## New employee identification features help create a more inclusive workplace

ADP® Diversity, Equity and Inclusion (DE&I)





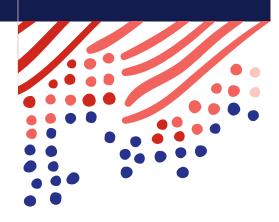




Your employees are your most important asset. To value each of them, it's important to establish an inclusive workplace. At ADP, we design our solutions to help you be inclusive. We've developed two new features into the ADP technology platforms — voluntary gender self-ID and Preferred/ Chosen Name — to support employees' true self and identify in the workplace.

## Did you know

- "Anyone" can use Preferred/ Chosen Name (e.g., people who want to go by a nickname - Will instead of William; for ease of pronunciation - Chi instead of Chiwetel; for gender identity -Amanda instead of Laslow; and many other reasons)
- Learn more <u>here</u> and <u>here</u>



## Enable employees to be seen and known by a Preferred/Chosen Name that reflects their identity

An employee's Preferred/Chosen Name will be shown to coworkers, managers, supervisors and practitioners. Regardless of gender identity, anyone can have a preferred or chosen name.

Legal Name will be shown to practitioners, in specific business processes where required.

Practitioners may search by Legal Name and by Preferred/Chosen Name in the ADP platform.

	Back	Personal In	nfo		
	Name 🛛				
		our government-issued identification.			
	Legal First Name *	Legal Middle Name	Legal Last Name *		
	Preferred or Chosen Name  Hyou call yourself by a name that's different from your legal name, you can check the box and enter it. As you type, the Display My Name As Heid shows you the name ADP will use to identify you. I use a name that's different from my legal name				
	Display My Name As: Laz Patterson This is the name ADP will show to your manager, coworkers, and HB administrators in employee search results and anywhere else your name is shown.				
	Preferred or Chosen First Name	Preferred or Chosen Middle N	Name Preferred or Chosen Last Name		
	Laz		We filled in the last name, but you ca delete it.	n change or	
AP (PA	ess atterson, Amanda 🖛 taterson, Ladow) N- Manufaculate XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Amanda Pat Associate II: o Reports To : M Position ID: das VIEW ORG	RNP58TO3   MA - Manufacturing Associate rk Torres 85932N 🚅	
Details Personal Employment Talent Statutory Compliance		npliance		Visibility of employee Preferred or Chosen	
Name				name vs. Legal name	
Legal Nam Laslow P Preferred	Patterson or Chosen Name	1		in the ADP solution	
Amanda Pronouns Profession	Patterson Selfix	±.			

The product images in this document are for ADP Workforce Now<sup>®</sup>, Roll by ADP<sup>®</sup> and RUN Powered by ADP<sup>®</sup>. ADP Vantage HCM<sup>®</sup> and ADP Enterprise HR<sup>®</sup> also support features for Preferred/Chosen Name and voluntary gender self-ID.

## Enable employees to bring their authentic self to work with voluntary gender self-ID

Provide your employees with the opportunity to self-identify their gender or to decline to identify their gender to create a more inclusive work environment.

If you choose to include it, employees can also indicate their gender as Nonbinary person/X, which may include non-binary, third gender, two-spirit, transgender, gender-fluid or other gender identity.

Also empower employees to select their pronouns and salutations in the ADP platform, such as the non-binary salutation (Mx.).

Gender 🔮		
		~
Woman	/ Female	
Man / M	ale	
Non-bin	ary Person/X	
Prefer n	ot to say	
	Pronouns 📀	Salutation
	~	×
	· · ·	Mr Mr.
	She/Her/Hers	Mr Mr. Mrs Mrs.
Gender Self-ID,	She/Her/Hers	Mrs Mrs.
Gender Self-ID, Pronoun Self-ID, and Salutations	She/Her/Hers He/Him/His	Mrs Mrs. Ms Ms.

To learn more about how ADP technology can help with your DE&I goals, visit <u>adp.com/dei</u>

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