

Paychex Supplier Diversity Policy

Paychex Inc. recognizes the importance of having a diverse and inclusive supply chain. The company's Supplier Diversity Policy reflects Paychex's overall commitment to diversity and inclusion. This commitment is demonstrated in our internal activities and processes such as talent acquisition, retention, and development.

Diverse suppliers that demonstrate the ability to add value, provide high-quality goods and services that are competitively priced, reliable, and aligned with our strategic business model may be included in our sourcing and procurement process.

Supplier Qualification Requirements

To qualify as a diverse supplier, supplier is required to fall within one of the following classifications:

- Minority-owned Business Enterprise (MBE)
- Women-Owned Business Enterprise (WBE)
- Veteran-Owned Business Enterprise (VBE)
- Lesbian, Gay, Bi-sexual and Transgender Business Enterprise (LGBTBE)

Suppliers that fall within one of the above classifications are required to be certified by a third-party agency such as:

- National Minority Supplier Development Council (NMSDC)
- Women's Business Enterprise National Council (WBENC)
- National Gay & Lesbian Chamber of Commerce (NGLCC)
- Certification from additional city, state, or Federal agencies may also apply

All suppliers indicating that they are Diverse Supplier will be required to provide Paychex with their third-party certification from one of the above organizations.

Inquiries or further information regarding this Policy may be e-mailed to Paychex Supplier Diversity via supplierdiversity@paychex.com.

Last Updated: May 2023