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## Global Benchmark 2022 – Submission FAQs & Guidelines

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### **We're raising the bar again in 2022 !**

The Global Benchmark measures participants against leading practices in LGBTIQ+ inclusion. Every year Workplace Pride considers what we have seen and heard from our members, from civil society organizations around the world and from the LGBTIQ+ community so that we can adjust the Global Benchmark to reflect the new standard.

As we prepared for the 2022 Global Benchmark, we saw that there were several areas that needed to be reviewed. This resulted in several new or combined questions and some adjustments that are designed to more specifically address areas that are important for driving progress. Here is a list of the major changes we have made in the 2022 survey.

### **Policy & Communication**

*Q14 and Q15 have been added to look more closely at policy and replace the open text question .*

*Q16 regarding regions where your policy is enforced will now be included in final scoring.*

*Q18 combines 2 questions about formal documents and HR communications.*

### **Employee Network**

*Q20 now looks at how the organization empowers the network as a support group.*

*Q21 raises the bar on leaders' active participation in network activities*

*Q22 asks about what your employee networks were able to deliver in 2021.*

### **Workplace Awareness**

*Q23 looks more specifically at awareness during key LGBTIQ+ calendar dates.*

*Q24 now focuses on how your training is implemented.*

### **Support & Benefits**

*Q28 and Q30 have adjusted language to add clarity.*

**As we have added a few new questions for the 2022 edition, please be aware that question numbers do not align with previous years' surveys.**



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## Frequently Asked Questions

### 1. How should you enter your 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 you 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 your 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 you start entering your organization's information and come back later to continue?

*Yes, Survey Monkey saves your answers when you click Next to move to the next page. If you exit or close the survey, your answers are saved up to the last fully completed page. **Note - if you close the survey before clicking Next to go to the next page (or Done at the end of the survey), the data on the current page will NOT be saved (data in previously entered pages will be saved).** 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 Q47 indicating that you have completed your entry. As stated 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 Q47), you will receive an automatic email with a link where you can view your answers. You can also email us a request of a pdf of your responses so that you can hold an internal review if required. You can reach out to [benchmark@workplacepride.org](mailto:benchmark@workplacepride.org).*



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

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

## 7. For which questions and items is evidence 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 your 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 is evidence 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 you 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 your 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 can we best organize the collection of evidence?

Here are some ideas that you could consider :

- a) *Keep track by question of the sources (who provided the information, the document or URL where you found the information) that you have used to answer the question and find supporting evidence. This will avoid you needing to search every year for that information.*
- b) *Use your LGBTIQ+ employee network and allies to help gather the information. This increases engagement and shares the workload.*
- c) *As you gather information, note significant achievements and things that you are particularly proud of. Consider using these to nominate yourselves for a member award at the annual Leadership Awards Gala held in October/November- nominations open in fall of the year. Award categories are:*
  - *Outstanding Role Model*
  - *Best Media Representation*
  - *Most Active Volunteer*
  - *Most Effective Ally*
  - *Most Engaged Network*

## 12. How to submit the supporting information or evidence?

***!! Question numbers may not align with previous years' surveys !!***

*Please use the following file-naming convention to ensure that you receive full credit for each response :*

2. *Use a separate file for each question requiring evidence*
3. *Name each of these files as follows: "your organization\_question\_option\_.doc" (eg. ABCorp\_Q22\_option3.doc)*
4. *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*
5. *Submit your evidence files via email to [benchmark@workplacepride.org](mailto:benchmark@workplacepride.org). You may also use WeTransfer if the files are too large to send as attachments.*