
BUSINESS CLASSIFICATION & (M/W/DVBE*) DIVERSITY STATEMENT

Staples Print Solutions (SPS) encourages the opportunity to develop M/W/DVBE sources whenever and wherever possible, and maintains records regarding these businesses to track their performance in the company's subcontracting program. Comparison data relative to M/W/DVBE purchases is captured and reported annually or upon request.

In order to meet the varying needs of our customers, SPS provides for outsourcing or subcontracting with other suppliers whenever appropriate. SPS Strategic Sourcing approves all suppliers, and governs and administers the necessary policies, procedures and documentation to fulfill this objective. **All suppliers requesting to do business with SPS are required to define their company's business classification when submitting the Supplier Profile to Strategic Sourcing.** A SPS Purchase Order is required to transact business with our company, and our buyers are authorized to issue Purchase Orders with approved suppliers only. The Purchase Order constitutes a contractual agreement between the parties, and can only be issued by a duly authorized representative of SPS. (See NOTE below.)

Our customer's requirements are paramount, and SPS works to meet their needs at every level. If a customer requests that a certain amount of business be directed toward M/W/DVBE suppliers, SPS can satisfy this requirement. Our overall objective is to maintain the appropriate balance of quality in service, product and price, in accordance with our customer's requirements. Furthermore, our efforts in subcontracting programs provide the opportunity for sourcing with M/W/DVBE suppliers. Our goal is to achieve and maintain a significant percentage of our total outsourced purchases with M/W/DVBE suppliers.

NOTE: Approval to transact business with a supplier is obtained through SPS Strategic Sourcing. Prospective suppliers are required to submit all appropriate documentation upon request. The Supplier Profile document is required to establish a Buy-from Business Partner Code identifying the supplier in our system, which code is utilized for issuing Purchase Orders, tracking order data, and monitoring supplier performance. Buyers are authorized to issue purchase orders to approved suppliers only.

* **Minority-, Women-, or Disabled Veteran-Owned Business Enterprise**

M/W/DVBE* BUSINESS CLASSIFICATION DEFINITIONS

Minority Owned/Operated business, as used in this provision, means a business concern that meets the following criteria:

- ✓ Is at least 51% owned by one or more individuals who are United States citizens and members of a major ethnic minority group, including, but not limited to one of the following:
 - Black American
 - Asian Pacific American
 - Asian Indian American
 - Native American
 - Aleut
 - Native Hawaiian
 - Eskimo
 - Hispanic American
- ✓ Has its management and daily business controlled by one or more such individuals.

Woman Owned/Operated business, as used in this provision, means a business concern that meets the following criteria:

- ✓ Is at least 51% owned by a woman or women who are United States citizens.
- ✓ Has its management and daily business controlled by one or more such individuals.

Disabled- or Disabled Veteran-Owned/Operated business, as used in this provision, means a business concern that meets the following criteria:

- ✓ Is at least 51% owned by a disabled person or persons who are United States citizens.
- ✓ Disabled Veteran status qualifies as having been disabled while serving in the armed forces of the United States of America, at home or abroad.
- ✓ Has its management and daily business controlled by one or more such individuals.

Small Business Concern, as used in this provision, means a business, including its affiliates, that is independently owned/operated, not dominant in the field of operation in which it might bid on contracts, and qualifies as a small business under the criteria and size standards as set forth in 13 CFR 121.

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