

## Company Excellence Awards Nomination Guidelines

Thank you for making your nomination for the 2023 Out & Equal Company Excellence Awards, to be awarded at the 2023 Out & Equal Excellence Awards Ceremony in São Paulo on May 3, 2023. This award is meant to recognize a company with a presence in Latin America that is leading impactful efforts for LGBTQI+ workplace inclusion in that region.

The nomination consists of four short answer questions. It is important that each answer be **a minimum of 180 words and a maximum of 500 words**. A committee comprised of Out & Equal staff and other independent judges will carefully review each submission and make a final decision of the company winner. Please note that we are only evaluating the impact during the past 12 months, to level the playing field for companies that are newer to the diversity and inclusion journey. The awards will recognize the companies that have made the most progress in advancing LGBTQI+ inclusion within their companies during this timeframe.

The deadline for submitting a nomination is March 19, 2023.

Here are some further guidelines to answering the questions on the nomination form:

- 1. Por favor, explique como esta empresa realizou mudanças internas significativas para avançar na inclusão LGBTQI+ no ambiente de trabalho os últimos 12 meses. Especifique sua resposta (por exemplo, mudanças em políticas internas, adição/expansão de Grupos de Afinidade, quais benefícios inclusivos foram adicionados, etc.)**

**Translation:** *Please explain how this company has made significant internal changes to advance LGBTQI+ workplace inclusion over the past 12 months. Please be specific in your answer (i.e. policy changes, the additions/expansion of ERGs, which inclusive benefits were added, etc.)*

- This question focuses on **internal actions**, whereas question 2 is focused on external actions. Question 3 focuses on impact. So, for this question please only focus on the initiatives that were put forth over the past 12 months.
  - The more details and specific examples that are included, the better we can evaluate the nomination.
  - Please include information on what the circumstances were prior to making the internal change. For example, if describing policy changes, were there previously zero protections for LGBTQI+ employees, or only some protections?
  - What obstacles were faced when making these changes and how did the company overcome them?
  - How are the actions taken ground-breaking and innovative? Who were the decision-makers?
- 2. Por favor, explique como esta empresa alavancou sua marca e/ou influência pública para engajar em ativismo LGBTQI+ externo (por exemplo, execução de campanhas de publicidade inclusivas, participação pública nos eventos do Orgulho LGBTQI+, inscrição em declarações /manifestos de apoio, parcerias com ONGs, discussão de compromissos em eventos externos, etc.)**



## 2023 LGBTQI+ LATAM Forum: A Day of Transformation

Wednesday, May 3rd 2023 | São Paulo (Brazil)

**Translation:** *Please explain how this company has leveraged its brand and/or public influence in order to engage in external LGBTQI+ activism (i.e. running inclusive and positive advertisement campaigns, participating publicly in Pride events, signing onto Statements of Support for LGBTQI+ inclusion, partnering with NGOs, speaking engagements at external events, etc.)*

- This question focuses on **external actions**, whereas question 1 is focused on internal actions. Question 3 focuses on impact. So, for this question please only focus on the initiatives that were put forth over the past 12 months.
- The more details and specific examples that are included, the better we can evaluate the nomination.
- Did the company partner with other organizations when implementing these initiatives? If so, which ones?
- How are the actions taken ground-breaking and innovative? Who were the decision-makers?
- Did the company receive any external recognition for their work such as awards, certifications, seals, etc.?

**3. Qual impacto você viu a partir dessas ações internas e externas? Por favor, forneça alguns exemplos de impacto positivo que foi visto nos últimos 12 meses por causa desse avanço.**

**Translation:** *What impact have you seen from these internal and external actions? Please provide some examples of positive impact that has been seen over the past 12 months due to this progression.*

- We are not looking for overall greatest impact, because we understand that impact is relative based upon the available resources and workplace environment of the company. However, we are looking to see that the greatest impact was achieved taking into account the relative circumstances of each company.
- Refrain from vague descriptions such as “the company is more inclusive now” and instead try to be as descriptive as possible. How has inclusion strengthened? If there are available statistics to demonstrate impact, please include those.

**4. Por favor utilize esse espaço para fornecer qualquer outra informação adicional que você gostaria que o comitê de jurados independentes deva saber. Abaixo você também tem a opção de fazer o upload de qualquer documentação de suporte.**

**Translation:** *Please use this space to provide any other information you would like the Excellence Awards Review Committee to know. You also have the option to upload any supporting documentation below.*

- Please use this opportunity to let the selection committee know anything else that you think is of importance when judging this nomination.

