

## Workplace Central and Supplier Diversity

Workplace Central supports the growth and development of minority, women, and small businesses, and we utilize these businesses in our daily operations more than ever before. This commitment to growth will be achieved through a comprehensive Supplier Diversity business strategy enabling diverse companies to supply products, goods, and services to our company. We purchase products and services for internal use, as well as to market throughout Newtown Office Supplies sales channels.


### Our Commitment

At Workplace Central, we are deeply committed to supplier diversity. We afford historically underrepresented businesses the maximum practicable opportunity to do business with Workplace Central.

### Customer Benefits

We recognize the importance of meeting supplier diversity goals. Our program provides quality products in many categories.

**Save time and money.** We offer located products that meet diversity requirements for you. There are thousands of items available from certified diversity suppliers.

- **We keep track.** We offer solutions to help our customers meet their purchasing requirements. Every day organizations commit to actively foster a diverse supplier base that can add value to their businesses and help achieve long-term growth objectives through viable Supplier Diversity Programs. In keeping with this commitment, Workplace Central customers are requesting supplier diversity reports in order to manage compliance, monitor progress, and meet specific procurement program goals with minority, woman, and/or small businesses. If you have questions or would like to request diversity reporting please contact your Sales Representative or our Customer Service Department.
- **Identify diversity products.** Look for the Supplier Diversity logo  on our website or in our catalog. You can also search on line and limit your selection to Supplier Diversity Products.

All participants in the Supplier Diversity Program meet our stringent criteria. Each supplier must be a U.S. citizen who satisfies the ownership requirements as small, woman, minority, veteran, hub zone, disabled, or a disadvantaged individual and/or group.

The diversity principal business owner must own, control, and operate 51% of the business and be certified.

### Acting on our commitment

In addition to providing diversity suppliers for our customers, we are dedicated to diversity within the Workplace Central organization.

<b>HUB SUPPLIER</b>	<b>Certification</b>	<b>TYPE OF HUB SUPPLIER</b>
GUYBROWN	Yes	MBE-Minority Business Enterprise
KELLY COMPUTER SUPPLIES	Yes	MBE-Minority Business Enterprise
LEPAGE'S	Yes	MBE-Minority Business Enterprise
OIC (OFFICEMATE INTERNATIONAL CORP)	Yes	MBE-Minority Business Enterprise
POINTE WRITING COMPANY	Yes	WBE-Women Owned Business Enterprise
SIMON MARKETING INC.	Yes	MBE-Minority Business Enterprise
STRATHMORE	Yes	WBE-Women Owned Business Enterprise
ALLIANCE RUBBER COMPANY	Yes	WBE-Women Owned Business Enterprise
BAUMGARTENS	Yes	WBE-Women Owned Business Enterprise
CHICAGO LIGHTHOUSE FOR THE BLIND	Yes	PHY-Physically Disabled Businesses
EX-CELL	Yes	WBE-Women Owned Business Enterprise
MASTER CASTER	Yes	WBE-Women Owned Business Enterprise
NIB-NISH	Yes	PHY-Physically Disabled Businesses
READYTAG (ReadyTag items only -Diverse ID)	Yes	MBE-Minority Business Enterprise
SAVANNAH SUPPLIES	Yes	MBE-Minority Business Enterprise
SJ PAPER (FORMERLY GUSSCO)	Yes	MBE-Minority Business Enterprise
SMEAD	Yes	WBE-Women Owned Business Enterprise
STRIDE	Yes	WBE-Women Owned Business Enterprise
OFFICEMATE INTERNATIONAL FOR UNIVERSAL	Yes	MBE-Minority Business Enterprise
SJ PAPER FOR UNIVERSAL	Yes	MBE-Minority Business Enterprise
SMEAD FOR UNIVERSAL	Yes	WBE-Women Owned Business Enterprise
STOR-A-FILE	Yes	WBE-Women Owned Business Enterprise

**DEFINITION**

HUB	Historically Underutilized Businesses
WBE	Woman Owned Business Enterprise
MBE	Minority Business Enterprise
MWBE	Minority Women Owned Business Enterprise
NGLCC	National Gay and Lesbian Chamber of Commerce
PHY	Physically Disabled Businesses
SDVOSB	Service Disabled Veteran Owned Small Businesses
VOSB	Veteran Owned Small Business