

2010 Out & Equal Workplace Summit

October 5–8 in Los Angeles



CALL FOR NOMINATIONS

Deadline: April 30, 2010

What Are the Out & Equal Workplace Awards?

The 2010 Summit will take place **October 5-8 in Los Angeles**. The awards ceremony will be held Thursday evening, October 7, and will be hosted by celebrity emcee Kate Clinton during a formal gala dinner.

The Out & Equal Workplace Awards (popularly 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.

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 20 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 7, 2010 **and may be requested to sit on a moderated, sponsored panel with fellow finalists**. 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: Individual Awards

Step 1: Nominate online by April 30, 2010

Beginning **February 25, 2010**, you may complete the appropriate online nomination form at www.outandequal.org. The nominator is strongly encouraged to read the award description and to tailor all answers to fit the 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
- ❖ Names and contact information of three (3) professional references familiar with the nominee's accomplishments. These references will be contacted to answer three written questions about the nominee similar to the following: (a) describe your observations of how the nominee has made an individual, significant impact on LGBT workplace equality; (b) describe how this nominee's accomplishments are unique and innovative; and (c) describe how this nominee has exhibited leadership in achieving progress toward LGBT workplace equality, particularly when faced with obstacles to success.
- ❖ Name and contact of the executive approving the application
- ❖ Nominator/Point of Contact
- ❖ Name and contact of nominator

Step 2: Finalist Notification by July 16, 2010

- ❖ Beginning **June 25**, Out & Equal staff will inform the nominating contacts for both finalists and non-finalists of their status.
- ❖ Finalists will be asked to submit additional information by **July 16**. The additional information will include:
 - ❖ One additional, one-page letter of reference (free form)
 - ❖ A one-page statement from the nominee in support of her/his nomination
 - ❖ 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 August 10, 2010

- ❖ Award winners will be informed that they have won by mid August. Other than notifying winners of their selection, no public announcement of the winners will be made or permitted until October 7, 2010.
- ❖ Winners will be asked to submit a draft of a 2-3 minute acceptance speech for review and approval by **September 24**.

Instructions for Nominations: Organizational Awards

Step 1: Nominate online by April 30, 2010

Beginning **February 25, 2010**, you may complete the appropriate online nomination form at www.outandequal.org. The nominator is strongly encouraged to 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
- ❖ The answer to three questions relevant to the specific award for which the organization is nominated
- ❖ Name and contact information for one (1) professional reference
- ❖ Progress on the 20 Steps to an Out & Equal Workplace
- ❖ Name of company representative who will accept the award at the 2010 Summit

Step 2: Finalist Notification by July 16, 2010

- ❖ Beginning **June 25**, Out & Equal staff will inform the nominating contact for both finalists and non-finalists of their status.
- ❖ All finalists may be asked to have senior representatives sit on a moderated, sponsored panel to discuss the work of their organization that led to their selection as a finalist.
- ❖ Finalists will be asked to submit additional information by **July 16**. The additional information will include:
 - ❖ Two free form, single page letters of reference (at least one from an external party)
 - ❖ Two quotes from senior management at the organization suitable for press releases on attainment of finalist status
 - ❖ 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 August 10, 2010

- ❖ Two free form, single page letters of reference (at least one from an external party)
- ❖ Two quotes from senior management at the organization suitable for press releases on attainment of finalist status
- ❖ 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
- ❖ Award winners for ERG of the Year and Significant Achievement will be expected to provide Out & Equal with a 1-3 minute video to be showcased at the Workplace Awards Dinner by **September 24**.

- ❖ ALL FINALISTS for the Workplace Excellence Award will be expected to provide Out & Equal with a 1-3 minute video to be showcased at the Workplace Awards Dinner by **September 24**.

- ❖ All winners will be asked to submit a draft of a 2-3 minute acceptance speech for review and approval by **September 24**.
- ❖ Award winners will be informed that they have won by mid August. Other than notifying winners of their selection, no public announcement of the winners will be made or permitted until October 7, 2010.

Additional Information

For general information about the 2010 Out & Equal Workplace Summit, please visit our website at www.outandequal.org.

2010 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	Country
Professional Title	Address Type
Company/Organization	Email
Mailing Address	Phone
City	Phone Type
State/Province	
Zip/Postal Code	
Brief description of the scope of Nominee role/responsibility	

2. Please list three references for the nominee. The references should be from among a senior executive of the organization/company, a colleague, an external business or community partner, and/or an internal or external business client, each of whom can speak to the impact of the individual on LGBT workplace equality. The nominator can be one of the references if she/he is not self-nominating.

Full Name	Title
Organization	Relationship with Nominee

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

Name of Executive
Title of Executive
Phone Number

4. Nominator Information

Name	Zip/Postal Code
Professional Title	Address Type Company/Organization
Mailing Address	Phone
City	Phone Type
State/Province	Email
Country	
Your relationship to the nominated individual	

2010 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.

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	Country
Professional Title	Address Type
Company/Organization	Email
Mailing Address	Phone
City	Phone Type
State/Province	
Zip/Postal Code	
Brief description of the scope of Nominee role/responsibility	

2. Please list three references for the nominee. The references should be from among a senior executive of the organization/company, a colleague, an external business or community partner, and/or an internal or external business client, each of whom can speak to the impact of the individual on LGBT workplace equality. The nominator can be one of the references if she/he is not self-nominating.

Full Name	Title
Organization	Relationship with Nominee

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

Name of Executive
Title of Executive
Phone Number

4. Nominator Information

Name	Zip/Postal Code
Professional Title	Address Type Company/Organization
Mailing Address	Phone
City	Phone Type
State/Province	Email
Country	
Your relationship to the nominated individual	

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How to Nominate a Group for the LGBT ERG of the Year 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 of Employee Resource Group	Address
Company/Organization	City
Company/Organization	Business Line(s) State/Province
Company/Organization Size	Zip/Postal Code
Company/Organization Type	Country
Industry	

2. Please provide one reference. The reference could include a senior executive of the organization/company, an employee, an external partner, or business clients, someone who can speak to the impact of the organization or ERG on him/her as a member or ally of the LGBT community. The nominator can be the reference.

Full Name	Email
Title	Relationship with nominee
Company/Organization	

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

5. How many employees have participated in at least one ERG activity in the past year?

1-20
21-50
51-100
101-200
201-500
more than 500

6. Describe in detail the achievement or achievements over the past 18 months for which the ERG (or entity with a similar function, however named) is being nominated (250 words)

7. Provide at least two concrete examples of how the nominated ERGs achievements have had a meaningful impact on LGBT workplace equality within its organization and for the community at large. (250 words)

7. Does this organization have the following:

- "Sexual orientation" included in its global EEO policy?
- "Gender identity and expression" included in its global EEO policy?
- Support for the LGBT community through corporate giving?

2010 Out & Equal Workplace Awards

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

- Programs that target the recruitment and development of LGBT employees?
- Market initiatives targeting the LGBT community?
- Advertising that is LGBT specific ?
- Leadership development opportunities for LGBT employees?
- Spousal equivalency policies for LGBT employees?
- Supplier diversity programs inclusive of LGBT-owned businesses ?
- Programs that promote an LGBT friendly corporate culture?
- A history of sharing best practices around LGBT workplace issues?
- 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 include both sexual orientation and gender identity & expression?
- Where health care benefits are 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?
- A health care benefits plan that covers Sex Reassignment Surgery?
- Where your organization conducts internal climate surveys, questions about LGBT issues and treatment?
- Where your organization has offices or contractors outside the United States and Canada, global HR policies to encourage LGBT equality in international business?
- Government affairs or spokespersons advocating in favor of LGBT equality in local or federal legislation (i.e., employment nondiscrimination, legal partner recognition and protection, benefits tax equity)?

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

Name of Executive

Title of Executive

Phone Number

8. Nominator Information

Company/Organization

Mailing Address

City

State/Province

Zip/Postal Code

Country

Address Type

Email

Phone

Your relationship to the nominated ERG

10 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	Address
Organization/Company Business Lines	City
Organization/Company Size	State/Province
Organization/Company Type	Zip/Postal Code
Industry	Country

2. Please provide one reference contact. The reference could include a senior executive of the organization/company, an employee, an external partner, or business clients, someone who can speak to the impact of the organization or ERG on him/her as a member or ally of the LGBT community. The nominator can be the reference.

Full Name
Employer
Title/brief job description

3. Describe in detail the achievement or achievements over the past 18 months for which the organization is being nominated (250 words)

4. Provide at least two concrete examples of how the nominated organization's achievements have had a meaningful impact on LGBT workplace equality for its employees and for the community at large. (250 words)

5. Describe how the nominated organization's achievements are innovative and/or can be modeled by other organizations. (250 words)

6. Does this organization have the following:

- "Sexual orientation" included in its global EEO policy?
- "Gender identity and expression" included in its global EEO policy?
- Support for the LGBT community through corporate giving?
- Programs that target the recruitment and development of LGBT employees?
- Market initiatives targeting the LGBT community?
- Advertising that is LGBT specific ?
- Leadership development opportunities for LGBT employees?
- Spousal equivalency policies for LGBT employees?
- Supplier diversity programs inclusive of LGBT-owned businesses ?
- Programs that promote an LGBT friendly corporate culture?
- A history of sharing best practices around LGBT workplace issues?

2010 Out & Equal Workplace Awards

How to Nominate a Company or Organization for the Significant Achievement Award

- 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 include both sexual orientation and gender identity & expression?
- Where health care benefits are 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?
- A health care benefits plan that covers Sex Reassignment Surgery?
- Where your organization conducts internal climate surveys, questions about LGBT issues and treatment?
- Where your organization has offices or contractors outside the United States and Canada, global HR policies to encourage LGBT equality in international business?
- Government affairs or spokespersons advocating in favor of LGBT equality in local or federal legislation (i.e., employment nondiscrimination, legal partner recognition and protection, benefits tax equity)?

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

Name of Executive
Title of Executive
Phone Number

8. Nominator Information

Company/Organization
Mailing Address
City
State/Province
Zip/Postal Code
Country

Address Type
Email
Phone
Your relationship to the nominee

2010 Out & Equal Workplace Awards

How to Nominate a Company or Organization for the Workplace Excellence 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	Address
Organization/Company Business Lines	City
Organization/Company Size	State/Province
Organization/Company Type	Zip/Postal Code
Industry	Country

2. Please provide one reference contact. The reference could include a senior executive of the organization/company, an employee, an external partner, or business clients, someone who can speak to the impact of the organization or ERG on him/her as a member or ally of the LGBT community. The nominator can be the reference.

Full Name
Employer
Title/brief job description

3. Describe briefly the history of the nominated organization as a role model for LGBT workplace equality (250 words)

4. Provide at least two concrete examples of how the nominated organization's achievements put it at the forefront of LGBT workplace equality practice (250 words)

5. Describe how the nominated organization has had an impact on LGBT workplace equality that distinguishes itself within its industry or the community at large. (250 words)

6. Does this organization have the following:

- "Sexual orientation" included in its global EEO policy?
- "Gender identity and expression" included in its global EEO policy?
- Support for the LGBT community through corporate giving?
- Programs that target the recruitment and development of LGBT employees?
- Market initiatives targeting the LGBT community?
- Advertising that is LGBT specific ?
- Leadership development opportunities for LGBT employees?
- Spousal equivalency policies for LGBT employees?
- Supplier diversity programs inclusive of LGBT-owned businesses ?
- Programs that promote an LGBT friendly corporate culture?
- A history of sharing best practices around LGBT workplace issues?

2010 Out & Equal Workplace Awards

How to Nominate a Company or Organization for the Workplace Excellence Award

- 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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- Where your organization has offices or contractors outside the United States and Canada, global HR policies to encourage LGBT equality in international business?
- Government affairs or spokespersons advocating in favor of LGBT equality in local or federal legislation (i.e., employment nondiscrimination, legal partner recognition and protection, benefits tax equity)?

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

Name of Executive
Title of Executive
Phone Number

8. Nominator Information

Company/Organization
Mailing Address
City
State/Province
Zip/Postal Code
Country

Address Type
Email
Phone
Your relationship to the nominee

