

# **Nareit 2021 DEI Recognition Awards**

## **Corporate Award Application**

### **Application Instructions**

All Nareit Corporate Members are eligible to win the Corporate Diversity, Equity & Inclusion Recognition Awards. Any staff member of the company may submit the application, and member companies must be in good standing with Nareit at the time the awards are presented. Please reference the definitions below as you complete the application, and please note the character limits for certain open-ended questions. Nareit will not accept any answers that exceed these character limits.

### **Events**

Winners will be publicly announced and recognized in a session at Nareit's REITworld on Tuesday, Nov. 9 in Las Vegas, NV. Please be sure someone from your team is available for these functions.

**Deadline Extended: Applications are due by 5pm ET on Monday, July 19, 2021.**

### **Definitions**

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#### **People of Color**

This term incorporates the race/ethnicity categories used in the EEO-1 report jointly developed by the Equal Employment Opportunity Commission (EEOC) and the US Department of Labor Office of Federal Contract Compliance Programs (OFCCP). It includes all individuals who self-identify as: Hispanic or Latino/a; Black or African American; Native Hawaiian or Pacific Islander; Asian; Native American or Alaskan Native; Two or More Races.

#### **Board of Directors**

Member of Board of Directors as constituted in the firm's bylaws. Includes both inside and outside/independent directors.

#### **Executive Officers**

Executive officers of the company include the Chief Executive Officer Chief Operating Officer, Chief Financial Officer, Chief Investment Officer, Chief Administrative Officer, Chief Information/Technology Officer, Chief Accounting Officer, General Counsel, and other high-ranking executives within the organization. These positions normally report to either the Board of Directors or the Chief Executive Officer. Typically, Executive Officers have 15 or more years of experience.

#### **Senior-Level Professionals**

Heads of departments or functional areas (e.g., Head of Human Resources, Head of Asset Management) or "next level" senior professionals and typically include Managing Director,

Partner, Principal, Executive VP, or Senior VP level positions. These positions normally report to members of Executive Management or a department/functional head. Typically, they have a minimum of 10-15 years of experience.

### **Mid-Level Professionals**

These positions normally report to a department/functional head or other senior-level professional and typically include Director, Manager, and VP level positions. May oversee a specific portfolio of assets or team of junior-level professionals, including associates and analysts. They typically have a minimum of 5-10 years of experience in a designated functional area.

### **Workers**

Includes all employees who are not Senior or Mid-Level Professionals or Executive Officers.

### **Formal Policies**

Written documents, approved and overseen by Executive Officers, Senior-Level Professionals, and/or the Board of Directors, that embed responsibility and accountability into employees' roles, clearly establish authority, communicate decision-making rights, and detail alignment to corporate strategy and culture.

### **Informal Policies**

Common practices reinforced by verbal understandings or other non-written agreements that may lack formalized oversight and accountability, formal alignment to corporate strategy, tracking under corporate Key Performance Indicators (KPIs), and institutionalized structures for decision-making, management and communication.

## Questions

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1. How does your organization track the demographic makeup of your workforce? answer in approximately 150 words (900 characters) or fewer
2. How often is the data disseminated to the following groups?

	The information is not available to this group	Less than annually	At least annually	Quarterly or more often
Senior Leadership				
Board of Directors				
Employees				
Investors				
General Public				

3. Please complete this chart based on current U.S.-based demographic data and data from three (3) fiscal years ago. Please answer "Unknown" if you lack the data.

	Current fiscal year		3 fiscal years ago	
	% Women	% People of Color	% Women	% People of Color
Board of Directors	3a.	3e.	3i.	3m.
Executive Officers	3b.	3f.	3j.	3n.
Senior-/Mid-Level Professionals	3c.	3g.	3k.	3o.
Workers	3d.	3h.	3l.	3p.

4. Please check all of the demographic categories that your organization attempts to measure or track, for example via anonymous employee surveys: LGTBQ+, veteran status, disability status, neurodiversities, other (fill in box)

5. Provide information about the programming provided to support members of underrepresented groups. (Please answer in approximately 300 words (1,800 characters) or fewer
6. Beyond employee referrals, what specifically does your organization do to promote job opportunities to people of color, women and members of other diverse groups?
7. Please describe your organization's interview and selection process. For example, how do you select who is going to be interviewed, what does the interview process entail, and how do you decide who you will hire? Has this process changed recently? If so, when and why? Please answer in approximately 300 words (1,800 characters) or fewer
8. Does your organization have a formal hiring policy that expressly incorporates your responses to the preceding two questions (questions 6 and 7)?
9. How does your organization make promotion decisions? Describe any protocols or processes used to aid in decision making. Please answer in approximately 300 words (1,800 characters) or fewer
10. Does your organization have a formal written promotional process?
11. Who is responsible for developing and operationalizing your company's DEI strategy or approach? (Provide titles, number of employees, and whether it is their full time responsibility or outside their regular duties) Please answer in approximately 300 words (1,800 characters) or fewer
12. Does your organization have a formal DEI strategic plan beyond the legally required EEO policy?
13. Who has access to the plan details?
  - Sr. Leadership
  - Board of directors
  - Employees
  - Investors
  - General Public

Please provide a link or describe method of sharing your organization's formal DEI strategic plan.

14. Briefly describe your CEO's and/or Board members' involvement in the development and approval of your organization's DEI strategic plan. Please answer in approximately 150 words (900 characters) or fewer
15. How has your organization's DEI programming supported your organization and community through COVID-19? Please answer in approximately 500 words (3,000 characters) or fewer
16. What has your organization done to continue supporting underrepresented employees in a remote work environment? Please answer in approximately 500 words (3,000 characters) or fewer
17. How has your organization responded to racial injustice and structural racism? Please answer in approximately 500 words (3,000 characters) or fewer
18. Has your organization provided any training or education on D&I in the past year? If yes, briefly describe the form (e.g., live or on-line), duration, content of the training, and any customization for your company. Please answer in approximately 300 words (1,800 characters) or fewer
19. Does your organization have a formal mentoring program specifically designed to create an inclusive environment for underrepresented employees? If yes, briefly describe the mentoring program Please answer in approximately 300 words (1,800 characters) or fewer
20. Did or will your company participate in the 2021 Nareit Workforce Development & DEI Survey? Please note that it is now possible to complete this portion of the survey without participating in the Nareit Compensation Survey. Please contact Sonya Nicks ([snicks@fergusonpartners.com](mailto:snicks@fergusonpartners.com)) to participate.
21. Did your company participate in the 2020 Nareit Social Responsibility Survey?
22. Provide any other reasons why your company should win this award. Please answer in approximately 800 words (4,500 characters) or fewer