Top Companies
for Women Technologists
India

2020 INSTRUCTIONS
Introduction

Top Companies for Women Technologists India is a program from AnitaB.org that recognizes companies committed to building workplaces where women technologists can thrive. Top Companies India is an expansion of the AnitaB.org Top Companies USA program, which was established in 2011 and provides a consistent benchmark of the technical workforce across a wide range of industries.

Top Companies India uses a rigorous methodology to analyze data from participating organizations and produce insights into representation and programs and policies. In 2019, 76 organizations participated in Top Companies USA, representing more than 572,000 technologists across industry verticals including hardware and software, business services, consulting, financial services, insurance, media, research, and retail. This is the first year the program has been made available in India!

All participants will be acknowledged for their commitment to measure their technical workforce and gain a deeper understanding of women in their company. The top 25th percentile of companies will be recognized as Top Companies Leaders, and the company with the highest score is recognized as a Top Companies Winner and will be announced at the 2020 Grace Hopper India Celebration.

Completing your Submission

- Purchase [Top Companies India](#).
- Begin preparing your company’s submission by completing Steps 1-6 in the [Top Companies Data Template](#) using these instructions as an additional guide.
- Identify an executive-level sponsor who will review and verify your data.
- Beginning April 1, companies will be emailed instructions within two (2) business days of their purchase on how to submit their data.
- Once you have entered all submission data in the Template, have your executive sponsor review and verify the data in the Template.
- Enter your data online between April 15, 2020, and May 29, 2020, using the instructions emailed to you after April 1.
- Review the [Top Companies India 2020 Timeline](#).

Resources & Support

If you have questions, we encourage you to contact our Top Companies team at [TopCompanies@AnitaB.org](mailto:TopCompanies@AnitaB.org) or review these helpful links:

- [Frequently Asked Questions](#)
- [Methodology & Scoring](#)
- [2019 Key Insights Report](#)
- [Benefits & Costs of Participation](#)
- [Security & Confidentiality](#)
- [About Top Companies for Women Technologists](#)
Program Details

Eligibility to Participate
Your company can be publicly or privately held, including foreign-based companies and autonomous subsidiaries. You must have at least 150 technical employees in your India-based workforce. To ensure the statistical rigor of our analysis, only companies with at least 25 employees (men or women) at the entry, midcareer, and senior levels will be eligible for Top Companies awards.

Public Recognition & Awards Eligibility
In an effort to encourage transparency and accountability, questions marked with a + are required in order to be publicly acknowledged as a Top Companies Participant and questions marked with a * are required in order to be considered for any Top Companies awards.

Occasionally, we may have questions about your data that need to be resolved. We will work with each company to resolve such questions. If your company is unable to submit valid responses to all questions, your organization may not be considered for an award. Furthermore, AnitaB.org reserves the right to disqualify a company for an award should we learn that it is engages in practices out of line with our missions or values.

Scope of Workforce
Data submitted should reflect numbers only for technical employees based in India, regardless of where your company is headquartered. Data should not include temporary staff members, regardless of whether they are contracted through a third-party agency or retained directly by your company. Data should only include employees working in technical roles, as defined by AnitaB.org, unless otherwise specified.

Data Period
All participants must submit the data collection period: January 1, 2019 – December 31, 2019.
Key Workforce Definitions

To complete the application, you will need to provide data about employees across five levels in your company's India-based technical workforce, using the AnitaB.org standard definition of technical workforce to map your employees. Pay attention to both the data period and our metrics definitions.

Definition of the Technical Workforce

For the purpose of Top Companies, we define the technical workforce as all technical occupations in computing and information technology, all occupations that require deep technical specialization and knowledge, as well as managers, directors, and executives who oversee technical employees and the development and delivery of technical products. The workforce is defined by position, not department.

Examples of these positions by broad organizational category include:

Category A: Engineering, Research and Development, and Technical Design
- Software engineers/developers/programmers/analysts/architects/QA and testing specialists
- Hardware engineers/hardware systems engineers
- Electronic engineers, telecommunication/component/computer network engineers/technicians
- Design and CAD engineers/technicians
- Scientists and researchers in technical science and engineering disciplines (e.g., computer science, human computer interaction, and interface design)
- Technical product designers
- Human factors/HCI/user interface engineers and specialists
- Web analysts/search engine optimization professionals with technical specialization and coding expertise

Category B: IT Engineering and Support
- IT engineers
- IT systems and data analysts
- Computer operations and security specialists
- IT engineer/support/desktop technicians
- Database/systems/network/web administrators/specialists/technicians
- Content architects

Category C: Technical Services, Technical Sales, Technical Support, and Technical Marketing
- Solutions architects and technology consultants
- Localization and search optimization engineers
- Technical sales engineers
- Technical support engineers/ specialists/technicians
- Technical training and learning specialists
- Technical support specialists in call center
- Technical evangelists
- Technical product marketing professionals
Category D: Technical Management and Technical Leadership

- Technical product managers
- Technical project and program managers
- Leaders in charge of managing technical employees, such as team leads, directors, general managers, senior directors, vice presidents, and executive vice presidents of engineering/IT/technology
- Leaders in charge of overseeing the delivery of technology products and processes, such as general managers or program managers of a software/hardware or IT product
- Individual contributors whose primary task is leading innovation and technical projects and products, such as principal/distinguished engineers, fellows, and architects

Note that the technical workforce does not include:

- Positions that are not technical occupations, do not require deep technical specialization/knowledge, or do not entail the management of a technical product or staff
- Technical writers
- Scientific and technical positions that are not computer related, such as biotechnicians, civil engineers, or aerospace engineers

Definition of Career Levels

The application form asks you to report representation at five career levels, determined in accordance with your company structure. These levels are mutually exclusive; no individual employee can be counted in more than one level.

Executive-level technical managers and contributors

This band includes technical executives with responsibility for companywide technology strategy or expertise and/or high-level functional responsibility for a technical product, as well as executive-level individual contributors. Note that technical executives may reside outside of the “technical career path” or R&D/Engineering function but must manage technical employees and the delivery of technical products, lead technical development, project teams, divisions, and organizations within a company, and/or have deep technical knowledge/specialization.
Senior-level technical managers and contributors
This band includes employees who have achieved deep technical expertise and experience, and who occupy senior management positions with significant functional responsibilities pertaining to technical projects, as well as senior individual contributors. Note that technical senior-level managers may reside outside of the “technical career path” or R&D/Engineering function, but must manage technical employees and the delivery of technical products, lead technical development, project teams, divisions, and organizations within a company, and/or have deep technical knowledge/specialization.

Mid-level technical managers and contributors
This band includes employees who are considered “professionals” with established technical expertise. They contribute either as individual contributors, or as team leaders or middle managers. Again, these positions may be found outside of the R&D/Engineering function but are technical occupations and/or require deep technical specialization/knowledge.

Entry-level technical contributors
This band comprises first-level contributors in technical positions, as defined above. Entry-level contributors usually have no supervisory responsibility and fewer years of experience. Their work involves assisting the work of others as well as developing individual skills. Again, these positions may be found outside of the R&D/Engineering function but are technical occupations and/or require deep technical specialization/knowledge.

Internship or Co-op technical contributors
This band comprises trainee contributors in technical positions, as defined above. Trainee contributors have no supervisory responsibility and are usually gaining work experience and learning through their experience. Their work involves assisting the work of others as well as developing individual skills. Again, these positions may be found outside of the R&D/Engineering function but are technical occupations and/or require deep technical specialization/knowledge. Trainees must receive either financial compensation or course credit for their work in order to be included in the count.
Metrics for Submission

Representation Data

Representation by Career Level

Internship/Co-op

1. As December 31, 2019, total number of intern/co-op technical contributors who identify as (each employee should be measured in one and only one category):

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total intern/co-op level technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Entry Level

2. As of December 31, 2019, total number of entry level technical contributors who identify as (each employee should be measured in one and only one category):

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total entry level technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Mid-Level

3. As of December 31, 2019, total number of mid-level technical contributors who identify as (each employee should be measured in one and only one category):

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total mid-level technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Senior Level

4. As of December 31, 2019, total number of mid-level technical contributors who identify as (each employee should be measured in one and only one category):

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total senior level technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Executive Level

5. As of December 31, 2019, total number of mid-level technical contributors who identify as (each employee should be measured in one and only one category):

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total executive level technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Recruitment

**Between January 1, 2019 – December 31, 2019**

6. *Total number of new technical employees hired into the following levels:*

<table>
<thead>
<tr>
<th>Level</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mid-level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (auto-calculated)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Retention

**Between January 1, 2019 – December 31, 2019**

### Voluntary Attrition

7. *Total number of technical employees who voluntarily left the company who identify as:

<table>
<thead>
<tr>
<th>Identification</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Involuntary Attrition

8. *Total number of technical employees who involuntarily left the company who identify as:

<table>
<thead>
<tr>
<th>Identification</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total technical employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Advancement

**Between April 1, 2019 – March 31, 2020**

### Total Promotions

9. *Total number of technical employees who were:

<table>
<thead>
<tr>
<th>Promotion Category</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promoted to entry from intern</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted from entry to higher entry grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted to mid-level from any lower career level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted from mid-level to a higher mid-level grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted to senior from any lower career level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted from senior to a higher senior grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted to executive from any lower career level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promoted from executive to a higher executive grade</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional Metrics

As of December 31, 2019

10. +Excluding interns, total number of employees (technical and non-technical) across all levels who identify as:

<table>
<thead>
<tr>
<th>Total employees excluding interns</th>
</tr>
</thead>
<tbody>
<tr>
<td># Women</td>
</tr>
</tbody>
</table>

Between January 1, 2019 – December 31, 2019

11. +Excluding interns, average number (across a 12-month period) of technical employees across all levels who identify as:

<table>
<thead>
<tr>
<th>Average numbers of technical employees across a 12-month period</th>
</tr>
</thead>
<tbody>
<tr>
<td># Women</td>
</tr>
</tbody>
</table>

12. +Excluding interns, average number (across a 12-month period) of technical employees, working the following shifts:

<table>
<thead>
<tr>
<th>Regular shift – aligned to India working hours</th>
</tr>
</thead>
<tbody>
<tr>
<td># Women</td>
</tr>
<tr>
<td>Shift aligned to Europe working hours</td>
</tr>
<tr>
<td>Shift aligned to US working hours</td>
</tr>
<tr>
<td>Shift aligned to Australia/New Zealand working hours</td>
</tr>
<tr>
<td>Shift aligned to other region/country working hours</td>
</tr>
</tbody>
</table>

Policy & Programs

Part of the Top Companies score is based on answers to the Policies and Programs section. You will be unable to receive bonus points for any questions marked “unknown” or “decline to respond.” Companies that disclose all the information requested will receive an additional Transparency point. See Scoring FAQ for more details. Furthermore, questions marked with * require a response for companies to be eligible for an award.

Unless otherwise indicated, answer these questions to reflect your company’s Programs & Policies as of December 31, 2019.
Caregiver Leave

13. *How many weeks of full paid time off does your company offer for the following (if type of paid leave is not provided, enter 0):

<table>
<thead>
<tr>
<th>Caregiver Leave Type</th>
<th>Number of Weeks Full Paid Time Off</th>
<th>Decline to respond</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birthmothers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional parent to birthmother</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adoption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surrogacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foster care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elder care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Time

14. *Does your company have a formal company policy allowing flex time for all technical employees? Response: Yes, No, Unknown, Decline to Respond

   o If yes, what aspects of flex time are permitted by your policy?
     Response (select all that apply): Working remotely/telecommuting the entire work week, Working remotely/telecommuting part of the work week, Working flexible hours during the day, Working a flexible schedule/compressed workweek (ex: four 10-hour days), Other (Please explain), Unknown, Decline to Respond

15. *What percent of technical roles in your company require working night shifts? Response: [numeric entry]

16. *Does your company have a formal company policy for ensuring the safety of women working in the office after 8:00 p.m./20:00? Response: Yes, No, Unknown, Decline to Respond

Accountability

17. *Does your company have a formal policy that aims to eliminate gender bias in the performance reviews of technical employees who identify as women? Response: Yes, No, Unknown, Decline to Respond

18. *Are managers’ bonuses based on progress toward their diversity and/or inclusion goals? Response: Yes, No, Unknown, Decline to Respond
19. *How often does your executive team review workforce diversity data?
   Response: At least once per month, At least once per quarter, At least once per year, Less frequently than once per year, Unknown, Decline to Respond

20. Does your organization release a public diversity report?
   Response: Yes. We release one annually, Yes. We release one, but not on an annual basis, No. We do not release a diversity report, Unknown, Decline to Respond

   o If yes, please provide the link for the most recent public diversity report.
     Response: [Textbox for link]

**Corporate Social Responsibility**

21. Does your company have a public corporate social responsibility statement/policy/program?
    Response: Yes, No, Unsure, Decline to respond

    o If yes, does your company’s public corporate social responsibility statement/policy/program include strategic goals around diversity, equity, and inclusion?
      Response: Yes, No, Unknown, Decline to respond

    o If yes, please include a link to your company’s most recent public corporate social responsibility statement/policy/program.
      Response: [Textbox for link]

**Pay Equity**

22. *Does your company have an official company policy that requires pay equity by gender for similar jobs?
    Response: Yes, No, Unknown, Decline to Respond

    o If yes, how often does your company conduct a pay equity audit to determine areas and occupations where gender pay inequity exists?
      Response: Quarterly, Biannually, Annually, Every two (2) years, Every three (3) or more years, We do not perform routine audits, Unknown, Decline to Respond

23. *Has your company conducted a comprehensive pay equity analysis study in the past year?
    Response: Yes, No, Unknown, Decline to Respond

    o If yes, what percent of their male technologist counterparts’ earnings do technical employees who identify as women make (an answer of 100% would indicate pay equity)?
      Response: Percent of male technologist earnings, Unknown, Decline to Respond
24. Using available salary data from the most recent completed fiscal year at your company, indicate the average salary of your technical employees who identify as:

<table>
<thead>
<tr>
<th>Caregiver Leave Type</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average intern salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average entry salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average mid-career salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average senior salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Average executive salary</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Leadership Development

25. *Does your company offer formal leadership development programs for technical employees who identify as women?*
   
   Response: Yes, No, Unknown, Decline to Respond

- If yes, how many technical employees who identify as women participated in these programs between January 1, 2019 – December 31, 2019?  
  Response: Number of technical employees who identify as women, Unknown, Decline to Respond

- If yes, what are the career levels of participants?  
  Response: Entry, Mid-level, Senior, Executive, Unknown, Decline to Respond

- If you selected mid-level, what is the total duration of your program?  
  Response: Less than 8 hours, 9-16 hours, 17-40 hours, 41-80 hours, 81-120 hours, 121 hours or more, Unknown, Decline to Respond

- If you selected mid-level, how do employees participate?  
  Response: Opt-in/volunteer basis, Nomination process, Both, Neither, Unknown, Decline to Respond
Training & Education

26. *Does your company offer formal training programs that address the value of gender diversity and/or the barriers to achieving it?
   Response: Yes, No, Unknown, Decline to Respond

   o If yes, what is the total duration of your available programming?
     Response: Less than 8 hours, 9-16 hours, 17-40 hours, 41-80 hours, 81-120 hours, 121 hours or more, Unknown, Decline to Respond

   o If yes, is participation in the program mandatory?
     Response: Yes, No, Unknown, Decline to Respond

   o If yes, what types of diversity trainings do you make available to your employees?
     Response (select all that apply): Understanding unconscious bias, Unbiasing the recruitment process, Unbiasing the performance management process, Understanding intersectionality, Examining whiteness, Examining masculinity, Ally training, Emotional intelligence, Creating psychologically safe teams, Inclusive management, interrupting bias/bystander intervention training, Other (please explain), Unknown, Decline to Respond

Career Sponsorship

27. *Sponsors are senior level staff members who invest in a protégé’s success by connecting them with career opportunities and visibly championing them within the organization. Does your company have a formal career sponsorship program for technical employees who identify as women?
   Response: Yes, No, Unknown, Decline to Respond

   o If yes, at what career level is this program available?
     Response (select all that apply): Entry, Mid-level, Senior, Executive, Unknown, Decline to Respond

   o If yes, how many technical employees who identify as women participated in formal opportunities to receive career sponsorship, between January 1, 2019 – December 31, 2019?
     Response: Number of technical employees who identify as women, Unknown, Decline to Respond
Dual Career Ladder

28. *A dual career ladder is a career development plan that allows upward mobility for employees without requiring that they be placed into supervisory or managerial positions. Does your organization provide a career path for technical individual contributors at senior and/or executive levels?
   Response: Senior level, Executive level, Both Senior and Executive level, We do not have this type of role, Unknown, Decline to Respond

Board Diversity

29. As of December 31, 2019, total number of individuals on your company's Board of Directors who identify as:

<table>
<thead>
<tr>
<th></th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total individuals on Board of Directors</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Venture Capital Funding

30. *Does your company provide Venture Capital Funding?
   Response: Yes, No, Unknown, Decline to Respond

   o If yes, as of December 31, 2019, total number of employees on your investment team who identify as:
     Response: Total number of investors who identify as women, Unknown, Decline to Respond
     Response: Total number of investors of who identify as men, Unknown, Decline to Respond

   o If yes, does your company collect data on the percentage of Venture Capital Funding that is given by gender?
     Response: Yes, No, Unknown, Decline to Respond

   o If yes, what percentage of your Venture Capital Funding was given to women founders or women-led companies in the last year?
     Response: Percentage, Unknown, Decline to Respond

   o If yes, does your company currently make public its percentage of funding that is given to founders who identify as women or women-led companies?
     Response: Yes, No, Unknown, Decline to Respond
o If yes, please provide the link for the most recent public report on the diversity of your venture funding recipients.
Response: [Text Box for Link]

31. *Does your company provide startup accelerator support?*
Response: Yes, No, Unknown, Decline to Respond

o If yes, what types of support does your company provide to startups?
Response (select all that apply): Mentoring, Networking, Professional development/skill development, Education, Access to investors, Funding, Access to public event/demo day, Publicity, Risk management, Other (please specify), Unknown, Decline to respond

**Company Leadership**

32. Select the gender of your current CEO or equivalent (e.g. Country Head). If no current CEO or equivalent, please select the gender of your last CEO or equivalent.
Response: Woman, Man, Non-binary, Unspecified, Decline to Respond

33. Has your company ever had a CEO who identified as a woman?
Response: Yes, No, Unknown, Decline to Respond

34. How many of the founders of your company were individuals identifying as women?
Response: None of the founders identified as women, Less than half the founders identified as women, Half the founders identified as women, More than half the founders identified as women, All the founders identified as women, Unknown, Decline to Respond

**Empowerment**

35. Does your company conduct a culture and/or employee engagement survey?
Response: Yes, No, Unknown, Decline to Respond

o If yes, how often does your company conduct a culture and/or employee engagement survey?
Response: Quarterly, Biannually, Annually, Every two (2) years, Every three (3) or more years, Unknown, Decline to Respond

o If yes, is your company able to examine the results of the survey at the technologist level (e.g. survey includes question about job role, employees are given unique survey
identifying that links their survey responses to their job role, etc.)?
Response: Yes, No, Unknown, Decline to Respond

36. Does your company have employee resource/affinity groups?
Response: Yes, No, Unknown, Decline to Respond

  o If no, please explain why your company does not have employee resource/affinity groups.
    Response: Please explain [Text Box]

  o If yes, which of the following do your employee resource/affinity groups provide to their participants:
    Response (select all that apply): Affinity networking, Networking with leaders in the organization, Input on organizational policies and programs, Access to funding opportunities, Access to mentoring opportunities, Access to sponsorship opportunities, Access to professional development opportunities, Unknown, Decline to Respond

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**Talent Acquisition**

These questions will be used for data analysis and to provide your company with valuable benchmarking data around talent acquisition metrics. Your answers will not affect your score or eligibility for an award in any way.

**Between January 1, 2019 – December 31, 2019**

37. What is your company’s average time to fill technical roles (the number of days it takes from the moment a job opening is posted to when the offer is accepted)?
   Response: Time to hire technical roles, We do not measure this data, Unknown, Decline to respond

38. What is your company’s average cost per hire for technical roles?
   Response: Cost per hire for technical roles, We do not measure this data, Unknown, Decline to respond
COVID-19 Response

Your answers to the following questions will provide valuable information about the impact COVID-19 has had on technical employees. Your answers will not affect your score or eligibility for an award in any way.

39. Has your company implemented any of the following actions to support employees during the COVID-19 pandemic?
   (Response Options for all questions: Yes, No, but we are considering it, No and not considering it, No, we already had this in place, Unknown, Decline to respond)
   • Implemented flexible working hours (e.g. working at times that suit their schedules).
   • Implemented flexible working days (e.g. working four days a week).
   • Provided new mental health services or extended insurance coverage of mental health services.
   • Provided and/or extended paid sick leave to all employees, including frontline employees.
   • Increased available paid sick leave, vacation, and/or PTO.
   • Provided resources to assist parents with educating children.
   • Conducted internal survey, focus groups, or interviews to understand feelings and needs of employees during the pandemic.

40. What other programs or services has your company implemented in order to support employees during the COVID-19 pandemic? (open response)

41. Has your company implemented any of the following cost-cutting measures in response to COVID-19?
   (Response Options: Yes, No, but we are considering it, No and not considering it, Unknown, Decline to respond)
   • Cancelled all internships.
   • Cancelled some internships.
   • Implemented hiring freeze.
   • Rescinded job offers.
   • Postponed start dates for new employees.
   • Laid off employees.
   • Furloughed employees.
   • Reduced wages of non-executive employees.
   • Reduced wages of executives.
   • Reduced benefits of employees.
42. As of April 15, 2020, number of technical employees who were furloughed or laid off due to COVID-19 who identify as:

<table>
<thead>
<tr>
<th>Number of technical employees who were laid off</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of technical employees who were furloughed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

43. As of April 15, 2020, number of technical employees who are considered essential staff (staff who are required to report to their designated non-remote work location to ensure the operation of essential functions) who identify as:

<table>
<thead>
<tr>
<th>Number of essential staff technical employees</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
</table>

**Certify & Submit**

44. Please include any additional information you would like to share with the Top Companies team.
   Response: [text box]

45. You agree on behalf of your company to be bound by the Non-Disclosure Agreement for the Top Companies Program.
   Response: [check box]

46. I certify that the Executive Sponsor has reviewed our entry and the information above is correct to the best of our knowledge.
   Response: [check box]

47. Name of Executive Sponsor
   Response: [text box]

48. Name of Submitter
   Response: [text box]