



NEWLY WEIGHTED QUESTIONS

ENTERPRISE-WIDE ACCESS (10 points)

3b. *If YES to Question 3a, please select all the applicable ways your business audits your external (public-facing) website(s) for accessibility under W3C WCAG 2.1. (At least one (1) required.) (Note: These methods could be either in-house or through a third-party partner.)

Weighted

- Use of an automated digital accessibility testing tool
- Manual testing with screen reader and other assistive technology
- Code inspection
- Other: New site design & development must be passed through an approval process that contains consideration of accessibility with other design and brand aspects.

3f. *If YES to Question 3d, please select all the applicable ways your business audits your internal website(s) for accessibility under W3C WCAG 2.1. (At least one (1) required.) (Note: These methods could be either in-house or through a third-party partner.)

Weighted

- Use of an automated digital accessibility testing tool
- Manual testing with screen reader and other assistive technology
- Code inspection
- Other: New site design & development must be passed through an approval process that contains consideration of accessibility with other design and brand aspects.

4b. **(used to be Q5b.)** *If YES to Question 4, please briefly describe what training the digital accessibility expert(s) have had on digital accessibility.

Weighted

- Answer:

5. *Does your business have a company-wide commitment to digital accessibility? (Answer “Yes” to this question if you have at least two (2) of the items mentioned in Question 5a.) (NOTE: You may need to contact your IT usability, product development, or government relations area for assistance with this question.) (Resource: <http://whatis.techtarget.com/definition/digital-accessibility>)

Weighted

- Yes



- No
- No, but plan to within the next year
- Do Not Know

5a. *If YES to Question 5, please select all the applicable ways your business has demonstrated a company-wide commitment to digital accessibility. (NOTE: You may need to contact your IT usability, product development, or government relations area for assistance with this question.) (Resource: <http://www.w3.org/TR/WCAG21/>)

Weighted

- All IT staff are required to receive training on digital accessibility
- Center of Excellence/Dedicated internal cadre of experts in place which has dedicated resources for digital accessibility
- Ensure internal and/or third-party applications meet the Web Content Accessibility Guidelines 2.1 Level A and AA Success Criteria (“WCAG 2.1 AA”) or above during the technical proof of concept evaluation/approval process
- Have a centralized communications/support center(s) with a process in place to handle support for internal and external customers, including requests for accessible formats; also, training is offered to center staff on how to handle requests
- Have a plan in place to ensure that social media postings are accessible, including blog posts, and newsletters
- Audit smart-phone apps for accessibility under the Web Content Accessibility Guidelines 2.1 Level A and AA Success Criteria (“WCAG 2.1 AA”) or above
- Have an online chat function that fully meets the Web Content Accessibility Guidelines 2.1 Level A and AA Success Criteria (“WCAG 2.1 AA”) or above
- Suppliers are required to meet accessibility standards. Any devices, products, website, web-based applications or online content procured by business must comply with the Web Content Accessibility Guidelines 2.1 Level A and AA Success Criteria (“WCAG 2.1 AA”) or above

5b. *If YES to Question 5, please briefly describe at least two (2) and up to three (3) examples of your company-wide commitment to digital accessibility as identified in Question 5a.

Weighted

*Answer:

*Answer:

Answer:



EMPLOYMENT PRACTICES (40 points)

Recruitment (10 points)

5. *If your business uses personality profile screening tests/instruments for any position as part of the employment screening process, do you allow applicants with disabilities the option to opt-out of the test as an accommodation? (NOTE: Opt-out means to not take the test at all.)

Weighted

- Yes, we allow applicants to opt-out
- No
- No, not applicable; we do not currently use profile screening tests/instruments
- No, but plan to within the next year
- Do Not Know

Employment, Education, Retention, & Advancement (10 points)

4. *Do you currently have any employees who utilize supported employment? (NOTE: Supported employment means competitive work in an integrated work setting. Supported employment for people with significant disabilities could be provided directly by the employer or through external service providers such as through a government rehabilitation agency. Supported employment is both an approach and an array of services that enables people with significant disabilities to be successful in the workplace. The goal is for the person to become as independent as possible in their job or career. Examples of supported employment include but are not limited to one-on-one coaching and extended training programs.)

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

5. *Does your business currently utilize employee retention and advancement programs? (NOTE: Examples include but are not necessarily limited to high potential rotational programs, employee and leadership development programs, and other similar programs.)

Weighted

- Yes



- No
- No, but plan to within the next year
- Do Not Know

5a. *If YES to Question 5, are any of your employee retention and advancement programs specifically focused on employees with disabilities?

Weighted

- Yes, we have a program(s) solely focused on employees with disabilities
- Yes, we have a program(s) that is inclusive of employees with disabilities, but not necessarily solely focused on employees with disabilities
- Yes, we have both a program(s) that is solely focused on employees with disabilities as well as a program(s) that is inclusive of employees with disabilities
- No
- No, but plan to within the next year
- Do Not Know

6. *Does your business pay all of your employees at least Local, State, or Federal minimum wage – whichever is highest? (NOTE: Answer “No” if you currently hold a 14c certificate, even if you don’t currently pay any of your employees subminimum wage. 14c certificates allow employers to pay workers with disabilities less than Federal minimum wage. Also, please note that this question is specific to 14c/paying workers with disabilities less than minimum wage. Work such as restaurant servers, unpaid internships, and other work that offers tips or commission for people who may not have a disability is not applicable for this question.) (Resource: <http://www.dol.gov/whd/workerswithdisabilities/about.htm>) (Resource: <http://www.dol.gov/whd/minwage/q-a.htm#learn>)

Weighted

- Yes
- No, we hold a 14c certificate
- Do Not Know

COMMUNITY ENGAGEMENT (10 points)

4. *Does your business have a process in place to ensure that all contractors and subcontractors that you work with pay all of their employees at least Local, State, or Federal minimum wage – whichever is highest? (NOTE: 14c certificates allow employers to pay workers with disabilities less than Federal minimum wage. Answer “No” to this question if your business does not have a process in place to ensure that all contractors and subcontractors that you work with do not hold a 14c certificate. Work such as restaurant servers, unpaid internships, and other work that offers tips or commission for people who may not have a disability is not applicable for this question.) (Resource: <http://www.dol.gov/whd/workerswithdisabilities/about.htm>) (Resource: <http://www.dol.gov/whd/minwage/q-a.htm#learn>)



Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

4a. *If YES to Question 5, please briefly describe the process that is in place to ensure that all of your contractors and subcontractors pay all of their employees at least Local, State, or Federal minimum wage – whichever is highest.

Weighted

*Answer:

SUPPLIER DIVERSITY (10 points)

1. *Does your business have a supplier diversity program?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

1a. *If YES to Question 1, Does your business have a written supplier diversity statement of commitment from a member of your senior executive team (CEO or within first two layers of CEO)?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

1b. *If YES to Question 1a, does the written statement of commitment specifically mention disability?

Weighted

- Yes
- No



- No, but plan to within the next year
- Do Not Know

1c. *If YES to Question 1b, is your written statement of commitment communicated to employees?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

1d. *If YES to Question 1c, please briefly describe how the statement of commitment is communicated to employees.

Weighted

- Answer:

1e. *If YES to Question 1b, is your written statement of commitment posted externally on your public-facing website?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

1f. *If YES to Question 1e, please provide the specific web page address (URL) where the statement of commitment is displayed.

Weighted

- URL Link:
e.g. <http://www.company.com/supplierdiversity>

1g. *If you provided a URL for Question 1f, please copy and paste the paragraph/section of the statement within the website URL that specifically mentions disability.

Weighted

- Copy of wording:



2. *During the period 1/1/18 – 12/31/18, did your business have expenditures with disability-owned businesses? (NOTE: Disability-owned businesses include disability owned businesses, veteran-disability owned businesses, and service-disabled veteran-owned businesses.)

Weighted

- 0 Yes
- 0 No
- 0 No, but plan to within the next year
- 0 Do Not Know

2a. *If YES to Question 2, during the period 1/1/18 – 12/31/18, did your business have expenditures with certified/verified disability-owned businesses? (NOTE: Disability-owned businesses include disability owned businesses, veteran-disability owned businesses, and service-disabled veteran-owned businesses. Certified/verified means that the businesses have been certified/verified by an independent third-party that certifies/verifies businesses that are disability-owned.)

Weighted

- 0 Yes
- 0 No
- 0 No, but plan to within the next year
- 0 Do Not Know

3. *Does your business have a dedicated Supplier Diversity Manager/Leader(s) in place who oversees supplier diversity initiatives for your business?

Weighted

- 0 Yes
- 0 No
- 0 No, but plan to within the next year _____
- 0 Do Not Know _____

3a. *If YES to Question 3, what is the job title and department of the Supplier Diversity Manager/Leader?

Weighted

- Job Title:
e.g. Supplier Diversity Director
- Department:
e.g. Procurement/Supply Chain



4. *Does your business have a supplier diversity webpage on your external public-facing company website?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

4a. *If YES to Question 4, does your business specify/list preferred third-party certification/verification organizations/agencies on your supplier diversity site?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

4b. *If YES to Question 4a, does the list of preferred third-party certification/verification organizations/agencies include at least one that certifies/verifies disability-owned businesses?

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

4e. *If YES to Question 4, does your business list diverse supplier classifications recognized by your organization on your supplier diversity site? (NOTE: For example, classifications could include but are not necessarily limited to businesses such as the following: disability-owned, veteran-owned, women-owned, LGBT-owned, and minority-owned. For purposes of the DEI, diverse suppliers are businesses that are at least 51% owned, operated, and controlled by one or more persons from these groups.)

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know



5. *When bidding out all contracts to third party firms, does your business include language about diversity and inclusion? (NOTE: For example, when doing Requests for Information (RFI), Requests for Proposal (RFP), and Requests for Quote (RFQ).)

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

6. **(used to be Q8)** *Does your business have a second-tier (Tier 2) supplier diversity program? (NOTE: Tier 2 suppliers are subcontractors/vendors who work with your direct suppliers.)

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know

6a. *If YES to Question 6, do you require at least some of your prime suppliers to have expenditures with disability-owned businesses? (NOTE: For purposes of this question, prime suppliers are your Tier 1 suppliers. Disability-owned businesses include disability owned businesses, veteran-disability owned businesses, and service-disabled veteran-owned businesses.)

Weighted

- Yes
- No
- No, but plan to within the next year
- Do Not Know