



# SUPPLIER DIVERSITY PROGRAM



## SUPPLIER DIVERSITY = SMART BUSINESS

### OUR COMMITMENT TO SUPPLIER DIVERSITY

Hilton is committed to cultivating the economic vitality of the communities in which we conduct our business. We believe that encouraging the growth and development of diverse suppliers will enhance the economic vitality of our communities. Our vision is to forge supplier relationships that reflect the diversity of these communities. Hilton actively engages diverse suppliers, who provide quality products at competitive pricing, and participate in our contracting and subcontracting activities.

Hilton's commitment is rooted in the belief that by establishing effective business relationships with new and diverse suppliers, we will maintain our leadership role in the global marketplace and create a multitude of benefits for our guests, Team Members, owners, shareholders and the communities in which we live and work.

Partnering with the procurement division, Hilton Supply Management (HSM), which is leading the exciting growth and positive changes in Hilton's procurement process, the supplier diversity program recognized a major opportunity to embed increase supplier diversity in the fabric of all we do at Hilton.

This new transformation of the business model to better meet our customers' needs, strengthen relationships, and cultivate robust partnerships will affect us all. Our supplier diversity program is an important aspect of this transformation process, offering the best in class for ensuring supplier diversity in the procurement process.

This transformation provides opportunities for growth to better prepare suppliers for participation in our preferred network. These efforts not only expend business with existing HSM suppliers, but also affords opportunities to new suppliers.

### WHO QUALIFIES AS A DIVERSE SUPPLIER?

Inclusion in the Hilton Supplier Diversity program requires companies be owned, operated, and controlled by a member of one of the following ethnic groups – **Asian American, African American, Hispanic American, Native American; as well as Women, Veterans, LGBT and Disabled business owned enterprises.**

Hilton also recognizes diverse suppliers that meet pre-determined minimum qualifications and have received certification by recognized councils such as Disability: IN, National LGBT Chamber of Commerce (NGLCC), National Minority Supplier Development Council (NMSDC), National Veterans Owned Business Association (NaVOBA), U.S. Pan Asian American Chamber of Commerce (USPAACC), and the Women's Business Enterprise National Council (WBENC).



## FACILITATION AND SUPPORT

Hilton participates in various activities and events that offer business opportunities and relationships within the diverse community it serves through:

- Attending trade shows and business events sponsored by various groups representing Women and Minority Business Enterprise (WMBE) interests; Veterans, LGBT and the Disabled owned business enterprises.
- Organizing in-house meetings for suppliers to meet with buyers;
- Soliciting input from the diverse community regarding outreach activities and communication mechanisms;
- Performing facility inspections, as appropriate, to ensure the ability to meet contract obligations.

## DOING BUSINESS WITH HILTON ... AS A DIVERSE SUPPLIER

All potential suppliers of products and services seeking new or continuing business opportunities are required to complete a Supplier Registration Form. Diverse suppliers are required to provide supplemental information regarding their diverse status.

An evaluation process follows to determine eligibility for inclusion in Hilton Supply Management (HSM) procurement activities. Upon completion of the evaluation process applicants will be notified as to their status.

Selected suppliers will be subject to further vetting prior to formal participation in any procurement activity and will be invited to do so as opportunities become available.

Opportunities are dependent on current market conditions, supply chain requirements and existing contracts. New suppliers are typically given consideration as needs arise.

## BRINGING TOGETHER SUPPLY SOLUTIONS

Additional registration information and supplier information can be found in our "Bringing Together Supply Solutions" supplier brochure located at: [www.mysupplymanagement.com](http://www.mysupplymanagement.com)  
[Supplierdiversity@hilton.com](mailto:Supplierdiversity@hilton.com)

## STEPS

There are four steps in the Supplier Registration Process:



### STEP 1 REGISTRATION

If your products and/or services are specifically related to the DAY-TO-DAY OPERATIONS of a hotel or enterprise, you will need to register your company on <https://www.mysupplymanagement.com/supplier>.

If your products and/or services are specifically related to the ARCHITECTURE, DESIGN, OR CONSTRUCTION PHASES of a hotel, you will need to register your company on the Hilton Suppliers' Connection website: <https://suppliersconnection.hilton.com>.



### STEP 2 EVALUATION

Once you have successfully registered, we will review and evaluate your application. Only fully completed applications will be evaluated.



### STEP 3 NOTIFICATION

Upon completion of your evaluation, you will be notified, via email, if your application has been accepted into our supplier database.



### STEP 4 CONTACT

Selected suppliers will be subject to further vetting prior to formal participation in any procurement activity. This vetting will be scheduled as opportunities become available in the suppliers, product or service area.

## ADDITIONAL RESOURCES

For Diverse-owned Business Enterprises, there are a number of resources available relative to business opportunities, trends, access to capital and other areas vital to business growth. Some of these resources include:

**Disability: IN**  
<https://disabilityin.org>  
Tel: (800) 706-2710

**Minority Business Development Agency**  
<http://www.mbda.gov>  
Tel: (888) 324-1551

**National Center for American Indian Enterprise Development**  
<http://ncaied.org/>  
Tel: (480) 545-1298

**National LGBT Chamber of Commerce**  
<https://www.nglcc.org>  
Tel: (202) 234-9181

**National Minority Supplier Development Council**  
<http://www.nmsdc.org>  
Tel: (212) 944-2430

**National Veterans Owned Business Association**  
<https://navoba.org/>  
Tel: (724) 362-8622

**National Women Business Owners Corporation**  
<http://www.nwboc.org>  
Tel: (800) 675-5066

**U.S. Hispanic Chamber of Commerce**  
<http://www.ushcc.com>  
Tel: (202) 842-1212

**U.S. Small Business Administration**  
<http://www.sba.gov>  
Tel: (800) U-ASK-SBA

**U.S. Pan Asian American Chamber of Commerce**  
<http://uspaacc.com/>  
Tel: (202) 296-5221

**Women's Business Enterprise National Council**  
<http://www.wbenc.org/>  
Tel: (202) 872-5515 ext. 10