Introduction

Top Companies for Women Technologists is a national program from AnitaB.org that identifies key trends around the equity of women technologists in the workforce across a wide range of industries. First launched in 2011, the program helps organizations identify areas in which they can improve and signals to women that they are committed to diversity, equity, and inclusion. Top Companies is the only program that provides a consistent benchmark of the technical workforce and also awards companies who are making the most progress toward equity.

Top Companies uses a rigorous methodology to analyze data from participating organizations and produce insights across three key areas: representation, programs and policies, and workplace experiences. In 2019, 76 organizations participated in Top Companies, representing more than 572,000 technologists across industry verticals including hardware and software, business services, consulting, financial services, insurance, media, research, and retail.

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 25 percentile of companies in each size category (technical workforce under 1,000, 1,000 to 10,000, and over 10,000) will be recognized as Top Companies Leaders, and the company with the highest score in each size category is recognized as a Top Companies Winner and will be announced at the 2020 Grace Hopper Celebration.

Completing your Submission

- For AnitaB.org Corporate Partners, participation in Top Companies and receipt of the annual results report is a benefit of their Partnership. Non-Partners can purchase the Top Companies 2020 results report through the E-Commerce site.
- Begin preparing your company’s submission by completing Steps 1-7 in the Top Companies Data Template using these instructions as an additional guide.
- Access the Top Companies Portal using your company code (non-partners will receive a code after purchase and AnitaB.org Partners will be emailed their code on March 30, 2020).
- Once you have entered all submission data in the template, enter your data in the Top Companies Portal between April 6, 2020, and May 29, 2020.
- Review your submission data with your executive sponsor.
- Finalize and submit your submission by May 29, 2020.
- Review the Top Companies 2020 Timeline.
Resources & Support
If you have questions, we encourage you to contact our Top Companies team at 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. In order to participate in the program, your company must have at least 150 technical employees in your U.S.-based workforce. In order to be considered for Top Companies awards, your company must employ at least 25 people (men or women) at the entry, midcareer, and senior levels. This is to ensure the statistical rigor of our analysis.

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 an asterisk (*) 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 the U.S., 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 data for the current year. Prior year data is pre-populated for existing Top Companies participants. New participants will also need to collect prior year representation data.

PRIOR YEAR       April 1, 2018 – March 31, 2019
CURRENT YEAR     April 1, 2019 – March 31, 2020

Key Workforce Definitions
To complete the application, you will need to provide data about employees across five levels in your company’s U.S.-based technical workforce, using AnitaB.org’s 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

Prior Year Representation Data

Companies who did not participate in Top Companies 2019 will need to complete Step 0: Prior Year Representation Data at the end of the instructions. Companies who participated in 2019 will have prior year representation data auto-populated in the portal and can skip to Step 1.

Current Year Representation Data

Representation by Career Level

Data Collection

1. AnitaB.org is committed to creating equity for intersectional technical women and will now be collecting career level representation data by race/ethnicity as well as gender. Although it is optional this year for Participants to provide race/ethnicity data, only companies who provide this data will be eligible for awards. Is your company willing to provide career level representation by race and gender?

Response: My company will provide career level representation by race and gender, My company declines to provide career level representation data by race/ethnicity but will provide this information by gender, My company declines to provide any career level representation data.

Companies will have the option of providing career level representation data by gender only or by gender and race/ethnicity. For questions 2-6, participants will complete either Table A or Table B for each question.

<table>
<thead>
<tr>
<th>TABLE A</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
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<tbody>
<tr>
<td>Multiracial</td>
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<td>African American / Black</td>
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<table>
<thead>
<tr>
<th>TABLE B</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th>#Unspecified</th>
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</thead>
<tbody>
<tr>
<td>Total technical employees</td>
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</table>

1 Companies must complete Table A for questions 3-6 to be eligible for a Top Companies award
2 Companies opting to complete Table B for questions 3-6 will be ineligible for awards but will still receive public recognition as a Top Companies Participant.
Between April 1, 2019 – March 31, 2020

2. Total number of intern/co-op technical contributors who identify as: (complete Table A or B)

As of March 31, 2020

3. + Total number of entry level technical contributors who identify as: (complete Table A** or B)
4. + Total number of mid-level technical contributors who identify as: (complete Table A* or B)
5. + Total number of senior level technical contributors who identify as: (complete Table A* or B)
6. + Total number of executive level technical contributors who identify as: (complete Table A* or B)

Recruitment

Between April 1, 2019 – March 31, 2020

7. Total number of new technical employees hired: (complete Table C or D)

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<thead>
<tr>
<th>TABLE C*</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th>#Unspecified</th>
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<tbody>
<tr>
<td>Entry Level</td>
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<td>Mid-Level</td>
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<td>Senior Level</td>
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<td>Executive Level</td>
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<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
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<tbody>
<tr>
<td>Total technical new hires (excluding interns)</td>
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</table>

Questions marked with a + require responses in order to receive public recognition as a Top Companies Participant.

Questions marked with a * require responses in order to be eligible for a Top Companies award. Companies answering “Unknown” or “Decline to Respond” will be ineligible for an award but will still receive public recognition as a Top Companies Participant.
Retention

Between April 1, 2019 – March 31, 2020

Voluntary Attrition
8. *Total number of technical employees who voluntarily left the company who identify as:

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

Involuntary Attrition
9. *Total number of technical employees who involuntarily left the company who identify as:

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<th># Women</th>
<th># Men</th>
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<tr>
<td>Total technical employees</td>
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Advancement

Between April 1, 2019 – March 31, 2020

Total Promotions
10. *Total number of technical employees who were promoted including level to level promotions and within career levels:

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<th># Women</th>
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<tr>
<td>Total technical promotions</td>
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Level to Level Promotion
11. *Total number of technical employees who were:

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<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
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<tbody>
<tr>
<td>Promoted to entry from intern</td>
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<tr>
<td>Promoted to mid-level from any lower career level</td>
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<tr>
<td>Promoted to senior from any lower career level</td>
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<tr>
<td>Promoted to exec from any lower career level</td>
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</table>
Additional Metrics

As of March 31, 2020

12. +Total number of employees excluding interns (technical and non-technical) who identify as: (complete Table E or Table F)

<table>
<thead>
<tr>
<th>TABLE E</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
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<tbody>
<tr>
<td>Multiracial</td>
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<tr>
<th>TABLE F</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
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</thead>
<tbody>
<tr>
<td>Total employees excluding interns</td>
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</tbody>
</table>

Between April 1, 2019 – March 31, 2020

13. +Excluding interns, average number of technical employees across all levels who identify as men
14. +Excluding interns, average number of technical employees across all levels who identify as women

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 March 31, 2020.

5 Companies must complete Table E to be eligible for a Top Companies award. Companies opting to complete Table F will be ineligible for awards but will still receive public recognition as a Top Companies Participant.
Caregiver Leave
15. *How many weeks of full paid time off does your company offer birthmothers?  
   Response: Number of Weeks

16. *How many weeks of full paid time off does your company offer an additional parent?  
   Response: Number of Weeks

17. *Does your company offer full paid time off for caregiver leave for any of the following?  
   Indicate the number of weeks for each of the following types:  
   Response: Number of weeks for Adoption, Surrogacy, Foster care, Elder care, Disability care

Flex Time
18. *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

Accountability
19. *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

20. *Are managers’ bonuses based on progress toward their diversity and/or inclusion goals?  
    Response: Yes, No, Unknown, Decline to Respond

21. *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

22. 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

23. 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

24. *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 2 years, Every 3 or more years, We do not perform routine audits, Unknown, Decline to Respond

25. *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 dimensions does your company analyze for potential pay inequities?  
     Response (select all that apply): Between gender – differences in compensation of women and men, Between race/ethnicity – differences in compensation of various races/ethnicities, Within gender by race/ethnicity – differences of compensation of racial/ethnic groups of the same gender, 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

   o If yes, does your company currently make its technical workforce pay equity data public?  
     Response: Yes, No, Unknown, Decline to Respond

   o If yes, please provide the link for the most recent public report of your pay equity data  
     Response: [Textbox for link]
26. Using available salary data at your company, indicate the average salary of your technical employees who identify as men from the most recent completed fiscal year in the space provided below:
   
   Response: average salary technical employees who identify as men at intern/co-op, entry, mid, senior, and executive levels, unknown, decline to respond

27. Using available salary data at your company, indicate the average salary of technical employees who identify as women from the most recent completed fiscal year in the space provided below:
   
   Response: average salary technical employees who identify as women at intern/co-op, entry, mid, senior, and executive levels, unknown, decline to respond

**EEO-1-Report**

28. *Does your company make its EEO-1 Report public (Employer Information Report EEO-1, filed with the EEOC Office of Enterprise Data and Analytics’ Employer Data Team)?

   Response: Yes, No, Unknown, Decline to Respond

   o If yes, please provide the link for the most recent public EEO-1 report.
     
     Response: [Textbox for link]

**Leadership Development**

29. *Does your company offer formal leadership development programs for technical employees who identify as women?

   Response: Yes, No, Unknown, Decline to Respond

   o If yes, how many technical employees who identify as women participated in these programs between April 1, 2019 – March 31, 2020?
     
     Response: Number of technical employees who identify as women, Unknown, Decline to Respond

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

   o 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

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

30. *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

   - 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

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

   - If yes, what types of diversity trainings do you make available to your employees.
     Response (select all the 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

31. *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

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

   - If yes, how many technical employees who identify as women participated in formal opportunities to receive career sponsorship, between April 1, 2019 – March 31, 2020?
     Response: Number of technical employees who identify as women, Unknown, Decline to Respond

   - If yes, does your company measure the retention and advancement of the technical employees who identify as women who participate in this program?
     Response: Yes. We measure both retention and advancement, Yes. We measure retention but not advancement, Yes. We measure advancement but not retention, No, Unknown, Decline to Respond
Dual Career Ladder

32. *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

33. As of March 31, 2020, total number of individuals on your company's Board of Directors who identify as: (complete Table G or Table H)

<table>
<thead>
<tr>
<th>TABLE G*6</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th>#Unspecified</th>
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<tbody>
<tr>
<td>Multiracial</td>
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<table>
<thead>
<tr>
<th>TABLE H</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

34. *Does your company provide Venture Capital Funding?

Response: Yes, No, Unknown, Decline to Respond

° If yes, as of March 31, 2020, 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

° 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

6 Companies must complete Table G to be eligible for a Top Companies award. Companies opting to complete Table H will be ineligible for awards but will still receive public recognition as a Top Companies Participant.
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]

Company Leadership
35. Select the gender of your current CEO. If no current CEO, please select the gender of your last CEO.
   Response: Woman, Man, Non-binary, Unspecified, Decline to Respond

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

37. 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
38. 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 2 years, Every 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

39. 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]
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

Workplace Experience – For AnitaB.org Corporate Partners Only

40. Is your company committed to understanding how your diversity numbers and policies/program impact the experiences of your employees by participating in the 5 question Workplace Experience Survey?

Response: Yes. We would like to include the 5 questions in our next employee engagement/culture survey and will share the results with AnitaB.org, Yes. We would like to have AnitaB.org administer the 5-question survey to our employees and receive an external report on the findings, Unsure. We would like more information, No. We are not interested in participating this year.

Expanding Top Companies

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 April 1, 2019 – March 31, 2020

41. 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

42. 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.

43. 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 4 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.

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

45. 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.
46. Number of technical employees who were laid off in response to COVID-19 who identify as women.
47. Number of technical employees who were laid off in response to COVID-19 who identify as men.
48. Number of technical employees considered essential staff who identify as women.
49. Number of technical employees considered essential staff who identify as men.

**Global Diversity, Equity, and Inclusion**

In an effort to ensure global equity for women technologists and to provide companies with relevant global benchmarking data, Top Companies is examining various methods of measuring global corporate DEI efforts.

50. Does your company have subsidiaries outside of the US?
   Response: Yes, No, Unknown, Decline to respond

   o If yes, which countries?
     Response: [text box]

   o If yes, does your US-based entity have access to your company’s global DEI data?
     Response: Yes, No, Unknown, Decline to respond

   o If yes, please indicate how varied the DEI data collected across countries is.
     Response: The same types of DEI data are collected across all countries, Some of the same types of DEI data are collected across all countries, but some countries collect some types of data that other countries do not, Each country independently decides what types of DEI data to collect, Other (please explain), Unknown, Decline to respond

**Certify & Submit**

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

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

   o 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]

52. Name of Executive Sponsor
   Response: [text box]
Prior Year Representation Data (New Participants Only)

As of March 31, 2019

+ENTRY LEVEL
  o Total number of entry level technical contributors who are women
  o Total number of entry level technical contributors (both men and women)

+MID-LEVEL
  o Total number of mid-level technical managers and individual contributors (combined) who are women
  o Total number of mid-level technical managers & individual contributors (combined, both men & women)

+SENIOR LEVEL
  o Total number of senior-level technical managers & individual contributors (combined) who are women
  o Total number of senior-level technical managers & individual contributors (combined, both men & women)

+EXECUTIVE LEVEL
  o Total number of executive-level technical managers & individual contributors (combined) who are women
  o Total number of executive-level technical managers & individual contributors (combined, both men & women)

Between April 1, 2018 – March 31, 2019

*RECRUITMENT
  o Total number of new technical hires across all levels who are women
  o Total number of new technical hires across all levels (both men and women)

*RETENTION (VOLUNTARY)
  o Retention (voluntary) of Technical Men
    • Total number of technical men who left voluntarily
    • 12-month average number of technical employees across all levels who are men in 12-month date range
  o Retention (voluntary) of Technical Women
    • Total number of technical women who left voluntarily
    • 12-month average number of technical employees across all levels who are women in 12-month date range
*RETENTION (IN VOLUNTARY)
  o Retention (involuntary) of Technical Men
    • Total number of technical men who left involuntarily
    • 12-month average number of technical employees across all levels who are men in 12-month date range
  o Retention (involuntary) of Technical Women
    • Total number of technical women who left involuntarily
    • 12-month average number of technical employees across all levels who are women in 12-month date range

*ADVANCEMENT
  o Promotion of Technical Men
    • Total number of technical men who were promoted in 12-month date range
    • 12-month average number of technical employees across all levels who are men in 12-month date range
  o Promotion of Technical Women
    • Total number of technical women who were promoted in 12-month date range
    • 12-month average number of technical employees across all levels who are women in 12-month date range

As of March 31, 2019

+TOTAL TECHNICAL REPRESENTATION
  • Total number of technical employees across all levels who are women
  • Total number of technical employees across all levels (both women and men)

+OVERALL REPRESENTATION
  • Total number of employees (technical and non-technical) across all levels who are women
  • Total number of employees (technical and non-technical) across all levels (both women and men)