



2009 Out & Equal Workplace Summit Orlando, Florida October 6-9

CALL FOR WORKPLACE AWARD NOMINATIONS

Deadline: May 22, 2009

What Are the Out & Equal Workplace Awards?

The Out & Equal Workplace Awards (commonly referred to as "The Outies") honor individuals and organizations that are leaders in advancing equality for lesbian, gay, bisexual, and transgender (LGBT) employees in America's workplaces. Through these awards, Out & Equal provides the business and LGBT communities with examples of innovative approaches and proven successes to help create safe and equitable workplaces. The awards are presented annually at the **Out & Equal Workplace Summit**, the nation's preeminent conference addressing LGBT issues in the workplace.

The 2009 Summit will take place **October 6-9 in Orlando, Florida**. The awards ceremony will be held Thursday evening, October 8, and will be hosted by celebrity emcee Kate Clinton during a formal gala dinner.

Out & Equal accepts annual nominations in five categories; two awards recognize individuals and three recognize organizations.

To make nominations, please visit www.outandequal.org

Individual Awards

Trailblazer Award

This award recognizes an LGBT person who has made a significant contribution to advancing workplace equality. This individual's activities will have made a marked improvement in their own workplace and/or have contributed to equality nationally.

Champion Award

This award recognizes a non-LGBT person who has played a pivotal role in championing equal treatment of LGBT employees on the job. This individual will have shown a unique commitment to LGBT workplace rights and will have used his or her talents to further that cause, even at some risk.

Organizational Awards

Lesbian, Gay, Bisexual, Transgender Employee Resource Group of the Year

This award recognizes a particular employee resource group(ERG), sometimes referred to as a business group or network, that has a proven track record of success in advocating for LGBT equal rights in its own workplace.

Significant Achievement

This award recognizes any employer that has made significant strides in the past year in advancing a fair and equitable workplace for its LGBT employees, such as: announcing domestic partner health insurance, including gender identity diversity training, or initiating a unique general advertising campaign that includes LGBT people.

Workplace Excellence

This award recognizes any employer that has an historic and ongoing commitment to pursuing and executing workplace equality for LGBT employees in their own workplace. This employer has a history of continually raising the bar of workplace equality for others to follow.

Evaluating Principles

Nominees will be evaluated by the Out & Equal awards committee and judging panel, which are made up of a diverse cross-section of leaders in the movement for LGBT workplace equality. Nominees will be evaluated on originality, duplicability of initiatives, leadership, results, and other criteria. Organizations will also be evaluated based on the degree to which they have incorporated the 15 Steps to an Out & Equal Workplace that are listed on the nomination form.

Please note that previous year's awardees will not be considered for the same award this year or next year.

Companies or organizations may only submit one nomination in the organization award categories and one nomination in the individual award categories, for a maximum possible total of two nominations from any one company or organization.

Individual finalists and organizational representatives are expected to be present at the Workplace Awards Dinner on October 8, 2009. Note: An Award Dinner ticket is included in the price of one Out & Equal Workplace Summit three-day registration. Additional tickets can be purchased online prior to the Summit or at the registration desk during the Summit (subject to availability).

Instructions for Nominations

Step 1: Nominate online by May 22, 2009

❖ Beginning **April 1, 2009**, you may complete the appropriate online nomination form at **www.outandequal.org**. The nominator is strongly encouraged to carefully read the award description and to tailor all answers to fit that specific award. An executive at the company or organization (VP level or higher) must verify and approve the nomination.

❖ Please adhere to all instructions on the forms, including word count limits. Non-conforming nominations will be rejected. ❖ Please do not mail any materials. In an effort to be environmentally aware, Out & Equal only accepts materials through our online nomination system.

Please be prepared to fill out the online form in one sitting. Incomplete nominations will be rejected. You will need to have the following information available:

❖ Name and contact information of nominee ❖ Essay questions about the nominee's programs, initiatives and contributions to LGBT workplace equality ❖ (For organizations) Founding date of organization's LGBT ERG, progress on the 15 Steps to an Out & Equal Workplace, and name of company representative who will accept the award at the 2009 Summit ❖ Name and contact of Executive approving the application ❖ Nominator/Point of Contact ❖ Name and contact of nominator

Step 2: Finalist Notification by July 6, 2009

- ❖ No later than **July 6**, Out & Equal staff will inform both finalists and non-finalists of their status.
- ❖ Finalists will be asked to submit additional information by **July 31**. Specific information requested from finalists may include any combination of the following, depending on the specific award:
 - ❖ For organizations, a single page external letter of recommendation (outside of the organization) giving a third party's opinion of the nominated organization related to the award
 - ❖ For individuals, three letters of recommendation
 - ❖ Answers to additional questions which will be provided to finalists at time of notification
 - ❖ An electronic signature of an executive of the company or organization (VP level or higher)
 - ❖ A two-sentence (80 words) summary of the nominee and accomplishments for publicity
 - ❖ Electronic photo for individual finalists and electronic logo for organizational finalists
 - ❖ The name and title of representatives receiving the award and/or accompanying the finalist
 - ❖ Contact information for coordination of media release information

Step 3: Winner Notification by September 7, 2009

- ❖ Award winners will be informed that they have won in early September. Other than notifying winners of their selection, no public announcement of the winners will be made or permitted until October 8, 2009.
- ❖ All winners will be asked to submit a draft of a 2-3 minute acceptance speech for review and approval by **August 11**.
- ❖ All organizational award winners (ERG of the Year, Significant Achievement, and Workplace Excellence) will be expected to provide Out & Equal with a 1-3 minute video to be showcased at the Workplace Awards Dinner by **September 25**.

Additional Information

For general information about the 2009 Out & Equal Workplace Summit, please visit our website at www.outandequal.org.

2009 Out & Equal Workplace Awards

How to Nominate an Individual for the Champion Award

All nominations for Out & Equal Workplace Awards must be submitted using our online form, which will become available at www.outandequal.org/outie-awards.

Because **the online form must be completed in one sitting**, Out & Equal has made this list of questions available to you for download. We recommend that you prepare an answer to each question ahead of time so that you may copy and paste them into the form later.

1. Nominee Information

Name	Zip/Postal Code
Professional Title	Country
Company/Organization	Email
Address	Work Phone
City	Home or Mobile Phone
State/Province	

2. What special initiatives or programs has this nominee contributed to creating a safe and equitable work environment for LGBT people and what effect have they had?

3. What is innovative or unique about this nominee's achievements? How can the nominee's achievements serve as a model for others?

4. Please explain the impact this nominee's accomplishments have had on their employee group, company, industry, and/or community.

5. Please verify this nomination has been approved by an executive at your company.

Name of Executive
Title of Executive
Phone Number

6. Nominator Information

Your Name	Address
Professional Title	City
Company/Organization	State/Province
Home or Mobile Phone	Zip/Postal Code
Work Phone	Country
Email	

7. What is your relationship to the nominated individual?

2009 Out & Equal Workplace Awards

How to Nominate an Individual for the Trailblazer Award

All nominations for Out & Equal Workplace Awards must be submitted using our online form, which will become available at www.outandequal.org/outie-awards.

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1. Nominee Information

Name	Zip/Postal Code
Professional Title	Country
Company/Organization	Email
Address	Work Phone
City	Home or Mobile Phone
State/Province	

2. What special initiatives or programs has this nominee contributed to creating a safe and equitable work environment for LGBT people and what effect have they had?

3. What is innovative or unique about this nominee's achievements? How can the nominee's achievements serve as a model for others?

4. Please explain the impact this nominee's accomplishments have had on their employee group, company, industry, and/or community.

5. Please verify this nomination has been approved by an executive at your company.

Name of Executive
Title of Executive
Phone Number

6. Nominator Information

Your Name	Zip/Postal Code
Professional Title	Country
Company/Organization	Email
Address	Work Phone
City	Home or Mobile Phone
State/Province	

7. What is your relationship to the nominated individual?

2009 Out & Equal Workplace Awards
**How to Nominate a Company or Organization for
the Significant Achievement Award**

All nominations for Out & Equal Workplace Awards must be submitted using our online form, which will become available at www.outandequal.org/outie-awards. Because **the online form must be completed in one sitting**, Out & Equal has made this list of questions available to you for download. We recommend that you prepare an answer to each question ahead of time so that you may copy and paste them into the form later.

1. Nominee Information

Organization/Company Nominated	Zip/Postal Code
Address	Country
City	Industry
State/Province	

2. Please provide two contacts at the nominated company. These contacts should have the authority to move forward with requests for additional materials in the awards process.

<u>Contact 1</u>	<u>Contact 2</u>
Name	Name
Title	Title
Phone	Phone
Email	Email

3. Has the organization established and supported a LGBT employee resource group (ERG)? If so, in what year did the organization form its LGBT ERG?

4. What special initiatives or programs has the organization contributed to creating a safe and equitable work environment for LGBT people and what effect have they had? Have any of the organization's special initiatives and programs been developed recently?

5. What is innovative or unique about the organization's achievements? How can this program serve as a model for others?

6. Describe the level of support and presence the organization has had at the Out & Equal Workplace Summit.

7. Please verify this nomination has been approved by an executive at your company.

Name of Executive
Title of Executive
Phone Number

2009 Out & Equal Workplace Awards
**How to Nominate a Company or Organization for
the Significant Achievement Award**

8. Does this organization do/have the following?

- Include "sexual orientation" in its EEO policy?
- Include "gender identity and expression" in its EEO policy?
- Provide LGBT Diversity Training?
- Support the LGBT community through corporate giving?
- Recruit and develop LGBT employees?
- Market to the LGBT community?
- Create LGBT-specific advertising?
- Provide LGBT leadership development opportunities?
- Offer spousal equivalency policies for LGBT employees?
- Include LGBT-owned businesses in its supplier diversity program?
- Promote a LGBT friendly corporate culture?
- Share best practices around LGBT workplace issues?
- Have written gender transition guidelines documenting supportive company policy on issues pertinent to a workplace gender transition, such as name change policy, bathroom accommodations, dress codes, and harassment?
- Diversity/awareness training including both sexual orientation and gender identity & expression?
- Health care benefits available to your general work force, is there at least one employer-sponsored plan where these benefits are also available to transgender employees as part of their medically supervised treatment?
- Offer a health care benefits plan that covers Sex Reassignment Surgery?
- If your organization conducts internal climate surveys, do these surveys include questions about LGBT issues and treatment?
- If your organization has offices or contractors outside the United States and Canada, are there global HR policies to encourage LGBT equality in international business?
- Government affairs or spokespersons advocate in favor of LGBT equality in local or federal legislation (i.e., employment nondiscrimination, legal partner recognition and protection, benefits tax equity)?

9. Nominator Information

Your Name	Zip/Postal Code
Professional Title	Country
Company/Organization	Email
Address	Work Phone
City	Home or Mobile Phone
State/Province	

10. What is your relationship to the nominated organization?

2009 Out & Equal Workplace Awards

How to Nominate a Group for the LGBT ERG of the Year

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1. Nominee Information

Name of Employee Resource Group	State/Province
Parent Company or Organization	Zip/Postal Code
Address	Country
City	Industry

2. Please provide two contacts for the nominated ERG. These contacts should have the authority to move forward with requests for additional materials in the awards process.

<u>Contact 1</u>	<u>Contact 2</u>
Name	Name
Title	Title
Phone	Phone
Email	Email

3. In what year was the LGBT employee group formally established or recognized by the parent company or organization?

4. Approximately how many employees have participated in at least one ERG activity in the past year?

5. What special initiatives or programs has the ERG contributed to creating a safe and equitable work environment for LGBT people and what effect have they had?

6. What is innovative or unique about the organization's achievements? How can this program serve as a model for others?

7. Describe the level of support and presence the organization has had at the Out & Equal Workplace Summit.

8. How has this ERG engaged or influenced non-LGBT employees?

9. Please verify this nomination has been approved by an executive at your company.

Name of Executive
Title of Executive
Phone Number

10. Nominator Information

Your Name

Zip/Postal Code

Professional Title

Country

Company/Organization

Email

Address

Work Phone

City

Home or Mobile Phone

State/Province

11. What is your relationship to the nominated group?

2009 Out & Equal Workplace Awards
How to Nominate a Company or Organization for
the Workplace Excellence Award

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1. Nominee Information

Organization/Company Nominated	Zip/Postal Code
Address	Country
City	Industry
State/Province	

2. Please provide two contacts at the nominated company. These contacts should have the authority to move forward with requests for additional materials in the awards process.

<u>Contact 1</u>	<u>Contact 2</u>
Name	Name
Title	Title
Phone	Phone
Email	Email

3. Has the organization established and supported a LGBT employee resource group (ERG)? If so, in what year did the organization form its LGBT ERG? (Please note that the organization must have a LGBT ERG in order to win the Workplace Excellence Award.)

4. What special initiatives or programs has the organization contributed to creating a safe and equitable work environment for LGBT people and what effect have they had? Have any of the organization's special initiatives and programs been developed recently?

5. What is innovative or unique about the organization's achievements? How can this program serve as a model for others?

6. Describe the level of support and presence the organization has had at the Out & Equal Workplace Summit.

7. Please verify this nomination has been approved by an executive at your company.

Name of Executive
Title of Executive
Phone Number

2009 Out & Equal Workplace Awards
How to Nominate a Company or Organization for
the Workplace Excellence Award

8. Does this organization do/have the following?

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- Support the LGBT community through corporate giving?
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- Market to the LGBT community?
- Create LGBT-specific advertising?
- Provide LGBT leadership development opportunities?
- Offer spousal equivalency policies for LGBT employees?
- Include LGBT-owned businesses in its supplier diversity program?
- Promote a LGBT friendly corporate culture?
- Share best practices around LGBT workplace issues?
- Have written gender transition guidelines documenting supportive company policy on issues pertinent to a workplace gender transition, such as name change policy, bathroom accommodations, dress codes, and harassment?
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- Health care benefits available to your general work force, is there at least one employer-sponsored plan where these benefits are also available to transgender employees as part of their medically supervised treatment?
- Offer a health care benefits plan that covers Sex Reassignment Surgery?
- If your organization conducts internal climate surveys, do these surveys include questions about LGBT issues and treatment?
- If your organization has offices or contractors outside the United States and Canada, are there global HR policies to encourage LGBT equality in international business?
- Government affairs or spokespersons advocate in favor of LGBT equality in local or federal legislation (i.e., employment nondiscrimination, legal partner recognition and protection, benefits tax equity)?

9. Nominator Information

Your Name	Zip/Postal Code
Professional Title	Country
Company/Organization	Email
Address	Work Phone
City	Home or Mobile Phone
State/Province	

10. What is your relationship to the nominated organization?