions, alternative inks and/or fibers, etc.
  + Environmentally friendly inks and solvents
  + Sustainable/recycled products and raw materials
  + Sustainable/recycled packaging
  + Recycling of any/all waste papers
  + E-waste initiatives, RoHS compliance
  + Forest Stewardship Council (FSC) or other environmental standards certification
  + Carbon management strategies; carbon footprint, CO2 emissions, carbon offset
  + Renewable energy projects, LEED Certification
  + Support of and/or collaboration with organizations dedicated to environmental causes

**Company Culture / Code of Ethics**

* Company culture can simply be described as the shared ethos of an organization. It is the way people feel about the work they do, the values they believe in, where they see the company going, and what they are doing to get it there. Collectively, these traits represent the personality of an organization. It helps frame the code of ethics and business conduct following a bigger picture.
* A company’s Code of Ethics outlines a company’s efforts to create and maintain a positive relationship with its employees related to the professional and respectful treatment of employees by fellow employees, managers, or those individuals with which an employee may come into contact in performing their duties. By maintaining positive, constructive employee relations, organizations hope to keep employees loyal and more engaged in their work. For example, through:
  + Hiring Practices
  + Anti-Harassment
  + Diversity
  + Recognition of cultural and religious holidays
  + Communication of company culture and ethics to its employees
* Invest in ESG Funds (Environmental, Social, and Corporate Governance)
* Support of and/or collaboration with organizations dedicated to giving back, community outreach, education, medical research, and/or any other charitable causes

**Questions? Contact:**

A picture containing person, person, smiling, wall

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