

At Kforce, we encourage and foster an environment that is inclusive and where diverse-owned businesses have equal opportunity to compete to conduct business.

Wherever possible, Kforce shall ensure diverse-owned businesses are included in our vendor and sourcing processes. Further, Kforce shall endeavor to make vendor relationships for the purpose of procuring talent and the purchases of goods and services from diverse-owned businesses, while staying committed to, as applicable, quality, cost, service or assortment.

A diverse-owned business is defined as a company that is at least 51 percent owned, managed and controlled by one or more minority persons, non-minority women, a small business that conforms to guidelines established by the United States Small Business Administration or a historically underutilized business based on the local country definition.

### **Global Talent Vendor Diversity Guidelines:**

Global Talent is a centralized Vendor Strategy Delivery team that delivers talent to field partners across the firm and provides international solutions to the firm's clients.

When seeking to establish a relationship with vendors for purposes of procuring or sourcing global talent, the Global Talent department and related Kforce business teams shall adhere to the following guidelines to support our Global Talent Vendor Diversity Program. Please refer to the Global Talent Vendor Diversity document for detailed instructions.

Anyone conducting a vendor evaluation has overall responsibility for supporting this program. Every associate and leader who is entrusted with the responsibility to commit the expenditure of funds, directly or indirectly, for the purpose of procuring or sourcing global talent through a vendor shall seek to encourage the participation of diverse businesses by including diverse-owned vendors in their vendor search. Kforce will provide assistance in the search. In this regard, please contact the Supplier Diversity team.

Kforce Global Talent department will:

- Work to identify diverse vendors that procure or source global talent, obtain diversity and certification information during its sourcing and vendor setup process and actively track and store the certifications of all diverse vendors
- Run quarterly spend reporting and analytics that will track our spend with diverse vendors in aggregate, by subsections of diversity type, and by vendor classification to assist us in driving effective diversity spend
- Establish goals to increase minority spend by volume and number of vendors, in coordination with the Kforce objectives and goals
- Track and report on opportunities provided to certified diverse vendors including win/loss ratios

Certified diverse vendors are encouraged to navigate to our [Supplier Diversity website on Kforce.com](#) to input their information.

### **Supplier Diversity Procurement Guidelines:**

Supplier Diversity Procurement team provides structure and controls around all Kforce, Inc. spending for goods and services from vendors.

When seeking to purchase goods and/or services, all Kforce business teams shall adhere to the following guidelines to support our supplier diversity program. Please refer to the [Procurement Process and Procedure document](#) for detailed instructions.

Anyone conducting a vendor evaluation or evaluating goods or services for purchase has overall responsibility for supporting this program. Every associate and leader who is entrusted with the responsibility to commit the expenditure of funds, directly or indirectly, for the purchase of goods or services shall seek to encourage participation of diverse businesses by including diverse-owned suppliers in their vendor search. Kforce provides a variety of tools to assist in the search, which include lists of diverse-owned suppliers and membership to a database of diverse-owned suppliers. Educational and technical assistance is offered by our Procurement department and Supplier Diversity team.

Kforce Procurement department will:

- Work to identify diverse suppliers, obtain diversity and certification information during its sourcing and vendor setup process and actively track and store the certifications of all diverse suppliers
- Run quarterly spend reporting and analytics that will track our spend with diverse suppliers in aggregate, by subsections of diversity type, and by supplier classification to assist us in driving effective diversity spend
- Establish goals to increase minority spend by volume and number of suppliers, in coordination with the Kforce DE&I objectives and goals
- Track and report on opportunities provided to certified diverse suppliers including win/loss ratios

Certified diverse suppliers are encouraged to navigate to our [Supplier Diversity website on Kforce.com](https://www.kforce.com/supplier-diversity) to input their information.

**Thank you for your continued commitment to our vision: *To Have a Meaningful Impact on All the Lives We Serve***<sup>®</sup>