



Global Benchmark 2021 – Submission FAQs & Guidelines

1. How should I enter all of my organization's information into the survey?

We recommend that you prepare your responses ahead of time before you enter them online. You received a PDF version of the survey questions when you registered.

2. How do I access the online survey?

You receive a link to the survey via email. You will find a button in the email that will take you to the survey, which is unique for your organization. Your survey is password protected and you will receive another email providing you with the password. Enter the password to access the online survey.

3. Can others access our online survey?

You can forward the email with the survey link to others in your organization, but they will also need the password to access the online survey. The link in the email is unique to your organization and your survey, so anyone using that link (with the password) will be able to update the survey responses. We highly recommend that you share the link and password with caution.

4. Can I start entering my organization's information and come back later to continue?

Yes, there is a Save/Exit button on the top right of each page to ensure that your progress is saved. However, in order to avoid issues, we strongly recommend that you prepare your responses ahead of time and then enter your online submission in one sitting.

5. How can I share my organization's submission with my internal stakeholders before it is finalized?

We will not begin evaluation of your submission until you have marked question 48 indicating that you have completed your entry. As state above, you can at any time forward the link and password for your survey to others to allow them to access it online. When you have finalized your submission (indicated by Q45), we will provide you with a pdf of your responses so that you can hold an internal review if required. You can also reach out to benchmark@workplacepride.org.

6. What is the 'evidence' that is required as a part of the Global Benchmark 2019?

Evidence is specific information that confirms a response to a question – for example, an extract of your workplace inclusion policy where LGBT employees are called out, or a copy of the table of contents of your diversity training that shows the LGBT specific modules that are included.



7. How do I know where evidence is required?



next to the option text indicates that you must submit evidence if you have checked the corresponding box indicating this option.



next to the area allocated for the evidence to be provided indicates that evidence is required for the question as a whole.

8. How does evidence contribute to our score in the Global Benchmark?

Where evidence is required, you will only receive full points for that question or option if you submit evidence that clearly and succinctly support the response.

9. How will evidence be evaluated?

A panel of experts will review your submission and the evidence that you submit. If there are questions where evidence is not clear or specific enough, you will be given the chance to submit extra information to fully support the point in question. Following the second review by the panel we will finalize your scoring.

10. How much detail do I need to provide as evidence?

Thought there is no simple answer to this, it is in your best interest to provide evidence that is specific, clear and as brief as possible

Due to the large volume of evidence we receive, it is critical that the evidence you provide is succinct, but also clearly supportive of the specific question or item. Providing a large amount of text or information can impede the evaluation and increase the chance that the specific evidence may not be completely evaluated.

For example, consider including an excerpt of a supporting document, or a screenshot a portion of a larger presentation. If we need to search through pages of a document to find the evidence required, there is a chance that it will be missed. Always be sure that you evidence clearly supports the specific point(s) with only enough context to be able to verify the point.

To be sure that you earn full points for all of the points in your submission, please ensure that submitted evidence is specific to the question/item(s) and that it is brief and succinct.

11. How do I submit the supporting information or evidence?

So that we can place specific evidence with the appropriate question and make sure that you receive full credit for each response, please use the following file-naming convention:

- 1. Use a separate file for each question requiring evidence*
- 2. Name each of these files as follows: "your organization_question_option_.doc" (eg. Amazon_Q22_option3.doc)*
- 3. In the survey, enter this file name in the corresponding text box per question requiring evidence so we can identify which file refers to which question*
- 4. Submit your evidence files via email to benchmark@workplacepride.org. You may also use WeTransfer if the files are too large to send as attachments.*