

Credit Union Diversity Self-Assessment

Demonstrating a Commitment to Diversity and Inclusion

INSTRUCTIONS: To complete the credit union diversity self-assessment (CUDSA) and assess your business practices, complete the following sections of this form:

1. Organization commitment to diversity and inclusion
2. Workforce profile and employment practices
3. Supplier diversity
4. Practices to promote transparency
5. Self-assessment approach

The definition of diversity established by the [Interagency Policy Statement Establishing Joint Standards for Assessing Diversity Policies and Practices](#) references minorities and women. If your credit union defines diversity more broadly including characteristics such as individuals with disabilities, veterans, or lesbian, gay, bisexual, and transgender individuals, complete the CUDSA accordingly.

ASSESSMENT BEGINS ON PAGE 2

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Organization Commitment to Diversity and Inclusion

Successful diversity policies and practices generally begin at the top, with leaders that demonstrate their commitment by promoting diversity and inclusion in employment and contracting, and by fostering an organizational culture that embraces diversity and inclusion. These leaders include the board of directors, senior officials, and staff who manage daily operations.

The following best practices demonstrate an organizational commitment to diversity and inclusion. Identify those in which your credit union currently engages in a manner reflective of your size and other characteristics by checking “Yes.”

Practice	Yes
Has written a diversity and inclusion policy approved by senior leaders including the board of directors and senior management.	
Has a senior-level official with knowledge of and experience in diversity and inclusion policies and practices to oversee our diversity and inclusion strategies and initiatives.	
Regularly conduct training and provide educational opportunities on equal employment opportunity and on diversity and inclusion.	
Take proactive steps to include a diverse pool of women and minorities or other diverse individual candidates for hiring, recruiting, retention, or promotion of employees.	
Take proactive steps to include a diverse pool of women and minorities or other diverse individual candidates for selection of board member candidates and senior management.	
Include diversity and inclusion considerations in strategic plan for recruiting, hiring, retention, and/or promotion of credit union workforce.	
Include diversity and inclusion considerations in strategic plan in contracting with vendors.	
Provide regular (such as quarterly) progress reports on diversity and inclusion efforts to credit union board of directors or senior management.	

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Workforce Profile and Employment Practices

Credit unions can promote the fair inclusion of minorities, women, or other diverse individuals in their workforce by proactively working to expand applicant pools to include diverse candidates; cultivating a culture that values the contribution of all employees; and encouraging a focus on inclusion when evaluating the performance of managers.

Identify those practices in which your credit union currently engages in a manner reflective of your size and other characteristics by checking “Yes.”

Practice	Yes
Implement policies and practices to ensure equal employment opportunities for employees and applicants for employment.	
Implement policies and practices that create or foster diverse applicant pools for employment opportunities.	
Conduct outreach to minority, women, or other diverse individuals.	
Conduct outreach to educational institutions serving significant or predominantly minority, women, or other diverse student populations.	
Participate in conferences, workshops, and other events that attract minorities, women, or other diverse individuals to inform them of employment and promotion opportunities.	
Communicate employment opportunities through media that reaches diverse populations, including publications or professional organizations and educational institutions predominantly serving minority, women, or other diverse populations.	
Cultivate relationships with professional organizations or educational institutions that primarily serve minority, women, or other diverse individuals or organizations.	
Evaluate diversity and inclusion programs regularly and identify areas for improvement.	
Use analytical tools, including quantitative and qualitative data, to assess, measure and track workforce diversity at all levels including supervisory and executive ranks by race, ethnicity, gender, or other diverse categories.	
Use analytical tools, including quantitative and qualitative data, to assess, measure and track the inclusiveness of employment practices for hiring, promotion, career development, internships or retention by ethnicity, gender, or other diverse category.	
Hold management accountable for diversity and inclusion efforts. For example, by ensuring efforts align with business strategies or individual performance plans.	

Supplier Diversity

Credit unions can craft and implement supplier diversity policies and practices to expand outreach for and open access to contracting opportunities to minority and women-owned businesses. This involves providing opportunities for diverse businesses to bid on contracts or procurement activities (office supplies, promotional

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items, and legal, auditing or accounting services, for example) and informing diverse vendors of how to do business with your credit union. The goal is for the credit union to develop a competitive advantage by having a broad selection of suppliers to choose from with respect to factors such as price, quality, attention to detail, and future relationship building. Following are examples of effective ways to implement or demonstrate a commitment to supplier diversity.

Identify those practices in which your credit union currently engages in a manner reflective of your size and other characteristics by checking "Yes."

Practice	Yes
Has a written supplier diversity policy that provides opportunities for minority- and women-owned businesses to bid to deliver business goods and services.	
Has leadership support to incorporate supplier diversity into business planning cycles or initiatives.	
Has an established policy to solicit bids from a certain number or percentage of qualified minority- and women-owned businesses.	
Conduct targeted outreach specifically to inform minority- and women-owned businesses or affinity groups that represent these constituencies of contracting opportunities and how to do business with us.	
Use metrics to identify a baseline and track total amount spent annually buying and contracting goods and services.	
Use metrics to identify a baseline and track the availability of relevant minority- and women-owned businesses to compete in contracting opportunities.	
Use metrics to identify a baseline and track the amount spent with minority- and women-owned businesses.	
Use metrics to identify a baseline and track the percentage of contract dollars awarded to minority- and women-owned businesses by race, ethnicity, and gender as compared to total contract dollars awarded for the calendar year.	
Use metrics to identify a baseline and track changes related to the above items over time.	
Participate in conferences, workshops, and other events that attract minority- and women-owned businesses to inform them of contracting opportunities.	
Maintain a list of qualified minority- and women-owned businesses that may bid on upcoming contracting opportunities.	
Has an ongoing process to publicize contracting opportunities.	
Implement other practices that promote a diverse supplier pool.	
Encourage prime contractors to use minority- and women-owned subcontractors by incorporating this objective into their business contracts.	

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Practices to Promote Transparency

Transparency and communication are essential aspects of assessing diversity policies and practices. Transparency does not require you to share confidential or proprietary information. Credit unions can communicate information about their diversity and inclusion efforts through normal business methods such as displaying information on websites, developing appropriate promotional materials, and publishing information in annual reports to members.

By communicating your commitment and plans for achieving diversity and inclusion and the metrics to measure success in workplace and supplier diversity, you inform a broad constituency of current and potential members, employees, suppliers and the general community about your efforts to promote diversity and inclusion. The publication of this information can make new markets accessible for minorities, women, and other diverse groups, and illustrate the progress made toward an important business goal.

Identify those practices in which your credit union currently engages in a manner reflective of your size and other characteristics by checking "Yes."

Practice	Yes
Periodically publish demographic information on workforce composition (such as that found on an annual EEOC report).	
Periodically publish demographic information on supplier diversity (contracting activities).	
Periodically publish demographic information on board members and other officials.	
Periodically publish information on sponsorships or partnerships with diverse organizations.	
Periodically publish other information on diversity and inclusion efforts.	
Publicly available diversity and inclusion strategic plan.	
Publicly available policy on credit union's commitment to diversity and inclusion in the workforce.	
Publicly available policy on credit union's commitment to diversity and inclusion to supplier diversity.	
Publicly available information on credit union's efforts and progress toward achieving diversity and inclusion in our workforce and contracting activities.	
Publicize employment and intern opportunities.	
Publicize contracting opportunities.	
Publicize mentorship or developmental programs for employees.	
Publicize developmental programs for potential contractors.	
Publicize other opportunities that promote diversity and inclusion.	

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Self-Assessment Approach

Credit unions with successful diversity policies and practices allocate time and resources to monitor and evaluate performance of diversity policies and practices on an ongoing basis. The NCUA encourages credit unions to disclose their diversity policies and practices and related information to both the NCUA and the public.

Identify those practices in which your credit union currently engages in a manner reflective of your size and other characteristics by checking “Yes.”

Practice	Yes
Conduct annual self-assessment or evaluation of diversity policies and practices.	
Modify diversity policies and practices based on results of the self-assessment or evaluation of diversity policies and practices.	
Provide information pertaining to the self-assessment or evaluation of diversity policies and practices to the NCUA’s OMWI director annually.	
Publish information pertaining to assessment of our diversity policies and practices.	

Recommendations and Feedback

The NCUA welcomes your feedback on this form and recommendations on how we can assist with your diversity and inclusion efforts. Share your thoughts with us at CU Diversity@NCUA.GOV.