



# How to be a diverse and inclusive corporation, with support from the LGBT Chamber

Now that you know how to search for different companies, get ready to do business! See below for tips from the LGBT Chamber, so that the corporation is a reference in the LGBTQIA+ Supplier Diversity and Inclusion ecosystem.

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# 9 Tips to become a reference in Diversity and Inclusion

## 1.

### JOIN THE DIVERSE SUPPLIERS PROGRAM OF THE LGBT CHAMBER

This step is now complete! The LGBT Chamber has already created your login and sent it by email. You will now be able to access all the benefits of the Diverse Suppliers Program. If you have any questions, please write to: [pfid@camaralgbt.com.br](mailto:pfid@camaralgbt.com.br).

## 2.

### ADVERTISE YOUR ADMISSION TO THE DIVERSE SUPPLIERS PROGRAMS (PDF in Portuguese)

We suggest creating and developing, together with the Marketing and Communication department, specific material for internal and external dissemination, on joining the LGBT Chamber's Diverse Suppliers Program. The PFD (which is the acronym in Portuguese for "Diverse Suppliers Program") certifies companies mostly owned by LGBTQIA+ people free of charge.

It is important to emphasize the corporation's support for the development of MEI, small and medium-sized companies.





### 3.

#### EMPOWER THE TEAM AND CREATE THE ORGANIZATIONAL CULTURE

For Diversity and Inclusion to be part of the corporation's daily routine, it is important to train and raise awareness among internal teams, such as product managers and purchasing representatives. The LGBT Chamber is here to help you! The LGBT Chamber offers meetings and events to introduce the concept of Diversity and Inclusion of Suppliers, in addition to explaining the importance of hiring different companies and how to use the benefits offered.

### 4.

#### LEARN BEST PRACTICES

- Take advantage of the opportunities that the LGBT Chamber offers, such as meetings and events with other corporations, to meet co-workers and peers. Exchange information and learn about the best market practices to make progress in your Diversity and Inclusion program.
- LGBT Chamber's webinar and presentation opportunities to learn about new practices and the most successful practices.
- Read and update yourself on the topic of Diversity and Inclusion, through articles and news.



# 5.

## DEVELOP THE CONCEPT OF SUPPLIER DIVERSITY

- We recommend that the corporation and the Diversity and Inclusion area create tangible goals and metrics, so that their teams have well- defined objectives.
- We suggest that a transition plan should be developed to include the search for different suppliers in a gradual and smooth way in the corporation's processes, in order not to generate conflict in the team's day-to-day activities.
- Defend your proposals based on results and track team performance by hiring different companies.
- Offer training on the relevance of the Diversity and Inclusion theme so that the team remains motivated and interested.
- Look for team members who are interested in supporting Diversity and Inclusion to act as ambassadors for the program within the corporation.
- Always seek to meet new diverse companies.





## 6.

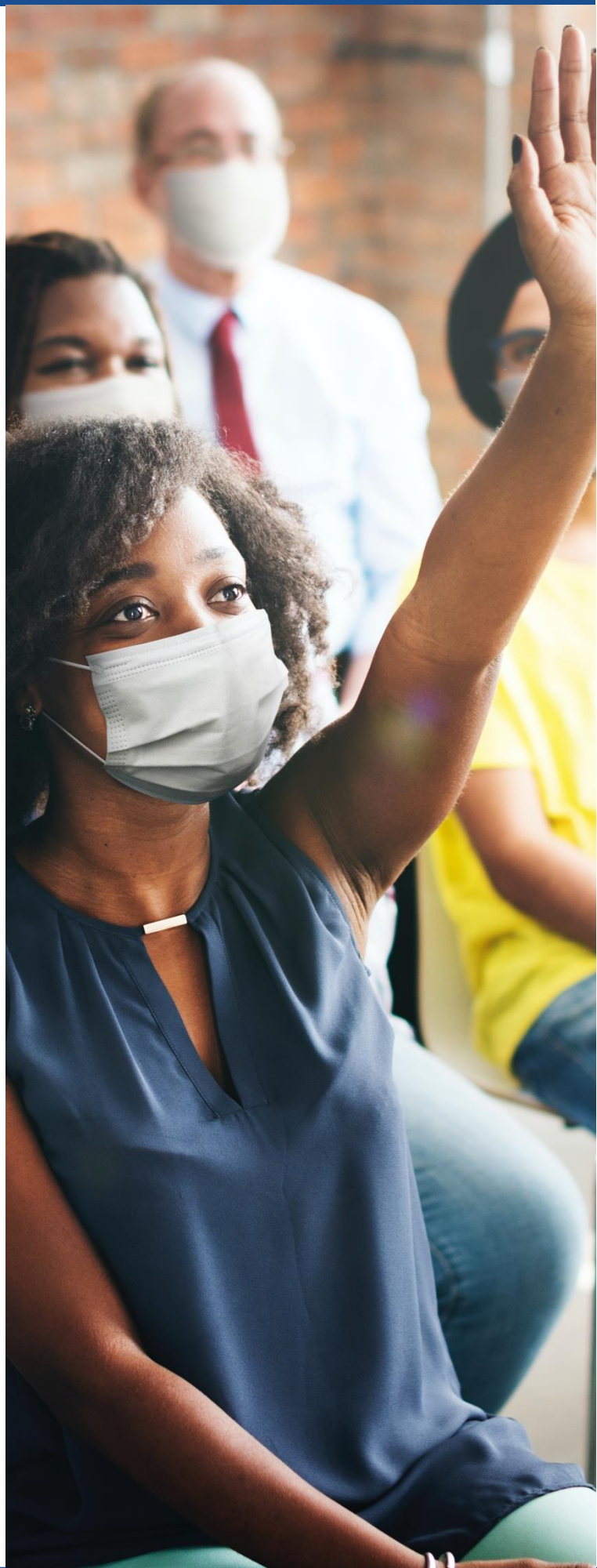
### INVEST IN HIRING DIVERSE COMPANIES

- Whenever you receive a request from internal customers to hire supplier companies, access Vitrine LGBT (LGBT Chamber online platform) or request by e-mail ([pdf@camaralgbt.com.br](mailto:pdf@camaralgbt.com.br)) a list of different suppliers that can fulfill the request. Include at least one of the suggested supplier companies in the bidding process.
- Participate in events and make connections with diverse companies.
- Share your current demands with the LGBT Chamber, to support the prospection of diverse new companies.
- We suggest that the Diversity and Inclusion team plan the purchase demand and share with the LGBT Chamber the products and services that will be requested in the next 12 and 24 months. The LGBT Chamber will prospect supplier companies to support the corporation in its demands.

## 7.

### PARTICIPATE IN EVENTS

- Actively participate in events and meetings with different companies promoted by the LGBT Chamber. Ask questions and give feedback so that companies can develop and strengthen their role in the PFD and in the market.
- When participating in events, include the company's management team and the purchasing team in LGBT Chamber events, to promote team interaction and create opportunities.



## Do you want to advance even further on the theme of Diversity and Inclusion of LGBTQIA+ suppliers?

SEE MORE ACTIONS THAT WILL MAKE YOUR CORPORATION STAND OUT.



### ADVANCE THE DIVERSITY AND INCLUSION PROGRAM

Actively participate in meetings and events to share achievements and tips with other corporations. Disseminate how to master the topic of Diversity and Inclusion, through information on building organizational culture, how to engage the team, which metrics and goals to adopt, etc.



### OFFER SUPPORT FOR DIVERSE SUPPLIERS

- Construct policies to encourage and support different suppliers, such as a feedback culture, implementation of differentiated payment terms, tools to ensure the inclusion of different companies in the procurement processes, etc.
- Offer exclusive training for different companies on topics such as: business, finance, commercial etc.
- Offer personalized mentoring programs for supplier companies, encouraging business maturity.

