

**Diversity Visionary Award Application
2018**

The Diversity Visionary Awards recognizes multiple employers who are making organizational strides in diversity, equity and inclusion. The award measures five criteria: Leadership Commitment, Policies and Practices, Diverse Talent, Supplier Diversity, and Community Engagement. Since 2003, your Chamber has awarded the Diversity Visionary Award to celebrate companies and we encourage you to apply!

Application deadline:

- Application window closes August 24, 5:00 p.m.
- All applications must be completed via the online application system at www.grandrapids.org.
- Access a PDF of the application questions at www.grandrapids.org.

Who can apply:

- Applicants must be a member of the Grand Rapids Area Chamber of Commerce in good standing.
- Previous Diversity Visionary Award recipients are eligible to apply annually.

Completing the application:

- Submitting supporting documentation is strongly recommended – i.e. web links, reports, videos, scorecards, etc.
- The on-line applications can be saved and returned to complete later.
- Once submitted the application cannot be retrieved or edited.
- Once the application is submitted, you will be given the option to print a copy.

Application scoring:

- There are three business categories: Small, Mid-Size and Large.
- Applications will receive an overall rating of a one, two, three, four, or five-star score.
- Three Star, Four Star and Five Star recipients will be recognized at the Annual Diversity Equity Inclusion Summit and Award Celebration on October 4, 8:00 AM – 12:30 PM.

We're here to help!

- Business hours are 8:30 a.m. - 5:00 p.m., Monday through Friday. During this time staff are available by phone or email to assist you.
- For questions related to application content please contact Sonya Hughes by email at hughess@grandrapids.org or by calling 616-771-0321.
- For questions related to the application platform please contact Chantell LaForest by email at laforestc@grandrapids.org or by calling 616-771-0341.

COMPANY INFORMATION

Company Name: _____

Company Address: _____

Location of company headquarters, if different from above: _____

Type of Industry: _____

DVA Application contact person: _____

Job Title: _____

Email: _____

Phone: _____

Number of employees: _____

Award Category: _____ Small Company (10 – 100) _____ Mid-Size Company (101 – 499)
 _____ Large Company 500+

SUMIT: By including your initials below you are confirming that all information provided in this application is truthful.

Initials: _____

Name of person completing the application: _____

Title: _____ Email: _____ Phone: _____

LEADERSHIP COMMITMENT

EXECUTIVE LEADERSHIP

1. Indicate the make-up of the Executive Leadership Team.
 - Number of individuals on the Executive Leadership Team? _____
 - Gender/gender expression count: _____ Female _____ Male _____ Non-binary
 - Racial make-up: _____ White _____ Black/African American
_____ American Indian/Alaska Native _____ Asian
_____ Native Hawaiian/Pacific Islander _____ Multi-racial
 - Ethnicity make-up: _____ Non-Hispanic _____ Hispanic, White
_____ Hispanic, Non-White
 - Physical ability: _____ Able-bodied _____ Physically disabled
 - Generational diversity:
 - _____ Traditionalist (born between 1900 and 1945)
 - _____ Baby Boomers (born between 1946 and 1964)
 - _____ Gen X (born between 1965 and 1980)
 - _____ Millennials (born between 1981 and 2000)
 - _____ Generation Z (born after 2000)
 - Additional dimensions of diversity that you want to report: _____
2. Do all Executive Leadership Team members have an annual DEI performance goal?
_____ No _____ Yes, please explain: _____
3. Are all Executive Leadership Team members required to participate in annual DEI education/training?
_____ No _____ Yes, please explain: _____

CEO LEADERSHIP

Select all that apply and provide supporting documentation.

1. How has the CEO promoted the company's commitment to DEI (diversity, equity, inclusion) in the past 12-months?
 - _____ Regular contributor to inter-company diversity blog
 - _____ Annually distributes a company-wide DEI communication
 - _____ Has written a DEI related Op-Ed
 - _____ Chairs the company's DEI committee
 - _____ Hosts company-wide diversity roundtable discussions
 - _____ Regularly share the company's DEI scorecard with Board of Directors and staffProvide supporting documentation – i.e. web links, videos, reports and metrics: _____
2. Additional ways the CEO has demonstrated DEI leadership in the past 12-months: _____
Provide supporting documentation – i.e. web links, videos, articles, reports: _____

DEI (Diversity Equity Inclusion) SENIOR STAFF LEAD

1. Provide the name and title of the senior staff responsible to lead the company's DEI strategy: _____
2. Is the DEI Lead a member of the Executive Leadership Team? _____ No _____ Yes

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3. Does the DEI Lead report directly to the CEO? No Yes
Comments: _____

BOARD OF DIRECTORS

1. Indicate the make-up of the Board of Directors:
- Number of individuals on the Board? _____
 - Gender/gender expression count: Female Male Non-binary
 - Racial make-up: White Black/African American
 American Indian/Alaska Native Asian
 Native Hawaiian/Pacific Islander Multi-racial
 - Ethnicity make-up: Non-Hispanic Hispanic, White
 Hispanic, Non-White
 - Physical ability: Able-bodied Physically disabled
 - Generational diversity:
 Traditionalist (born between 1900 and 1945)
 Baby Boomers (born between 1946 and 1964)
 Gen X (born between 1965 and 1980)
 Millennials (born between 1981 and 2000)
 Generation Z (born after 2000)
 - Additional dimensions of diversity that you want to report: _____
2. Does the on-boarding procedure for new Board members include the company's commitment to diversity equity inclusion. No Yes, provide supporting documentation: _____
3. The company utilizes a practice to track and increase diversity of its Board of Directors. No Yes, provide supporting documentation: _____

POLICY AND PRACTICES

1. What are the company's DEI (diversity, equity, inclusion) policies and practices? Select all that apply and provide supporting documentation.
- The company has a diversity and inclusion statement.
 - The company's diversity statement is on its website.
 - The company has a business case for diversity equity inclusion.
 - The company has a strategic plan to achieve its DEI goals.
 - The company provide equity and support for diverse employee above and beyond Affirmative Action, EEO and ADA requirements.
- Provide supporting documentation: _____
2. Select all internal practices in place to engage and retain a diverse workforce supporting documentation. Provide supporting documentation – i.e. web links, committee charters, reports and metrics.
- Employee Resource Groups
 - Affinity groups
 - DEI committee and/or Culture committee

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- Flexible hours
- Referral process for accommodations or services
- Additional inclusion polices/practices you want to report: _____

Provide supporting documentation: _____

DIVERSE TALENT

Select all that applies and provide supporting documentation.

1. How does the company ensure diversity through its recruitment practices?
 - Attend employment fairs targeted to specific under represented employee groups.
 - Engage in student pipeline development programs.
 - Advertising for positions in other languages.
 - Keeps a scorecard to ensure diverse recruitment practices.
 - Utilizes images representing a diverse population for company advertisements, collateral material and other external communication pieces.
 - Additional recruitment practices you want to report: _____Provide supporting documentation – i.e. web links, videos, reports and metrics: _____
2. How is DEI (diversity equity inclusion) included in the on-boarding process of new staff? Select all that apply and provide supporting documentation.
 - An overview of the company's DEI commitment by the CEO or DEI Lead
 - DEI training during on-boarding process
 - Non-discrimination police review
 - Additional on-boarding practices you want to report: _____Provide supporting documentation – i.e. web links, videos, manual: _____
3. How does the company promote diversity and equity through its employee development practices? Select all that apply and provide supporting documentation.
 - Support key staff members' attendance at DEI conferences and/or trainings
 - DEI training is incorporated into all employee development plans
 - Managers are required to attend additional DEI training. Please explain: _____
 - Leaders are supportive of employee efforts to make space for challenging conversations regarding DEI issues.
 - Employee Resource Groups have a defined purpose and measurable goals.
 - Mentoring programs for underrepresented employee groups. Please explain: _____
 - Additional practices you want to report: _____Provide supporting documentation – i.e. web links, videos, reports and metrics: _____
4. The company has inclusive accommodation practices and policies in place. Select all that applies and provide supporting documentation.
 - Religious accommodations Please explain: _____
 - Accommodations for nursing moms Please explain: _____
 - The company regularly evaluate its physical plant(s)/operations for accessibility.

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Please explain: _____
_____ Additional accommodations you want to report: _____
Provide supporting documentation – i.e. web links, videos, reports and metrics: _____

SUPPLIER DIVERSITY

1. The company has a formal purchasing practice to increase participation of diverse vender (minority-owned, women-owned, veteran-owned, disabled-owned, LGBT-owned)? Select all that apply and provide supporting documentation.
_____ No diverse vender purchasing practice.
_____ Purchasing practice includes vender goals and reporting diverse v spend. Please explain: _____
_____ We have a formal supplier diversity program (goals, outreach, mentoring, tracking and reporting). Please explain: _____
Provide supporting documentation – i.e. web links, videos, reports and metrics: _____
2. What supplier diversity information is available on company website?
_____ Commitment to supplier diversity statement
_____ Diverse vender registration information
_____ Vendor expectations/requirements
_____ Purchasing needs, bid announcements
_____ Additional information you want to report: _____
Provide supporting documentation – i.e. web links, videos, reports and metrics: _____
3. The company engages in supply chain activities to increase diverse vender participation and access – i.e. formal vender mentoring, match making events, vender expos.
_____ No _____ Yes, please explain: _____
Provide supporting documentation – i.e. web links, videos, reports and metrics: _____

COMMUNITY ENGAGEMENT

1. Over the past 12-months, what DEI (diversity equity inclusion) community initiatives has the company supported? Select all the apply and provide supporting documentation.
_____ Financial contributions. Please explain: _____
_____ Employees volunteer on community committees/boards that serve under-represented people groups – i.e. disabilities advocacy, ethnic organizations, LGBTQ+ organizations, etc.) Please explain: _____
_____ Company hosts community DEI events, please explain _____
2. Additional DEI community engagement that you would like to report: _____
Provide supporting documentation – i.e. web links, videos, reports and metrics: _____
3. Describe the company's DEI advocacy at a community, state or national level: _____

SUBMIT
