



# **Diversity, Equity, & Inclusion Monitoring Questionnaire**

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## Overview

Institutional investors are increasingly prioritizing diversity, equity and inclusion (DEI), both within their own organizations as well as within their investment portfolios. This has led to rising interest in collecting DEI data from investment managers and portfolio companies. However, the proliferation of diligence questionnaires and monitoring tools leveraged by limited partners, general partners, consultants and other industry bodies has resulted in a greater administrative burden associated with supplying and analyzing this information. To ease this burden, ILPA has included a standardized set of DEI questions to its due diligence questionnaire (ILPA DDQ 2.0) and released a standardized template for DEI metrics and reporting, ILPA's Diversity Metrics Template.

As the landscape for DEI information disclosure continues to evolve, many LPs are interested in more regular, ongoing engagement with GPs that help contextualize their managers' progress. This includes information on new or updated internal initiatives, policies and annual reporting of DEI metrics. Engagement is shifting from one-sided data requests to ongoing dialogues, with investors placing increased importance on manager philosophies, plans and attitudes toward DEI with the purpose of continuing to drive progress throughout the industry.

This shift toward a more ongoing dialogue is what led to the creation of this DEI Monitoring Questionnaire. This resource, modeled in alignment with ILPA's Due Diligence Questionnaire, is meant to guide the efforts of investors looking to foster more regular touchpoints with managers to better understand their DEI trajectory over time by providing a standardized template.

Please note that the DEI Monitoring Questionnaire is not intended to be a required document that all GPs must adopt or fill out. It is also not a panacea for all LPs' DEI monitoring needs. We acknowledge that some variation may still be employed in the industry for a variety of valid reasons, including those pertaining to regulatory requirements. The goal of this tool is to minimize variations to questions that can be standardized across parties.

To further support the DEI Monitoring Questionnaire, ILPA has the following resources available:

- [The ILPA DDQ 2.0 and Diversity Metrics Template](#) – The ILPA DDQ and Diversity Metrics Template are intended to standardize the key areas of inquiry posed by investors during their diligence of managers and to provide a framework for ongoing monitoring of progress related to DEI.
- [The ILPA DEI Roadmap](#) – ILPA's DEI Roadmap is comprised of best practices that both general and limited partners can consider implementing to advance DEI efforts on behalf of their organizations and the private markets industry at large.
- [The ILPA ESG Assessment Framework](#) – a resource for limited partners looking to build a tool to evaluate and understand the various stages of ESG integration (including a supplement specifically for DEI) that peers are observing among general partners in the market today.

As the private markets industry continues to evolve, ILPA is committed to keeping this monitoring resource relevant and aligned with its DDQ and DEI Metrics Template. If you have any ongoing feedback on the DEI Monitoring Questionnaire or any questions, please email [diversity@ilpa.org](mailto:diversity@ilpa.org).

## Diversity, Equity, & Inclusion Monitoring Questionnaire

Diversity in Action & DEI Metrics Collection		Yes	No
1.1	Is the Firm an ILPA <a href="#">Diversity in Action</a> signatory?	<input type="checkbox"/>	<input type="checkbox"/>
	If 'No' to 1.1, indicate if the Firm plans to become a <a href="#">Diversity in Action</a> signatory in the next 12-18 months.	<input type="checkbox"/>	<input type="checkbox"/>
1.2	Has the Firm collected diversity metrics for the Firm/Management Company, including Ownership, Investment Committee and Professionals, with both quantitative/qualitative information available during the prior 12-month period? If 'yes', provide the diversity metrics breakout for the Firm/Management Company, e.g., the "Manager Template" tab in the <a href="#">ILPA Diversity Metrics Template</a> (as referenced in Appendix A).	<input type="checkbox"/>	<input type="checkbox"/>
	If 'No' to 1.2, indicate if the Firm will begin tracking/providing this information within the next 12-18 months.	<input type="checkbox"/>	<input type="checkbox"/>
1.3	Has the Firm collected diversity metrics at the portfolio company level (where the Firm holds a significant or controlling interest), including Boards of Directors, Board Chairs and Senior Management during the prior 12-month period? If 'yes', provide the diversity metrics breakout for the Fund's portfolio companies, e.g., the "PortCo Template" tab in the <a href="#">ILPA Diversity Metrics Template</a> (as referenced in Appendix A).	<input type="checkbox"/>	<input type="checkbox"/>
	If 'No' to 1.3, indicate if the Firm will begin tracking/providing this information within the next 12-18 months.	<input type="checkbox"/>	<input type="checkbox"/>
1.4	<p>In the <i>Code, Manual or Policy</i> section of the table below - indicate whether the Firm has any of the following codes, manuals or policies and whether the Firm requires or encourages portfolio companies (where the Firm holds a significant or controlling interest) to have the following codes, manuals or policies. For any codes, manuals or policies not yet implemented by either the Firm or portfolio companies, indicate whether the Firm intends to implement within the next 12-18 months. Identify if copies have been provided (as referenced in Appendix A). Copies for portfolio companies are intended to be representative examples of the codes, manual or policies – examples for every portfolio company <u>do not</u> need to be provided.</p> <p>In the <i>Programs and Processes</i> section of the table below - indicate whether the Firm has any of the following programs or processes in place and whether the Firm requires or encourages portfolio companies (where the Firm holds a significant or controlling interest) to have the following programs or processes in place. For any programs or processes not yet implemented by either the Firm or portfolio companies, indicate whether the Firm intends to implement within the next 12-18 months.</p> <p><i>Answer in table below</i></p>		

Code, Manual or Policy	Firm/Management Company			Portfolio Companies		
	Today (Y/N)	Within Next 12-18 Months (Y/N)	Provided (Y/N)	Today (Y/N)	Within Next 12-18 Months (Y/N)	Representative Example Provided (Y/N)
Diversity, Equity and Inclusion Policy (that addresses recruitment and retention)						
Code of Conduct/Code of Ethics (that covers harassment, discrimination or workplace violence)						
Equitable Pay Policy						
Family Leave Policy (that exceeds any government mandated minimum paid leave)						
Process and Policy related to Recruiting for Diverse Staff/Underrepresented Groups						

## Diversity, Equity, & Inclusion Monitoring Questionnaire, Cont.

Programs and Processes		Firm/Management Company		Portfolio Companies	
		Today (Y/N)	Within Next 12-18 Months (Y/N)	Today (Y/N)	Within 12-18 Months (Y/N)
Employee Engagement Survey(s)					
Formal Employee Engagement, Retention and Advancement Programs for Diverse Staff/Underrepresented Groups (e.g., mentorship/sponsorship networks, employee resource or affinity groups)					
Performance Appraisal Policy (that incorporates individuals' contributions to advancing DEI)					
Procedures for the Reporting and Investigation of Harassment and/or Discrimination					
Supplier Diversity Program					
1.5	<p>If there were any significant changes made to any codes, manuals, policies or programs and processes referenced in the above table 1.4, please provide a summary of the changes made below and attach a copy of the new code, manual, policy, programs and/or processes in the appendix.</p> <p><i>Answer here.</i></p>				
<b>Additional Questions</b>					
1.6	<p>Describe any new or recent (over the prior 12-month period) efforts to identify and address any bias in the hiring process that serves to widen the applicant pool beyond traditional sources. Indicate whether the Firm used any external diversity consultants or recruiters during the prior 12-month period. Where applicable, describe any mandates or policies the Firm has given the outside consultants or recruiters. Indicate any specific targets or objectives (e.g., minimum diversity in the candidate pool or final slate) applied to search conducted internally or those executed by external search firms.</p> <p><i>Answer here.</i></p>				
1.7	<p>Describe any new or recent (over the prior 12-month period) formal programs or partnerships the Firm has with organizations that promote the attraction and retention of individuals from underrepresented groups within private markets.</p> <p><i>Answer here.</i></p>				
1.8	<p>Provide insight into any new or recent (over the prior 12-month period) policies and coverage that promote inclusion, equity and a diverse workforce within the Firm, such as flexible work policies, emergency back-up child/elder care services and healthcare coverage (e.g., gender confirmation surgery, IVF coverage, donor egg coverage).</p> <p><i>Answer here.</i></p>				
1.9	<p>Describe any new or recent (over the prior 12-month period) training the Firm provides to employees at the Firm and at its portfolio companies to address topics such as inclusive leadership, systematic racism, unconscious bias and/or harassment. Provide context into the training provider(s) (internal vs. third-party provider(s)), frequency of training offered and the job levels and roles that receive the training.</p> <p><i>Answer here.</i></p>				

1.10	<p>Describe any near-term or long-term commitments or goals to the Firm has made to promote and enhance diversity internally (at the Firm) and within the Board of Directors and Senior Management at its portfolio companies (including any diversity targets the firm has set and any policies or practices implemented in support of achieving those targets), and/or progress towards recent or existing commitments already in place. Provide context into where ownership and accountability for these commitments reside within the Firm (e.g., any standing DEI Committee and its members) and the process by which commitments or goals are set and managed.</p> <p><i>Answer here.</i></p>
1.11	<p>Describe any new or recent changes (over the prior 12-month period) to how the Firm considers DEI in its overall investment strategy and in the evaluation of prospective investment opportunities, including whether diverse/underrepresented business owners are included in the Firm's investment processes. Provide details on how DEI factors into the Firm's investment due diligence and, if applicable, Investment Committee deliberations and development of portfolio company value creation plans. Indicate whether the Firm tracks and reports on diversity demographics with respect to deal flow.</p> <p><i>Answer here.</i></p>

## **Appendix A - Requested Documents**

***To be provided only if recently created or significantly modified during the prior 12-month period.***

<b>Included With Questionnaire</b>	<b>Yes</b>	<b>No</b>
1. ILPA Diversity Metrics Template – Firm/Management Company, Staff Movement and Portfolio Companies (as referenced in Questions 1.2 and 1.3)	<input type="checkbox"/>	<input type="checkbox"/>
2. Diversity, Equity and Inclusion Policy (as referenced in Question 1.4)	<input type="checkbox"/>	<input type="checkbox"/>
3. Diversity, Equity and Inclusion Policy for Portfolio Companies (as referenced in Question 1.4)	<input type="checkbox"/>	<input type="checkbox"/>
4. Code of Conduct/Code of Ethics (as referenced in Questions 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
5. Code of Conduct/Code of Ethics for Portfolio Companies (as referenced in Question 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
6. Equitable Pay Policy (as referenced in Question 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
7. Equitable Pay Policy for Portfolio Companies (as referenced in Question 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
8. Family Leave Policy (as referenced in Question 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
9. Family Leave Policy for Portfolio Companies (as referenced in Question 1.4 and 1.5)	<input type="checkbox"/>	<input type="checkbox"/>
10. Recruiting Process and Policy (as referenced in Questions 1.4 and 1.6)	<input type="checkbox"/>	<input type="checkbox"/>
11. Recruiting Process and Policy for Portfolio Companies (as referenced in Questions 1.4 and 1.6)	<input type="checkbox"/>	<input type="checkbox"/>