



## **Best 100 Employers for Race 2017: Information and Guidance**

This document provides information and guidance for organisations who wish to be recognised within the **Best 100 Employers for Race 2017** list and the **Business in the Community Race Equality Awards 2017**.

One of the key recommendations from the independent review by [Baroness McGregor-Smith](#) into race in the workplace is that Business in the Community should create a **Best 100 Employers for Race**.

The recommendation aligns with the Race Equality Campaign's thinking and, after more than 20 years of campaigning on race and more than 10 years since the launch of the **Race Equality Awards**, we are delighted to be spearheading this **Best 100 Employers for Race** in 2017. The listing is being integrated into our existing Business in the Community **Race Equality Awards** process.

# Table of Contents

<b>About Business in the Community's Race Equality Campaign</b>	<b>3</b>
<b>About the Best 100 Employers for Race 2017</b>	<b>5</b>
<b>About the Business in the Community Race Equality Awards 2017</b>	<b>5</b>
<b>Submission Structure</b>	<b>6</b>
<b>Entry Criteria</b>	<b>6</b>
<b>Entry Process and Guidance</b>	<b>7</b>
Entry Guidance	7
Case Study Guidance	8
Case Study Category Information	9
Word Counts	12
Supporting Materials	12
Consulting with Colleagues	12
<b>Assessment</b>	<b>13</b>
<b>Results</b>	<b>13</b>
<b>A Note on Confidentiality</b>	<b>13</b>
<b>Frequently Asked Questions</b>	<b>14</b>
<b>Submission Schedule</b>	<b>17</b>
<b>Online Entry Platform</b>	<b>17</b>
<b>Help and Support</b>	<b>18</b>

# About Business in the Community's Race Equality Campaign

Business in the Community is a business-led charity committed to shaping a new contract between business and society.

The Race Equality Campaign at Business in the Community, The Prince's Responsible Business Network, is committed to empowering employers to accelerate change for Black, Asian and Minority Ethnic (BAME) employees in the workplace. We work with our membership of employers, from private and public sectors to offer tailored practical advice on improving employment opportunities for ethnic minorities across the UK. It is the only race diversity campaign that has access to and influence over the leaders of the UK's best known organisations.

The Business in the Community Race Equality Campaign has three key priority areas for action: Leadership, Progression and Recruitment.

## Leadership

**Campaign Aim:** To increase the number of BAME people in leadership on boards and executive levels and to increase the number of senior champions and executive sponsors for race at senior levels.

**Only one in 16** people from a BAME background are in a senior leadership position in the private and public sector in contrast to the rapidly changing demographic of the working age population.

Our groundbreaking [Race at Work research](#) spotlighted that **only one in three** employees stated their organisation had a senior diversity champion. Employers need a step-change in action if we are going to ensure that the management and senior leadership gap actually closes so that all ethnic minority groups are represented at the top tables across the UK.

We need more leaders willing to call the names of BAME talent in the rooms where opportunities for progression, stretch, development and promotion are discussed and created.

We need more leaders to step up as Race and Diversity Champions and we need more employers to bring the issue of race inequality to the top table within their organisation.

## Progression

**Campaign Aim:** To increase diverse representation of BAME people at management levels and to speed up the progression of BAME employees in the workplace.

**One in 10 people in the workplace is from a BAME background** but only **one in 13** hold a management position in the public or private sector.

*Race at Work* spotlights that 63% of BAME employees and 41% of white employees say they want to progress. Interest in taking part in a fast-track programme is significantly higher among BAME groups. 18% of white employees would be interested, compared to 40% of BAME employees

Employers need to take a step-change in action to enable BAME talent to flourish and progress equally within their organisation.

## Recruitment

**Campaign Aim:** To ensure all recruitment processes are free from discrimination and racial bias at every stage and take steps to outreach and to attract diverse talent.

**One in 8** of the working age population is from a BAME background yet only **one in 10** is actually in the workplace.

BAME people are over-represented at UK universities yet they are still **two-three times less likely** than their white counterparts to secure full-time work six months after graduation.

**One in 4** of the secondary and primary school population is from a BAME background, the future is greater diversity of fresh talent entering the UK talent pool.

We are calling on employers to ensure that all stages of their recruitment process are free from discrimination and racial bias and to take steps to attract BAME talent, as workforce population predictions show an increase of diverse talent in the UK.

# About the Best 100 Employers for Race 2017

One of the key recommendations from the independent review by [Baroness McGregor-Smith](#) into race in the workplace is that Business in the Community should create a **Best 100 Employers for Race**.

We are delighted to be spearheading this and in 2017 Business in the Community will run the UK's first ever **Best 100 Employers for Race** listing. **The listing is being integrated into our existing Business in the Community Race Equality Awards process.**

Fundamental change is the only way to create lasting impact and remove persistent barriers to ethnic minority recruitment and progression. **The Best 100 Employers for Race** list will acknowledge those employers that are taking a comprehensive and strategic approach to tackling racial inequalities in their organisations.

The final published **Best 100 Employers for Race** list will be unranked, with organisations listed in alphabetical order.

**There is one combined entry form for the Best 100 Employers for Race 2017 and the Business in the Community Race Equality Awards 2017.**

# About the Business in the Community Race Equality Awards 2017

The **Business in the Community Race Equality Awards** celebrated their 10<sup>th</sup> Anniversary in 2016. We are keen to continue to recognise and celebrate good practice from employers and that we continue to share these examples with other employers.

**The case studies submitted as part of the Best 100 Employers for Race entry form will be automatically entered into the Business in the Community Race Equality Awards for 2017 under your selected category of: Leadership, Progression or Recruitment.**

# Submission Structure

Organisations complete a single entry form for the **Best 100 Employers for Race** list and the **Business in the Community Race Equality Awards**.

The entry form has THREE sections, as well as a mandatory Contact Details form. The mandatory case study in Section 3 comprises entry for the **Business in the Community Race Equality Awards 2017**.

The entry form sections are:

- Contact Details
- Section 1: Workforce Profile
- Section 2: Question Set and request for two quotes/statements
- Section 3: Mandatory Case Study

**All Sections are mandatory, including Contact Details, and need to be completed in order for the entry to be accepted.**

## Entry Criteria

Any employer with a presence and activity in the UK is eligible to submit an entry for the **Best 100 Employers for Race 2017** listing and the **Business in the Community Race Equality Awards 2017**.

Organisations with subsidiaries can enter either as a group or a separate business may be put forward, but it is not possible to submit an entry for both.

Entries from all sectors are welcome.

Submissions should focus predominantly on **activity in the UK** although we appreciate that some programmes and initiatives will have a more global reach and that it will be relevant to refer to this.

### Employers with a global reach

We appreciate that some programmes/initiatives will have a broader more global reach and it will be appropriate to talk about this in the entry. However, please include examples of **UK data** when providing evidence of impact. If the information does not include UK examples, or it is not clear which region the information is relevant to, it may affect your score.

### Entry Criteria for Award Finalists and Winners in 2016

Organisations that were Award Finalists and Winners in 2016 may submit for the **Best 100 Employers for Race** list. In Section 3, these organisations may re-submit the programme, initiative or individual that was shortlisted in 2016, but in order to have the best opportunity for being shortlisted in the 2017 Awards they must demonstrate significant progress has been achieved since the previous submission, i.e. there is significantly greater impact to report, and/or the programme has been significantly updated and improved upon.

## Entry Process and Guidance

This section provides information and guidance on the combined entry process for the **Best 100 Employers for Race** listing and the **Business in the Community Race Equality Awards 2017**.

### Entry Guidance

The following information is intended to help you respond to the questions on the entry platform. If you have any questions at any stage then please feel free to get in touch. Contact details are provided at the end of this document.

#### General Guidance

- Please answer all of the tick box questions on the entry form. They only require yes or no answers.
- Answering no to some of the questions does not disqualify you from the listing. The tick boxes represent 70% of the score. Some of the questions are designed to be challenging. Each entrant will have areas in which they perform better than in others.
- Provide at least one example of either Leadership, Progression or Recruitment as a case study (Section 3).
- Be clear and concise. Use plain English – avoid using jargon and acronyms or language that is specific to your organisation.
- Explain the obvious – remember that the assessors will not be familiar with your policies and practices.
- FOCUS ON IMPACT! In your examples and case study be sure to include evidence of any impacts and in particular, quantitative impact, where relevant.

#### Don't Forget

We want to hear about how your organisation is engaging with and creating change for your BAME employees. This may include interventions which focus specifically on your BAME population, but we are particularly interested in activity which is driving change at organisational level in order to create an inclusive culture. Please also note that whilst your programmes and activities may have a broader diversity reach we need to understand their relevance to and impact on your BAME employees and/or wider stakeholders.

# Case Study Guidance

**In Section 3, it is mandatory to submit one case study.** The case studies submitted as part of the **Best 100 Employers for Race** entry form will be automatically entered into the Business in the Community **Race Equality Awards** for 2017.

There are three case study categories you can submit under:

- **Leadership**
- **Progression**
- **Recruitment**

Simply tick the box provided on the online platform to confirm which category – **Leadership, Progression or Recruitment** – you would like your case study to be considered for.

## Submitting More Than One Case Study

An organisation may submit a case study for up to two award categories. However, each case study must relate to a different programme or initiative.

## Case Study Word Count

Each case study has a word limit of maximum 700 words.

## Case Study Content

When responding to the case study section in your submission you should think about:

- What was the issue?
- What did you do?
- What was the impact and what were the lessons learned?

You should also consider:

- Is the work innovative either within your sector or beyond, and how can you demonstrate this in your answer?
- Can you demonstrate impact with qualitative and/or quantitative evidence?
- How the work is integrated and mainstreamed throughout the organisation and if not yet, share any plans to do so.

## Case Study Category Information

Here we provide more specific guidance for each of the three categories of Leadership, Progression and Recruitment on what you might include within your mandatory case study.

Remember that the case study part of the entry form comprises entry to the **Business in the Community Race Equality Awards 2017** and that winners will be announced for each category under Leadership, Progression and Recruitment.

## Category: Leadership

Please share examples of action either from:

1. Senior leadership teams who are taking strategic action together on race and diversity issues, or;
2. An individual leader at board level who is a Race Champion and/or Executive Sponsor of an Employee Network Group for race, ethnicity or cultural diversity or inclusion.

One of the key findings from the Business in the Community *Race at Work* research was that only one in three employees in the UK work within an organisation where there is a senior level champion or sponsor on race and diversity. A number of the recommendations from the *Race at Work* report challenged leaders to become involved in reverse mentoring, sponsorship and ensuring race is discussed at the top table.

We are keen to hear about examples from executive boards, senior management boards and senior leadership teams and/or individuals who are taking action.

If your case study is about 'senior leadership who are taking strategic action together on race and diversity issues' please share examples of:

- Senior leaders/teams who have performance objectives on race and diversity and/or ensure their direct reports have objectives on diversity.
- Good practice which might include targets to diversify the board or senior executive populations.
- What your organisation has implemented at Board level or executive team level to increase the racial diversity of talent in senior teams within your organisation.
- Raising awareness of Equality and Diversity issues within the workplace.
- Senior leaders and talented BAME employees growing their own awareness of these issues. For example, through reverse/reciprocal mentoring.
- How leaders are using their influence to facilitate the development and progression of talent into management positions.
- Action taken linked to increasing BAME diversity of succession planning lists.
- Innovative targeted action to improve the representation of racially diverse leaders within the organisation.
- Board and executive team actively engaged in sponsorship of diverse talent or other innovative ways of engaging with diverse talent within the organisation.

If your case study is about an individual leader, please address as many of the below points as you are able to:

- How do they demonstrate significant leadership within the workplace, in order to progress the race equality, diversity and inclusion agenda?
- How do they influence their peer group of senior leaders into action on race equality?
- What outstanding action has the leader taken?
- How does the leader demonstrate inclusive leadership in terms of their own behaviours and actions?
- How do they foster diversity within their own team and create an inclusive work environment?
- How do they challenge and influence other people and processes in the organisation to encourage behaviours and actions that support inclusion?
- How do they 'walk the talk'? Are they personally accountable for improvement?
- How did the nominee tackle any challenges? What were the outcomes?

**Please note: members of the Business in the Community Race Equality Leadership Team are not eligible for this award.**

## **Category: Progression**

This category is for a programme or initiative which can be actively linked to developing the skills and talents of your BAME workforce and/or widening the talent pool for future leaders within the organisation. Our *Race at Work* research spotlighted opportunities for progression as hugely important to BAME employees and we are keen to celebrate examples of good practice in how employers are responding to this. Please provide details of any fast-track to management opportunities for BAME employees and examples of good practice.

This award recognises organisations that have developed processes, initiatives and programmes that aim to help their BAME workforce prepare to develop and progress within their organisation by recognising, rewarding and developing diverse talent resulting in an increased retention of in-house talent.

Evidence might include:

- A strategic approach towards the creation of an inclusive culture within the organisation, with activity that ensures all employees are encouraged to develop and progress and any barriers faced by specific groups are identified and action taken to address them.
- Example of action you have taken to tackle any disparities that you have found linked to the progression, development, engagement, retention, training, awareness and/or promotion of BAME employees.
- Ensuring diverse talent has equal access to training, development opportunities and progression programmes.
- Talent strategies and detail around talent pipeline management.
- Examples of targeting BAME employees for leadership development initiatives or programmes.

- Positive action taken to speed up progression.
- Innovative ways of managing secondments or stretch assignments.
- Action on mentoring and/or coaching initiatives.
- Encouraging the active sponsorship of BAME employees (formerly or informally).
- Provide detail around scope, scale, delivery and outcome measures relating to BAME employees/candidates. For example, improvements in performance markings; increase in retention; reduction in complaints or grievances; reduction in sickness absence; greater participation in training; examination of ethnicity pay gap; and, improvement in employee engagement scores.
- Retention strategies of BAME workforce, including audit of exit figures, active review and action following exit interviews.
- Any action, or opportunities, provided for BAME employees who are unsuccessful applicants to development programmes, i.e. near misses.
- Any actions to increase the transparency and fairness of promotion opportunities and processes. For example, monitoring and evaluation.
- Show us how increasing transparency and/or raising awareness of issues resulted in behaviour change – therefore resulting in a greater success in retaining and supporting progression of BAME employees.

## **Category: Recruitment**

This category is for a programme or initiative that widens the pool of BAME talent entering your workforce. This can be activity linked to targeted outreach, increasing attraction, removing bias from assessment and ensuring no racial bias at interview and selection.

Evidence and examples of outreach and attraction of BAME candidates may include:

- Action you have taken to tackle any disparities that you have found linked to the outreach, attraction, sift, assessment, interview, selection or induction of ethnic minority employees.
- Building sustainable partnerships with schools and or collaborative action with further education colleges and/or community organisations for young BAME students.
- Bridging the gap between the classroom and the world of work, locally or nationally by creating inspiring learning and development opportunities.
- Effective collaborations or partnering initiatives with universities. For example, through scholarships.
- Effective paid work experience programmes and or apprenticeships.
- Actions that reach out to those from disadvantaged communities and lower socio economic backgrounds.
- Any targeted initiatives to increase the engagement and access to BAME people to careers in STEM, media and legal sectors. For example, innovative ways to support with all stages of recruitment such as CV writing, interview, assessment orientation.

We are also looking for examples of recruitment and selection to widen pool of BAME talent:

- Effective collaboration with recruitment partners, which might include recruitment agencies, networks, universities, colleges, foundations, charities and/or other organisations, and the use of websites, social media and other technology to improve outreach to BAME candidates.
- Senior selection, specialist recruitment, apprenticeship, graduate and/or other experienced hire recruitment initiatives, as well as good practice in induction.
- Any innovative action to safeguard the retention of the existing workforce and reduce attrition of new BAME recruits.
- How your organisation monitors recruitment processes by ethnicity.
- How you have used this information to create targeted action or initiatives and reduce any possible racial bias from the recruitment process.
- Any innovative pre-application support you may have initiated to increase the transparency of your recruitment and selection processes.
- How you have evaluated your recruitment processes and implemented revisions to improve the recruitment results for BAME applicants.
- If you ensure that unsuccessful applications to your organisation receive feedback. Tell us about any innovative ways of doing this.
- How you have ensured the diversity of your selection panels and share any innovative ways that you engage your BAME employees in the attraction and recruitment process.

## Word Counts

In **Section 2** there will be a request for statements of validation and/or quotes of support on your actions. In Questions 1 and 2 statements and/or quotes should be **no more than 150 words**. The final optional statement box following Question 3 should be limited to **no more than 300 words**. There will be a reminder of the word count within each text box.

In **Section 3** the word count for each case study is **maximum 700 words**. There will be a reminder of the word count within each submission box.

## Supporting Materials

Please note that supporting evidence/materials are not required at this stage and will not be taken into account. Please **do not include hyperlinks** to other information or send additional materials.

## Consulting with Colleagues

Before you go online to complete the online questions you may find that colleagues in other functions/departments can provide the yes/no answers that you need to complete **Section 2**.

In regards to your case study in **Section 3**, you may find it helpful to consult with colleagues in Human Resources, Talent Management, relevant Employee Networks Groups, Recruitment and

Graduate/Schools Outreach, Training, Procurement, PR and Communications, CSR, IT, or Facilities.

## Assessment

All accepted entries will be reviewed by a panel of experts and scored against a framework of best practice criteria. This will take place during June/July 2017.

Finalists for the **Business in the Community's Race Equality Awards** will be notified in **July 2017** and invited to attend a judging panel in **September 2017** from which a winner for each Award category will be selected. Only organisations that make the **Best 100 Employers for Race 2017** listing will be considered for a Race Equality Award.

## Results

Details of the organisations that have been successful in making the **Best 100 Employers for Race 2017** list as well as the winners of the **Business in the Community Race Equality Awards 2017** will be announced at a celebration event in **October 2017**.

Successful organisations will be notified under embargo during the week commencing 31 July whether they have achieved a place on the **Best 100 Employers for Race 2017** and if they are also a finalist in the **Race Equality Awards**. Only organisations that achieve a place on the **Best 100 Employers for Race** list will be eligible to be a finalist in the **Race Equality Awards**. All organisations will be required to keep this information confidential until the public announcement of the list and the award winners in October.

The final published **Best 100 Employers for Race** list will be unranked, with organisations listed in alphabetical order.

## A Note on Confidentiality

### Section 1: Workforce Profile

Information provided by employer in Section 1: Workforce Profile will be used for the purposes of organisational context and will not be reproduced in the public domain.

### Section 2: Question Set and two quotes/statements

Your responses to the questions Section 2 are confidential to the automatic survey assessment only.

The quotes from leaders and network chairs should be drafted for sharing as examples of leadership and organisational commitment if required. Please build in the time required to ensure that the quotes or statements are cleared by your communications team, if necessary, before submitting your entry.

### **Section 3: Mandatory Case Study**

All submitted case studies should be written as you would wish them to appear for publication, as they may be published in part or in their entirety. Please build in the time required to ensure that any case studies are cleared by your communications team, if necessary, before submitting your entry. Business in the Community reserves the right to edit the case study for the purposes of word count and consistency.

## **Frequently Asked Questions**

### **Why do we need a quote or statement from the Chief Executive, Permanent Secretary or senior Race Champion?**

A quote from the senior leader in the organisation reinforces the senior level commitment of each participant employer to race equality and inclusion in the workplace.

### **Why do we need a quote or statement from the chair of the organisation's relevant Employee Network Group or equivalent for race, ethnicity or cultural diversity or inclusion?**

A quote or statement from a BAME employee or stakeholder who works closely with the organisation acts as an additional testament to the organisation's commitment.

### **How long with the survey take me to complete?**

The survey has three sections, as well as a Contact Details capture section. The first two sections are straightforward:

**Section 1:** this is your workforce profile and asks about the number of employees in your organisation in the UK and the rest of the world if appropriate. *(Liaise with colleagues to obtain this information if you need to, it will then take just a couple of minutes to complete this section).*

**Section 2:** this consists of 31 tick box questions that cover our three campaign areas of Leadership, Progression and Recruitment. This section also requires two quotes/statements of maximum 150 words each. *(Download a PDF copy of this section to discuss with colleagues before starting to complete. It will then only take five minutes to answer the tick box questions. You will need a additional time to complete the quotes/statements).*

**Section 3:** this section will take the longest to complete as we ask for a mandatory case study of up to 700 words against one of the three category themes of Leadership, Progression or Recruitment. You should take the time to review the guidance criteria for this section to ensure you are able to provide the information required. Please note that each participant may submit a case

study for up to two award categories. However, each case study must relate to a different programme or initiative.

### **What is meant by ‘sponsorship’ in the questions about leadership?**

One of the key recommendations from the Business in the Community *Race at Work* report is for ‘Leaders to act as sponsors’. We need leaders to act as active sponsors, using their influence to mention the names of the BAME people when development or progression opportunities are being discussed – especially when there are no people from BAME backgrounds in the room during these conversations.

### **How are entries for the Best 100 Employers for Race scored?**

Section 1: No scoring attached. It is simply recording the organisations details.

Section 2: Is automatically scored and is worth up to 70% of the total score.

Section 3: Is worth up to 30% of the final score.

### **How are the winners of the Race Equality Awards selected?**

The case studies submitted within Section 3 of the entry form comprise entry to the **Race Equality Awards**. Only case studies from participants that achieve a place on the **Best 100 Employers for Race** list will be eligible for the Race Equality Awards.

All case studies will be sifted and identified for shortlist using the criteria set out in the *Case Study Guidance* and *Case Study Category Information* sections provided in this document.

Organisations will be notified as to whether they have achieved the **Best 100 Employers for Race** list during week commencing 31 July 2017 and at the same time finalists of the 2017 Race Awards will be also be notified and invited to attend a Judging Panel at the end of September 2017. The Judging Panel will select the winners of the Award categories. Guidance on what the Judging Panel process involves will be shared with finalists in advance. Please note: any information regarding the **Best 100 Employers for Race** list shared with organisations will be under strict embargo until the public announcement at our October event.

### **Why are you introducing a Best 100 Employers for Race now?**

One of the recommendations from The McGregor-Smith Review is that Business in the Community should launch a **Best 100 Employers for Race**. After 10 successful years of **Race Equality Awards** to celebrate best practice and progress, this recommendation is very much aligned with our plans. We are proud to take forward this recommendation and integrate it with our existing **Race Equality Awards** programme.

### **How much does it cost to enter the Best 100 Employers for Race?**

We are piloting the **Best 100 Employers for Race** listing this year **so entry is free**. However, once we have evaluated the process **it is possible a charge will be made for entry in 2018** to allow for any costs linked to administration and promotion to be covered.

## How is the list different from benchmarking?

A benchmark is a management tool which enables employers to assess their performance on race and diversity. Participants in the complete Business in the Community Diversity Benchmarking for race benefit from bespoke feedback and recommendations that support with practical steps for improving performance, identification of strengths and weaknesses by peer comparison, and a confidential score and banding (Platinum, Gold, Silver or Bronze) that reflect performance.

The **Best 100 Employers for Race** questions are designed to assess whether the key components of leadership on race, including policy and practice, are in place within the organisation and that would make it one of the better employers for BAME people in the UK. The listing does not involve reporting. The **Best 100 Employers for Race** and the **Race Equality Awards** offer two opportunities for recognition for employers.

## When will I know if my organisation is successful?

Successful organisations will be notified under embargo during the week commencing 31 July whether they have achieved a place on the **Best 100 Employers for Race 2017** and if they are also a finalist in the **Race Equality Awards**. Only organisations that achieve a place on the **Best 100 Employers for Race** list will be eligible to be a finalist in the **Race Equality Awards**.

Organisations will be asked to keep this information confidential until the public announcement in October 2017. In October 2017 we will hold a special event to announce and celebrate those employers who have made the list as well as the winners of the Business in the Community **Race Equality Awards 2017**.

## What will happen to the results?

The results will be published online and across social media channels. Business in the Community will promote the listing in the media as a positive and tangible output from The McGregor-Smith Review into race in the workplace.

The final published **Best 100 Employers for Race** list will be unranked, with organisations listed in alphabetical order.

## Do I have to complete the text box at the end of the Best 100 Employer for Race entry questions?

**No. This box is not compulsory.** We have provided it for employers who want to share plans and/or provide any information that provides further context to their application. Information an employer may wish to put in this box include:

- What they are doing on racial harassment and bullying?
- Employee engagement scores and how they are managing any disparities found within different ethnic minority employee groups.
- If they are planning to embark on monitoring equal pay, etc.?

- How they are taking action to embed race equality into their organisational strategy and culture?
- If they are doing Inclusive Leadership and or unconscious bias training in a comprehensive way.
- There may be a question where you have ticked no but you know that plans are in place to implement action that will enable this to be yes in the future.

Not completing this box will not disqualify you, or hinder you application for consideration to join the **Best 100 Employers for Race 2017** list.

## Submission Schedule

The entry process is open from **14 March 2017 to 02 June 2017**.

**Entries will not be accepted after the deadline.**

<b>Friday 02 June 2017</b>	<b>17.00 – latest deadline for submissions</b>
<b>June/July 2017</b>	Entry assessment
<b>W/c 31 July 2017</b>	Organisations notified under embargo whether they have achieved a place in the Best 100 list Award finalists notified (under embargo)
<b>End-September 2017</b>	Award finalist Judging Panels
<b>October 2017</b>	Best 100 Employers for Race 2017 list and Award winners announced at a celebration event

## Online Entry Platform

Submission is via an online entry platform only. You will require a username and password to access this. To receive a username and password contact Pamela Cooney at [pamela.cooney@bitc.org.uk](mailto:pamela.cooney@bitc.org.uk).

The platform can:

- Support multiple contributors – you can share the password with colleagues.
- Save work in progress – you can save your work and return to it at a later date.
- Create a downloadable PDF – to save or print a copy of your entry.
- Provide access to your submissions from previous years.

The online platform also contains all of the information and detailed guidance included in this document so you can reference it as you complete your answers.

## Help and Support

You can browse case studies from last year's award winners and finalists on our website:

[Race Equality Awards 2016 – Winners and Finalists](#)

If you have a query at any stage of your entry please don't hesitate to contact your Business in the Community Diversity Adviser or:

**Pamela Cooney, Workplace Events Project Manager**

E: [pamela.cooney@bitc.org.uk](mailto:pamela.cooney@bitc.org.uk)

T: 020 7566 8708