

FINANCIAL INSTITUTION DIVERSITY

Feedback. Innovation. Demonstration.

FEDERAL DEPOSIT INSURANCE CORPORATION | OFFICE OF MINORITY AND WOMEN INCLUSION



Guidance for Completing the Diversity Self-Assessment

INTRODUCTION

The Diversity Self-Assessment of FDIC Regulated Financial Institutions instrument was developed to assist institutions in conducting a self-assessment of their diversity and inclusion program envisioned by the *Interagency Policy Statement Establishing Joint Standards for Assessing the Diversity Policies and Practices of Regulated Entities* (June 10, 2015). The use of this self-assessment instrument is voluntary. Financial institutions may use this instrument or their own assessment instrument to respond to the Policy Statement.

The FDIC will use the information provided by its regulated financial institutions to monitor progress and trends in the financial services industry with regard to diversity and inclusion in employment and contracting activities. Institutions submitting information may designate such information as **confidential commercial information** and the FDIC will follow the Freedom of Information Act in the event of a request for information.

SECTION I – FINANCIAL INSTITUTION INFORMATION

This section requests the following information:

- **Financial Institution Name**
- **Period Covered by the Assessment** – The financial institution’s assessment information for the prior calendar year.
- **Date Submitted (MM/DD/YYYY)** – the assessment is submitted to the FDIC. Assessment information should be submitted within 90 calendar days of the close of the calendar year.
- **Mailing Address of the Financial Institution**
- **Diversity and Inclusion Officer and/or Supplier Diversity Officer, or their equivalent** – Identification of the official(s) with the responsibility for diversity in employment and/or business activities.
- **A brief description is requested of the following:**
 - **Governance Structure** – The organization that makes overall decisions, oversight and management of the financial institution (e.g., Board of Directors, C- Suite Management, Ownership Structure, or other type of governance structure).
 - **Total Assets** – Total assets identified as: (1) less than \$307 million; (2) between \$307 million to \$1.226 billion; or (3) more than \$1.226 billion.
 - **Community Characteristics** – The residential makeup of the community served by the financial institution; e.g., rural, suburban, urban or all that apply.

SECTION II - ASSESSMENT OF THE FINANCIAL INSTITUTION'S DIVERSITY POLICIES AND PRACTICES

This section correlates with the five standards contained in the Policy Statement and allows the institution to evaluate itself against leading diversity practices. Note: a "yes or no" response is only to describe the institution's diversity program and a "no" response does not negatively reflect on your program. Additional information can be submitted to clarify a response.

SECTION III – DIVERSITY DATA

This section requests two parts of the financial institutions data for the assessment period.

- **WORKFORCE PROFILE:** The numbers and percentages of minorities/non-minorities and women/men in its workforce, excluding contract or agreement personnel, and on its Board of Director.
- **PROCUREMENT – SUPPLIER DIVERSITY:** Total dollars and percentages paid to minority-owned and women-owned businesses.
 - **Total Spend** – The financial institution's total dollar amount spent for the procurement of goods and services during the calendar year reported.
 - **Minority- owned** – Companies that designate themselves as minority-owned include businesses with more than 50 percent of the ownership or control of which is held by 1 or more minority individuals; and more than 50 percent of the net profit or loss of which accrues to 1 or more.
 - **Woman- owned** – Companies that designate themselves as women-owned businesses with more than 50 percent of the ownership or control of which is held by 1 or more women; more than 50 percent of the net profit or loss of which accrues to 1 or more women; and a significant percentage of senior management positions of which are held by women.
 - **Minority and woman –owned** – Companies that designate themselves as both minority-owned and woman-owned.

SECTION IV – ADDITIONAL INFORMATION

This section enables a financial institution to provide supplemental information about its diversity program that it deems important or to clarify its responses in Section II.

SAVING AND SUBMISSION

To save a copy of the self-assessment, select "File" and then "Save as" to save a copy to your local drive.

The financial institution can submit a PDF version of their self- assessment and any additional documentation electronically to **Section342@fdic.gov**.