

Quartz Hiring Policy

July 2020

Since our founding, Quartz has proudly taken a more progressive and global view of business journalism than our competitors. Key to that approach has been hiring a diverse staff with wide-ranging backgrounds and elevating voices not typically heard in business media. That's how, for example, we have produced fresh coverage of Indian and African business and of women in the workplace—because we speak from credible experience. In contrast to the rest of our industry, which generally has a poor record on diversity, Quartz has shown that a relatively diverse and progressive workforce is not just possible; it makes for better work.

But that is a low bar to set for ourselves, and reflecting on the past eight years, it is equally clear that we have failed to live up to our own standards in critical ways. In particular, Quartz has long suffered from a lack of racial diversity, particularly in representation of Black and Latinx staff in the United States and in leadership roles. We must fix this problem if we are to succeed at speaking to the next generation of business leaders, who are themselves more diverse than their predecessors and feel strongly about stamping out racism in their companies and industries. To provide credible solutions for them, we need to start with ourselves.

The following policies were created to ensure that our hiring process—whom we consider as finalists, how we evaluate candidates, the ways in which we hold ourselves accountable, etc.—affirmatively seeks to correct for the historic underrepresentation of certain groups in the media industry, across Quartz, and in specific departments of our company. Quartz is committed to taking all reasonable efforts to ensure the below goals are met until this historical imbalance is remedied.

Open to all applicants

- For new job openings, we should generally strive to welcome applicants from anywhere in the country in which the job is listed—i.e., don't require that the job be based in New York City. Of course, exceptions to this rule may be merited in Quartz's discretion by the nature of the job or the team that it's on, but those exceptions must be justified by the hiring manager, approved by a department head, and explained in the job description for the position.
- No jobs may require a college degree or other credential.
- All job descriptions must be screened by the people operations team for noninclusive language and include a statement of the company's commitment to a diverse workforce.
- All new job postings must be posted publicly on our website and disseminated to other organizations that serve underrepresented groups, such as trade organizations, placement services, and alumni groups for historically Black colleges and universities,

and public universities outside of New York City. The people operations team should maintain a list of such organizations specific to the job functions in every department and assist hiring managers in identifying these organizations and reaching out to them.

- Each department should make efforts to maintain an open talent pool that invites applications from anyone who wants to work at Quartz at any time, even if we don't have an appropriate position at the time. The open pool should be actively monitored by hiring managers.

Diversity of finalists

- The finalist pool for all job openings should include at least two people of color and at least two people who identify as women or non-binary. Finalists are defined as candidates who make it past the screening stage and are interviewed by a Quartz employee.
- At least half of finalists for open jobs across the company and within each department over the course of each year should come from groups that have been historically underrepresented in media, which includes people of color, women, people identifying as non-binary, LGBTQ+ people, people with disabilities, and military veterans.
- All people being considered for a job at Quartz must go through our applicant tracking system to maintain records on the diversity of applicants, finalists, and those hired. The data should be reviewed quarterly by people operations to ensure compliance with our policies and develop new strategies for improving the diversity of our finalist pools.

Fair treatment

- Finalists for all open positions should be interviewed by at least three employees who are given common evaluation criteria and share feedback based on those criteria.
- Decisions about whom to hire should take into account a variety of factors, including our desire to hire more people from groups traditionally underrepresented in media. Ultimate hiring decisions will not be based solely on an individual's membership in an underrepresented group and all candidates considered for jobs and ultimately hired must be qualified for the relevant position.

Accountability

- All staff must be given an opportunity to self-identify by race or ethnicity, gender, sexual orientation, and veteran status. Participation in such surveys must be optional. These data will be kept confidential and used only to hold the company accountable for its

policies on diversity, equality, and inclusion. Staff are defined as all people who are employed by Quartz Media, Inc., or who work full-time on behalf of Quartz.

- The company must make public a report on the gender and race of its staff at least annually, along with other information about diversity and inclusion at Quartz.
- Annual performance reviews for hiring managers must include an assessment of their commitment to improving the diversity of their staff, as reflected in their approach to recruitment and hiring for any open roles on their team over the past year.
- The company's hiring processes and policies will be subject to periodic review by management to ensure that they are appropriately tailored to meet the company's goals with respect to diversity and inclusion.