

# Template letter to suppliers

*(feel free to adapt content and send out on your company letterhead)*

Dear X

## **An invitation to learn more about our commitment to diversity and to join us on this journey.**

As part of our approach to Diversity and Inclusion (D&I), we're currently writing to all our suppliers to increase awareness of Real Estate Balance's 10 CEO Commitments on Diversity, of which [INSERT COMPANY NAME] is a signatory. Today, I'm pleased to be able to share with you some information about these Commitments: what they are, why they matter and how you can adopt them too.

### **What are the Commitments?**

The 10 CEO Commitments on Diversity were established 5 years ago by Real Estate Balance, a campaigning organisation and membership body working to improve D&I in the real estate industry.

Setting out 10 inclusive actions that each member CEO agrees to take on diversity, the Commitments incorporate significant industry expertise and are designed to be interpreted and implemented by organisations in ways that are most appropriate for them.

Although many organisations are already making important progress on D&I, the Commitments serve as an additional framework and resource to help take forward the conversation on diversity in a structured and holistic way.

### **Why do the Commitments matter?**

The business case for diversity and inclusion is stronger than ever – organisations perform best when they employ diverse talent. Yet for diversity to truly flourish within real estate, it needs to be treated as a strategic, business-critical priority that's supported at the very top of an organisation and integrated throughout.

### **How can you sign up to the Commitments?**

If you're ready to take bold action on diversity and want to become a signatory of the 10 CEO Commitments, you'll be in good company and joining close to 100 senior industry leaders who have already signed up. You will also be demonstrating that you are passionate about creating equal opportunities and inclusive environments in real estate.

I'm pleased to attach a copy of the Commitments for your information. If you have any questions or would like to learn about our own approach to implementing them, please don't hesitate to contact [INSERT NAME AND CONTACT DETAILS].

Yours sincerely

# 10 CEO Commitments on Diversity

1. Visibly demonstrate the **business case** for diversity and promote your commitment within your business.  
*Note: e.g. publish the CEO Commitments within your own organisation.*
2. **Gather your diversity data**, track and report your progress, using your data to guide your priorities.  
*Note: e.g. publicise your progress / commitments through your website / report on gender and ethnicity pay.*
3. Change mindsets by **challenging bias/discrimination** wherever you see it and licence others to do so.  
*Note: e.g. commit to inclusivity & unconscious bias training using a range of platforms from face to face to online, with measurable outcomes.*
4. Insist on **diversity for recruitment or promotion** decisions you're involved with, including on panels and in shortlists.  
*Note: e.g. consider interviewers from across different business areas to ensure diversity of questioning and 'blind CVs.'*
5. **Use promotional opportunities for your company to represent a diverse image.**  
*Note: e.g. draw employees from a diverse pool for promotional material / events / pitches / training courses.*
6. Speak on panels only where organisers commit to have a **panel diversified by gender and ethnicity.**  
*Note: Diversity Talks Real Estate (DTRE) has a directory of women and ethnically diverse speakers and Black Professionals in Construction (BPiC) has a directory of ethnically diverse speakers.*
7. Adopt a balanced and diversified approach to **sponsorship**, i.e. both gender and ethnicity.
8. Consider actions to influence your **supply chain.**  
*Note: e.g. enquire about D&I policies and performance when tendering or insist on diverse client teams.*
9. Personally engage with the diverse range of the workforce in your business in order to **broaden your perspective.**
10. **Promote D&I** in any groups you are members of and share good practice.