

Organizational Functional Area:	Human Resources & Information Technology
Policy for:	Diversity Program
Board Approved:	August 28, 2019
Date last Modified:	August 28, 2019
Department/Individual Responsible For Maintaining/Updating Policy:	Chief HR Officer/IT Director

Diversity Policy

1.0 Statement of Need and Definition

This policy establishes a culture committed to fostering, cultivating and preserving diversity and inclusion in both staffing and vendor management.

2.0 Scope

This policy applies to University Bank and all of its subsidiaries.

3.0 Diversity Policy

University Bank's human capital is its most valuable asset. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent that employees invest in work represents a significant part of not only **University Bank's** culture, but also the Bank's reputation and achievement.

University Bank undertakes positive measures to implement affirmative action which includes, but is not limited to, the search for qualified and/or trainable employees among minorities and women. Also, **University Bank** embraces and encourages employees' differences which include, but are not limited to, race, gender, and ethnicity.

To promote consistency, the Interagency Policy Statement Establishing Joint Standards for Assessing the Diversity Policies and Practices of Entities Regulated by the Agencies was developed. For purposes of this Policy Statement, the Agencies define "diversity" to refer to minorities (Black/African American, Asian/Pacific Islander, American Indian/Alaskan Native, Hispanic, and 2 or more Races) and women. Additionally, in this Policy Statement, the Agencies define "inclusion" to mean a process to create and maintain a positive work environment that values individual similarities and differences, so that all can reach their potential and maximize their contributions to an organization. **University Bank**

may use the Standards in this Policy Statement to assess policies and practices that impact the inclusion of minorities and women in the Bank's workforce.

Employees of **University Bank** have a responsibility to treat others with dignity and respect at all times. Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other Bank sponsored and participative events. Employees are also required to complete an annual diversity awareness online education training course to enhance their knowledge and fulfill this responsibility.

An employee found to have exhibited inappropriate conduct or behavior against another may be subject to disciplinary action up to and including discharge.

An employee who believes he/she has been subjected to discrimination that conflicts with this Policy should seek assistance from his/her supervisor or a Human Resources Officer.

This Policy will not only be reviewed and approved annually by the Board but also supported by it and senior management. The Board and senior management will receive annual progress reports on diversity and inclusion.

University Bank Supplier Diversity Policy

University Bank is committed to the development and support of a diverse supplier base. We encourage the use of minority-owned and women-owned businesses. **University Bank** focuses on the development and inclusion of all capable material and service suppliers. Our primary objective is to identify the most qualified suppliers capable of meeting our price, quality, delivery, attention to detail, and future relationship requirements.

Through Supplier Diversity at **University Bank** we enlarge our pool of innovative ideas and high quality goods and services, while providing economic development opportunities for diverse businesses, which include, but are not limited to, minority-owned and women-owned businesses. It is the objective of **University Bank** to encourage the development of mutually beneficial relationships with qualified minority-owned and women-owned businesses.

University Bank may use the Standards in the Interagency Policy Statement Establishing Joint Standards for Assessing the Diversity Policies and Practices of Entities Regulated by the Agencies to assess policies and practices that impact the existence of minority-owned and women-owned businesses among the Bank's suppliers of products and services.

University Bank is committed to providing procurement opportunities with minority-owned and women-owned businesses. Employees involved in the selection, evaluation, or approval of vendors and service providers share the responsibility for the practices stated in this Policy.

University Bank Supplier Diversity Questionnaire

University Bank is committed to the development and support of a diverse supplier base. We encourage the use of minority-owned and women-owned businesses. **University Bank** focuses on the development and inclusion of all capable material and service suppliers. Our primary objective is to identify the most qualified suppliers capable of meeting our price, quality, delivery, attention to detail, and future relationship requirements.

Although it is **University Bank's** goal to actively work with all businesses, **University Bank** does not require a minimum level of minority-owned and women-owned business participation as a condition for entering into a contract. University Bank does assure that our Vendor review process requires potential vendors to answer questions designed to capture appropriate information to determine if a business is minority-owned or women-owned.