

ERG Excellence Awards Nomination Guidelines

Thank you for making your nomination for the 2023 Out & Equal ERG Excellence Awards, to be awarded at the 2023 Out & Equal Excellence Awards Ceremony in São Paulo on May 3th, 2023. This award is meant to recognize an ERG who is leading impactful efforts for LGBTQI+ workplace inclusion in their company and surrounding community.

The nominations consist of three short answer questions and biographical information of the nominee. 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 **one ERG winner**.

Please note that we are only evaluating **impact during the past 12 months**, to level the playing field for ERGs that are newer to the diversity and inclusion journey. The awards will recognize the ERG that has 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, descreva o nível de engajamento ativo dentro do seu grupo de afinidade. Quais diversidades estão refletidas dentro da organização, inclusive dentro do nível executivo.**

Translation: Please describe the level of active engagement within your ERG. What diversity is reflected within the organization, including at leadership levels?

- How many active members does your ERG have, relative to the total number of employees in the company?
- How often does your ERG meet and/or actively engage its members?
- Please provide specific examples of diversity (age, race, sexual orientation, gender identity, persons with disabilities, etc.) within your ERG, including leadership positions.

- 2. Quais são os principais objetivos do seu grupo de afinidade? Por favor, descreva o progresso destes objetivos e realizações importantes durante os últimos 12 meses.**

Translation: What are the main objectives of your ERG? Please describe progress toward those goals and significant impact over the past 12 months.

- 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 ERG.

- Refrain from vague descriptions such as “the ERG has made the company more inclusive” and instead try to be as descriptive as possible. If there are available statistics to demonstrate impact, please include those.
- The more details and specific examples that are included, the better we can evaluate the nomination.

3. Por favor, descreva as maneiras em que seu grupo de afinidade aborda interseccionalmente a inclusão através da colaboração com outros grupos de afinidade dentro da sua empresa, ou com outras companhias/países/regiões.

Translation: *Please describe the ways in which your ERG takes an intersectional approach to inclusion through collaboration with other ERGs in your company, or from other companies/countries/regions.*

- Please note that this question refers strictly to **cross-ERG collaborations**. Community partnerships are addressed in Question 4.
- Please specify which other ERGs your ERG has collaborated with, what the activities were, and what the results and impact was. Are these collaborations ongoing?
- How is the work of your ERG improved through these types of collaborations?

4. Como o seu grupo de afinidade engaja significativamente em parcerias externas com a comunidade? Como essa colaboração é mutualmente benéfica e quais são os resultados?

Translation: *How does your ERG engage in meaningful external community partnerships? How is the collaboration mutually beneficial and what are the results?*

- Who are your ERG’s community partners (NGO’s, universities, etc.)? What factors are considered when selecting partners?
- What is the role of the ERG in the partnership? How is the partnership mutually beneficial?
- Please provide a detailed description of the activities implemented together.
- What were the outcomes of the collaboration? Please provide specific examples when possible?

5. 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.

