



2021 ACE Award Submission Summary

Instructions

The online form is designed for companies to compile information about their initiative/program easily, efficiently and in a similar level of detail as the other submissions to enable a consistent review process by the HBA's independent judging panel.

The five criteria for assessment are:

- Business performance
- Execution
- Stewardship
- Sustainability
- Measurable results

The judges are looking for validation (in the measurable results section) that your initiative/program achieves the intended outcomes and impacts so please ensure you provide as much qualitative and quantitative data as possible. These submissions are held as confidential documents and viewed only by limited critical staff and the independent judging panel who delete the submission after their review.

You may save your work as you go and return to make changes until you hit the final submit button.

Submissions will be accepted until **30 June**. If you have questions, please contact ACE@HBAnet.org.

The award submission fee is \$1,000 payable once your submission is received. Discounts may apply for corporate partners, start-up/small businesses and nonprofits. For an additional fee, companies may opt for a consultative debrief with the HBA CEO and a member from the judging panel once the judging process has been completed.

Thank you for your contribution to advancing gender parity!

Background Information

Submitter Information: name, email, phone number

Company Information: name, company size (# employees), brief overview, industry sector

Initiative/Program Information: name, year started, # current participants/members served by the initiative/program, target population(s) the initiative/program is meant to serve, if men are included, location(s) involved

Criteria

1. Business Performance - Positioning and impact of the program on the business, the company strategy and/or the company's competitive edge

- Please describe how the initiative/program was designed to support a company's strategy or business objective(s). (suggested max word count 250)
- If it has, please share how this initiative/program has enhanced your company's competitive edge. (suggested max word count 200)

2. Execution - Implementation and operational excellence

- Please describe your initiative/program, including how you developed it, how it evolved over the year(s), and any other information you think is relevant to explain the scope. (suggested max word count 500)
- Please describe how employees are made and kept aware of this initiative/program, e.g., communications tools, channels and/or processes. (suggested max word count 300)

3. Stewardship - Depth and breadth of the organization's commitment to the program

- Please share how (including specific examples) your executives and senior leaders have formally and informally displayed support for this initiative/program. (suggested max word count 300)
- Please describe the governance model/infrastructure that you leverage to manage the program, e.g., committees, high level roles and responsibilities, terms, and succession plan. (suggested max word count 300)

4. Sustainability - Longer term viability and value

- Please describe the resources and budget this initiative/program requires and how/who you go to in efforts to secure these resources and budget. (suggested max word count 300)
- Please describe how you gain feedback for continuous improvement and what participants say about the program. (suggested max word count 350)

5. Measurable Results - Quantification of engagement, participation and/or impact with regards to individuals, employee population and/or company at large

- Please share the outcomes of the initiative/program, sharing as much quantitative and qualitative data to demonstrate the positive impact on the advancement of women in your organization and the achievement of business objective(s) mentioned in the *Business Performance* section. Note: supporting documents can be uploaded on the last page of this submission. (suggested max word count 750)
- Please describe how the results compared to the stated goals and whether you used any external benchmarks in tracking performance. (suggested max word count 400)
- Do you share the outcomes and progress metrics with anyone in the company? If so, please describe what you share, how you share and to whom you share this information. (suggested max word count 300)

Optional Supplemental Information

Please share anything else the judges may need to know. You may attach up to three documents to supplement your submission if you think these are needed to assist the judges in assessing your initiative/program. If the file size is greater than 16MB, please provide a link.