Top Companies for Women Technologists

2022 Submission Guidelines & Questions

Updated: January 10, 2022
Introduction

Top Companies for Women Technologists is a national program from AnitaB.org that identifies key trends around the parity and equity of technical marginalized genders in the workforce. First launched in 2011, the program helps organizations identify areas where they can improve and signals a commitment to diversity, equity, and inclusion that women and non-binary technologists look for in an employer. Top Companies is the only benchmarking program that looks specifically at technical employees and awards companies that are making the most progress toward equity.

Completing Your Submission

Below are the steps required to complete your Top Companies 2022 submission. Additional details will be emailed to AnitaB.org Corporate Partners on January 10th, and to non-Partners upon purchase of Top Companies.

Step 1
AnitaB.org Corporate Partners receive Top Companies as a benefit of their Partnership. Non-Partners should purchase Top Companies through the E-Commerce site.

Step 2
Begin preparing your company’s submission in the Top Companies Data Template using these instructions as an additional guide.

Step 3
Review your finalized submission Data Template with your executive sponsor.

Step 4
Finalize and enter your Top Companies Data Template via the Top Companies Portal between January 10, 2022, and April 1, 2022.

Resources & Support

If you have any questions, we encourage you to contact our Top Companies team at topcompanies@anitab.org or to review these helpful hints:

- Frequently Asked Questions
- Methodology & Scoring
- 2021 Key Findings & Insights Report
- Benefits & Costs of Participation
- Security & Confidentiality
- 2022 Timeline
Eligibility to Participate

Any privately or publicly held company, including foreign-based companies, may participate in the program provided they have at least 100 technical employees in their U.S.-based workforce. To ensure the statistical rigor of our analysis, companies must have at least 25 technical employees at the entry and mid-career levels (of any gender or race/ethnicity) to be eligible for any Top Companies awards, but we encourage smaller organizations to participate, as they can still be recognized for their participation and will receive all other benefits of participation.

Public Recognition & Awards

Eligibility

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. After we receive your submission, 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 company may not be considered for any Top Companies awards. Furthermore, AnitaB.org reserves the right to disqualify a company for an award should we learn that it engages in practices out of line with our mission or values.

Scope of Submission

Data submitted should reflect numbers for technical employees based in the U.S., regardless of where your company is headquartered. Data should not include temporary staff members other than interns, 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 study year. Companies that did not participate in 2021 will also need to submit prior study year representation data.

CURRENT YEAR DATA PERIOD: January 1, 2021 - December 31, 2021
PRIOR YEAR DATA PERIOD: January 1, 2020 - December 31, 2020
Company Information

1. (+) Name of company

2. (+) First and last name of person submitting on behalf of the company

3. (+) Email of person submitting

4. (+) Select your company’s industry
   ○ Asset Management and Institutional Investors | Banking and Consumer Finance | Consumer Packaged Goods | Energy, Utilities, and Basic Materials | Engineering and Industrial Manufacturing | Food and Beverage Distribution or Manufacturing | Healthcare Systems and Services | Insurance | IT Services and Telecom | Media and Entertainment | Pharmaceuticals and Medical Products | Professional and Information Services | Public and Social Sector | Retail | Technology: Hardware | Technology: Software | Transportation, Logistics, and Infrastructure | Other (please describe)

5. What is your company’s North American Industry Classification System (NAICS) code?

6. (+) Did your company participate in Top Companies for Women Technologists 2021?
   ○ Yes | No

Prior Year Representation Data

Companies that did not participate in Top Companies 2021 will need to complete Step 0. Companies that participated in 2021 will have prior year data on file and can skip to Step 1.

Current Year Representation Data

Companies must provide all required representation data by both gender and race/ethnicity in order to be eligible for awards. Companies that are unable to provide data by both dimensions may provide gender only data in the Unspecified race/ethnicity category for each gender. Although companies providing gender only will still be eligible to be publicly recognized as a Top Companies Participant, they will be ineligible to receive any awards.
Complete this table for questions 7-17. Each employee should be listed in one and only one category. Make sure to provide the data per the data period designated for each question.

<table>
<thead>
<tr>
<th>Questions 7-17</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiracial</td>
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<tr>
<td>African American / Black</td>
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<tr>
<td>Asian / Asian American</td>
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<tr>
<td>Hispanic / Latinx</td>
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<tr>
<td>Middle Eastern / North African (MENA)</td>
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<tr>
<td>Native American / Alaska Native / First Nations / Inuit / Aboriginal</td>
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<tr>
<td>Pacific Islander / Native Hawaiian</td>
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<tr>
<td>White</td>
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</tr>
<tr>
<td>Unspecified</td>
<td></td>
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</tr>
</tbody>
</table>

**CAREER LEVEL**

Between January 1, 2021, and December 31, 2021

7. (*) Total number of intern/co-op U.S. technical employees

As of December 31, 2021

8. (+*) Total number of entry level U.S. technical employees

9. (+*) Total number of mid-level U.S. technical employees

10. (+*) Total number of senior level U.S. technical employees

11. (+*) Total number of executive level U.S. technical employees

12. (+*) Total number of U.S. technical employees at all career levels (excluding interns)
METRICS FOR SUBMISSION

STEP 2

HIRING
Between January 1, 2021, and December 31, 2021
13. (+*) Total number (excluding interns) of new U.S. technical employees who were external hires or who were internal non-tech employees hired into technical roles

RETENTION
Between January 1, 2021, and December 31, 2021
14. (+*) Total number (excluding interns) of U.S. technical employees who left the company

ADVANCEMENT
Between January 1, 2021, and December 31, 2021
15. (+*) Total number (excluding interns) of U.S. technical employees who were promoted

BOARD OF DIRECTORS
As of December 31, 2021
16. (*) Total number of individuals on your company’s Board of Directors

ADDITIONAL METRICS
As of December 31, 2021
17. (*) Total number (excluding interns) of technical and non-technical U.S. employees

18. (*) Total number (excluding interns) of global technical employees, INCLUDING U.S. employees, who are: Women, Men, Non-binary, Unspecified

Between January 1, 2021, and December 31, 2021
19. (+*) Average[$] number (excluding interns) of U.S. technical employees across all levels who are: Women, Men

[$] Averages should be calculated by summing the total number of specified technical employees at the end of each month in the designated 12-month period and dividing by 12.
METRICS FOR SUBMISSION

STEP 3

Policies & Programs

Part of the Top Companies score is based on answers to the Policies and Programs section. You will be unable to receive points for any questions marked Unknown or Decline to Respond or left blank. Companies that disclose all the information requested will receive additional Transparency points. 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 Policies & Programs as of December 31, 2021.

CAREGIVING

Note for Q20-22: Full paid caregiving leave includes all additional leave offered exclusively for caregivers in your U.S workforce in which employees continue to receive 100% of their salary while on leave. Do not include vacation time, personal sick time, or other types of standard paid time off (PTO) that can be used by employees for non-caregiving purposes. If this number varies from state to state, put the FEWEST number of weeks offered. Do not count any weeks in which employees are only partially paid.

20. (*) How many weeks of 100% full paid caregiver leave does your company offer U.S.-based parents who give birth or parents with primary parent status? Note: if the amount varies depending on birth complications or other factors unrelated to state public policy mandates, put in the maximum number of weeks provided. OR Unknown OR Decline to Respond

21. (*) How many weeks of 100% full paid caregiver leave does your company offer U.S.-based non-birth parents or non-primary parents? OR Unknown OR Decline to Respond

22. (*) Indicate the number of weeks of 100% full paid caregiver leave offered to U.S. employees for each of the following types:
   - Adoption | Surrogacy | Foster Care | Family care | OR Unknown | OR Decline to Respond

23. (*) Does your company track the usage of caregiver leave by the following: (Select Yes, No, Unknown, or Decline to Respond for each type.)
   - Gender | Race/ethnicity | Intersectional gender and race
24. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their feelings of organizational and/or coworker support in utilization of available caregiver leave?
   - Yes | No | Unknown | Decline to Respond

25. (*) Does your company provide the following types of child care assistance to employees: (Select Yes only if your company provides this to employees in all states, not just in states where companies are legally mandated to provide this assistance. If your company does not provide child care assistance, select We do not provide child care assistance for all types.)
   - On-site child care center | Child care subsidy | Child care center discount | Dependent care assistance programs (DCAPs) / Dependent care flexible spending account (FSA) | Backup child care | Other (please describe)

WORKLIFE FLEXIBILITY

26. (*) Does your company have a formal company policy allowing flexible work schedules for technical employees?
   - Yes | No | Unknown | Decline to Respond
   - If No, Unknown, or Decline to Respond is selected, skip to Q30.

27. If yes, select the appropriate response for each type of flexible work schedule permitted by your company's policy. (Select Permanent Policy, Temporary Policy, Not Permitted by Policy, Unknown, or Decline to Respond for each option.)
   - Working remotely / telecommuting the entire workweek | Working remotely / telecommuting part of the workweek | Working flextime (e.g., earlier or later start time, providing time throughout the day for caregiving or child education, etc.) | Working a flexible schedule/compressed workweek (e.g., four 10-hour days) | Formal job-sharing arrangements | Reduced hour / part-time option(s) | Other type(s) of flexible work allowed by policy (please describe)

28. If yes, does your company track the usage of flexible work by the following: (Select Yes, No, Unknown, or Decline to Respond for each option.)
   - Gender | Race/ethnicity | Intersectional gender and race

29. If yes, does your company promote flexible working opportunities in technical job descriptions?
   - Yes | No | Unknown | Decline to Respond

30. Between Jan 1, 2021, and Dec 31, 2021, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their experiences of burnout?
   - Yes | No | Unknown | Decline to Respond
31. (*) How often does your company’s executive team review workforce diversity data specifically for the technical workforce?
   - At least once per month | At least once per quarter | At least once per year | Less frequently than once per year | Executive team regularly reviews workforce diversity data, but not specifically for the technical workforce | Executive team does not regularly review any workforce diversity data | Unknown | Decline to Respond

   If you selected Executive team regularly reviews workforce diversity data, but not specifically for the technical workforce, Executive team does not regularly review any workforce diversity data, Unknown, or Decline to Respond skip to Q33.

32. If the executive team regularly reviews technical workforce diversity data, does your company’s technical workforce diversity data include intersectional gender and race data as a standard metric?
   - Yes | No | Unknown | Decline to Respond

33. Does your company have a formal process to hold senior and/or executive leaders accountable for progress on DEI goals?
   - Yes | No | Unknown | Decline to Respond
   - If No, Unknown, or Decline to Respond skip to Q35.

34. If yes, which of the following does your company do to hold leaders accountable to DEI goals: (Select Yes, No, Unknown, or Decline to Respond for each type.)
   - Including DEI goals as a component of performance reviews
   - Offering financial incentives for making progress on DEI goals (e.g., bonuses)
   - Imposing financial penalties for not making progress on DEI goals
   - Other (please describe)

35. (*) Does your company track the demographics of individuals on your company’s patent submissions?
   - Yes - both gender and race/ethnicity | Yes - gender only | Yes - race/ethnicity only | No | We do not submit patents | Unknown | Decline to Respond
METRICS FOR SUBMISSION

TRANSPARENCY

36. (*) Does your company release any diversity information publicly about its technical workforce?
   ○ Yes | No, but we release public diversity data about our overall workforce | No, we do not release any diversity data about our workforce publicly | Unknown | Decline to Respond
   ○ If either No option, Unknown, or Decline to Respond is selected, skip to Q38.

37. If yes, does your company share the following types of demographic data publicly for its technical workforce: (Select Yes, No, Unknown, or Decline to Respond for each option.)
   ○ Gender | Race/ethnicity | Intersectional gender and race

EQUITABLE HIRING

38. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company engage in the following practices to increase the technical talent pool: (Select Yes, No, Unknown, or Decline to Respond for each practice.)
   ○ Recruiting from Historically Black College and Universities (HBCUs) | Recruiting from Hispanic Serving Institutions (HSIs) | Recruiting from other Minority Serving Institutions (Tribal Colleges and Universities, Asian American and Pacific Islander Serving Institutions, etc.) | Recruiting from community colleges | Recruiting from bootcamps or other certification programs | Recruiting non-technologists to train to be technologists (apprenticeship) | Reskilling programs to train current non-technical employees to be technologists | Returnship programs (paid company programs that provide upskilling or reskilling specifically to people who have been out of the workforce) | Other (please describe)

39. (*) Between Jan 1, 2021, and Dec 31, 2021, select the statement that best describes your company’s efforts to educate hiring managers on unbiasing the hiring process.
   ○ Hiring managers received a mandatory formal training (session, workshop, or e-learning course in which information is delivered in a systematic, intentional way) | A formal training was made available to hiring managers but was not mandatory | Hiring managers received educational materials (guidelines, literature, written policy) but not a formal training | We did not educate hiring managers on unbiasing the hiring process | Other (please describe) | Unknown | Decline to Respond
40. (*) Does your company engage in the following practices to decrease bias in hiring: (Select Yes, No, Unknown, or Decline to Respond for each practice. Select Yes only if your company engages in the practice in all states, whether or not you are legally mandated to do so.)
   - Blinding gender of candidate during application review process
   - Blinding school of candidate during application review process
   - Explicit evaluation criteria established before the review process begins
   - Prohibiting whiteboard interviews
   - Required diverse slate of candidates for interviews
   - Required diverse interview panels
   - Sharing interview questions with candidates before the interview
   - Structured, behavior-based interview questions
   - System for checking for gendered language in job descriptions
   - Tracking hiring outcomes to check for bias (e.g., demographics of applicants, demographics of new hires, etc.)
   - Other (please describe)

41. (*) Does your company set hiring targets for the following groups: (Select Yes, No, Unknown, or Decline to Respond for each type.)
   - Women
   - Black, African American, Latinx, Hispanic, Native American, Alaskan Native, First Nations, Pacific Islander, or Native Hawaiian (BLNP) women

**PAY EQUITY**

42. (*) Does your company have an official company policy that requires pay equity by gender and/or race/ethnicity for similar jobs?
   - Yes - both gender and race/ethnicity
   - Yes - gender only
   - Yes - race/ethnicity only
   - No
   - Unknown
   - Decline to Respond

43. (*) How often does your company conduct a pay equity audit to determine areas and occupations where pay inequities exist?
   - Quarterly
   - Biannually
   - Annually
   - Every 2 years
   - Every 3 or more years
   - Our company does not perform routine pay equity audits
   - Unknown
   - Decline to Respond
   - If Our company does not perform routine pay equity audits is selected, select this same response for Q44 and Q45.

44. (*) When conducting a pay equity audit, does your company analyze the following dimensions for potential pay inequities: (Select Yes, No, Unknown, or Decline to Respond for each option or Our company does not perform routine pay equity audits for all options.)
   - Between gender – differences in compensation of genders
   - Between race/ethnicity – differences in compensation of various races/ethnicities
   - Intersectional gender and race – differences in compensation of racial/ethnic groups of the same gender
45. When conducting a pay equity audit, does your analysis expand beyond base salary (i.e., inclusive of bonuses)?
   ○ Yes | No | Our company does not perform routine pay equity audits | Unknown | Decline to Respond

46. (*) Is it standard practice for your company to include a salary, salary range, or salary grade on job descriptions for technical positions?
   ○ Yes | No | Unknown | Decline to Respond

47. Does your company request previous salary history from U.S. candidates as part of the job application process in states where this practice is allowed?
   ○ Yes – we request previous salary history in states where this practice is allowed | No – we do not request previous salary history from any U.S. candidates, regardless of the state | Unknown | Decline to Respond

48. Is it standard practice to pay fully-remote technical employees less than in-person technical employees?
   ○ Yes | No | Unknown | Decline to Respond

49. (*) Does your company factor location of its U.S technical employees into compensation?
   ○ Yes | No | Unknown | Decline to Respond

50. (*) Does your company allow salary negotiations for entry level technical new hires?
   ○ Yes | No | Unknown | Decline to Respond
51. Does your company engage in the following practices to decrease bias in the performance management process: (Select Yes, No, Unknown, or Decline to Respond for each practice. Select Yes only if your company engages in the practice in all states, whether or not you are legally mandated to do so.)
   - Explicit performance evaluation criteria established before the review process begins
   - Tracking promotion outcomes by gender
   - Tracking promotion outcomes for BLNP women
   - Tracking merit-based salary increases by gender
   - Tracking merit-based salary increases for BLNP women
   - Other (please describe)

52. (*) Between Jan 1, 2021, and Dec 31, 2021, select the statement that best describes your company's efforts to educate performance evaluators on unbiasing the performance management process.
   - Evaluators received a mandatory formal training (e.g., session, workshop, or e-learning course in which information is delivered in a systematic, intentional way)
   - A formal training was made available to evaluators but was not mandatory
   - Evaluators received educational materials (e.g., guidelines, literature, written policy, etc.) but not a formal training
   - We did not educate evaluators on unbiasing the performance management process
   - Other (please describe)
   - Unknown
   - Decline to Respond

53. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company offer formal mentorship program(s) for technical employees?
   - Yes
   - No
   - Unknown
   - Decline to Respond

54. (*) Does your company have a formal career sponsorship program for technical employees who are women? Sponsors are senior/exec level staff members who invest in a protégé's success by connecting them with career opportunities and visibly championing them within the company.
   - Yes
   - No
   - Unknown
   - Decline to Respond
   - If No, Unknown, or Decline to Respond is selected, skip to Q56.

55. If yes, is this sponsorship program available for the following career levels: (Select Yes, No, Unknown, or Decline to Respond for each option.)
   - Intern
   - Entry
   - Mid
   - Senior
   - Exec

56. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company offer formal leadership development program(s) for technical employees?
   - Yes
   - No
   - Unknown
   - Decline to Respond
57. (*) Does your company set targets/goals for the following types of representation of technical women in management: (Select Yes, No, Unknown, or Decline to Respond for each option or We do not set gender representation targets for management for all options.)
   - Technical women at first-level managers
   - Technical women at senior-level managers
   - Other management targets/goals for women (please describe)

58. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company collect anonymous feedback from employees (e.g., employee engagement survey, pulse survey, etc.) on their feelings of inclusion and/or belonging?
   - Yes | No | Unknown | Decline to Respond
   - If No, Unknown, or Decline to Respond skip to Q60.

59. If yes, please provide details on precisely what metric(s) were used to measure inclusion and/or belonging?

60. (*) Between Jan 1, 2021, and Dec 31, 2021, did your company make the following types of formal diversity trainings or education available to its employees: (Select Yes, No, Unknown, or Decline to Respond for each option or We do not offer formal diversity training & education for all options.)
   - Allyship training | Antiracism | Creating psychologically safe teams | Examining masculinity | Inclusive management | Interrupting bias / bystander intervention | Understanding unconscious bias | Other (please describe)

61. (*) Does your company provide the following supports/benefits to employees that participate in employee resource/affinity groups: (Select Yes, No, Unknown, or Decline to Respond for each option or We do not have employee resource/affinity groups for all options.)
   - Access to mentoring opportunities | Access to professional development opportunities | Access to sponsorship opportunities | Affinity networking | Compensation for group leaders | Input on organizational policies and programs | Networking with leaders in the company | Recognition of participation in performance review process

62. Is it standard practice for your company to provide a non-binary option to employees when asking for their gender?
   - Yes | No | Unknown | Decline to Respond
METRICS FOR SUBMISSION

VENTURE CAPITAL

63. (*) Does your company provide Venture Capital Funding?
   - Yes | No | Unknown | Decline to Respond
   - If No, Unknown, or Decline to Respond is selected, skip to Q66.

64. If yes, does your company collect data on the percentage of venture capital funding that is given by gender?
   - Yes | No | Unknown | Decline to Respond

65. If yes, does your company set funding targets/goals for the following groups: (Select Yes, No, Unknown, or Decline to Respond for each option or We do not set funding targets/goals by gender for all options.)
   - Women founders or women-led companies | BLNP women founders or BLNP women-led companies

COMPANY LEADERSHIP

66. (*) Select the gender and race/ethnicity of the following leaders in your company: If the role is currently vacant, select the gender and race of the last person in that role.
   - CEO | CTO or highest-level technical officer

67. (*) What is the highest ranking paid full-time role in your company for an employee whose position is explicitly and primarily about diversity, equity, and/or inclusion (DEI)? Note: a CHRO or Director of HR should not be counted as this person, as those jobs encompass more than DEI.
   - C-suite – Chief Diversity Officer, Chief Inclusion Officer, etc. | Executive – Senior VP, Executive VP, VP, etc. | Director | Manager | Individual contributor | We do not have a full-time paid employee whose position is explicitly and primarily about DEI | Unknown | Decline to Respond

68. (*) How many of the founders of your company were women or non-binary?
   - None of the founders were women or non-binary | Fewer than half the founders were women or non-binary | Half the founders were women or non-binary | More than half the founders were women or non-binary | All the founders were women or non-binary | Unknown | Decline to Respond
METRICS FOR SUBMISSION

Finalize Submission

SHARING BEST PRACTICES

Responses to this section are optional and your answers will not affect your score or eligibility for an award in any way.

69. AnitaB.org has multiple channels that allow companies to share DEI knowledge, learnings, and best practices with one another. If your company is interested in being considered as a speaker in one of these channels, please provide details on any specific practices, programs, or policies that your company has enacted to improve DEI for marginalized genders in tech.

70. Every year, AnitaB.org uses anonymized, aggregated data from all participating companies to publish the public Key Findings and Insights Report. This year we are interested in including case studies spotlighting companies engaging in innovative best practices that focus on structural DEI change in organizations. If you would like to be considered for inclusion as a case study, please provide details on the specific best practice you would like to showcase. If chosen, we will work with your company on crafting the specific language to include in the public report.

TOP COMPANIES EVALUATION

Your answers to the following evaluation questions will provide valuable information to help us improve Top Companies. Responses to the evaluation section are optional, and your answers will not affect your score or eligibility for an award in any way.

71. Please indicate your level of agreement with the following statements regarding your company’s experiences with the data collection process for Top Companies 2022 so that we may improve your experience in the future.

- The data collection process was clear. | We gained insights into our company’s diversity, equity, or inclusion during the data collection process. | The Top Companies team was helpful in guiding our company through the data collection process.

Please confirm the following regarding the validation of your company’s data:

- Our company has reviewed Step 5 and either had no issues flagged or resolved all flagged issues so that no flags remain. | Our company has reviewed all the validation flags on Step 5. Although some issues remain flagged, we can confirm that these issues have been reviewed and intend to leave the flagged issues as they are. | Other (please describe)
72. Approximately how many total hours did it take for your company to complete this submission?

73. Are there any other metrics or data we do not currently collect that you would find useful?

74. If your company has participated in Top Companies before, did you enact any organizational changes or take action based on knowledge gained from participating in Top Companies?
   ○ Yes | No | First time participant | Unknown | Decline to Respond

75. If yes, please describe what changes or action your company took in response to knowledge gained from participating in Top Companies.

**ADDITIONAL INFORMATION**

76. Please include any additional information you would like to share with the Top Companies team.

**CERTIFY & SUBMIT**

77. (+) You agree on behalf of your company to be bound by the Non-Disclosure Agreement for the Top Companies Program.

78. (+) I certify that the Executive Sponsor has reviewed our entry and the information above is correct to the best of our knowledge.

79. As part of your submission, you will be asked to upload your finalized Top Companies 2022 Template.

**Next Steps**

- Use the link available in the [Top Companies Portal](#) to enter and upload your finalized data by April 1, 2022. Note: The data must be entered by the same person at your company using the same device. Progress will be saved as data is entered, but only on the device on which the submission was begun.
- Ensure that you receive an email confirmation that your submission was received. If you do not receive an email confirmation, contact topcompanies@anitab.org.
- Following receipt of your submission, the Top Companies team will be validating your data and may reach out to you if they have any questions regarding your submission. Your Top Companies contacts will be notified by email when your submission has been validated and finalized.
Prior Year Representation Data

Companies that did not participate in Top Companies 2021 will need to complete Step 0. Companies that participated in 2021 will have prior year data on file and can omit Step 0.

Complete this table for questions 0.1-0.9. Each employee should be measured in one and only one category

<table>
<thead>
<tr>
<th>Questions 0.1-0.9</th>
<th># Women</th>
<th># Men</th>
<th># Non-binary</th>
<th># Unspecified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total U.S. technical employees</td>
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CAREER LEVEL

Between January 1, 2020, and December 31, 2020

0.1. (*) Total number of intern/co-op U.S. technical employees

As of December 31, 2020

0.2. (+*) Total number of entry level U.S. technical employees
0.3. (+*) Total number of mid-level U.S. technical employees
0.4. (+*) Total number of senior level U.S. technical employees
0.5. (+*) Total number of executive level U.S. technical employees
0.6. (+*) Total number of U.S. technical employees at all career levels (excluding interns)

HIRING

Between January 1, 2020, and December 31, 2020

0.7. (+*) Total number (excluding interns) of new U.S. technical employees who were external hires or who were internal non-tech employees hired into technical roles

RETENTION

Between January 1, 2020, and December 31, 2020

0.8. (+*) Total number (excluding interns) of U.S. technical employees who left the company

ADVANCEMENT

Between January 1, 2020, and December 31, 2020

0.9. (+*) Total number (excluding interns) of U.S. technical employees who were promoted

ADDITIONAL METRICS

Between January 1, 2020, and December 31, 2020

0.10. (+*) Average[$] number (excluding interns) of U.S. technical employees across all levels who are: Women, Men
Definition of Technical Workforce

For Top Companies, we define the technical workforce as all technical occupations in computing and information technology 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 technical positions by broad organizational categories include:

Category A: Engineering, Research & 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
- 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
- Administrators/specialists/technicians of database/systems/network/web
- 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
KEY WORKFORCE DEFINITIONS

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

Exclusions: The technical workforce does not include
- Technical writers
- Scientific positions that are not related to computing or information technology
- Any positions that do not require deep tech knowledge or the management of technical products or technical staff

Definition of Career Levels

Top Companies requires representation data 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. All employees included in any career level must meet the standard definitions of technologist provide on page 4 of this document.

Executive-level technical managers and contributors
This level 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 level 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.
KEY WORKFORCE DEFINITIONS

Mid-level technical managers and contributors
This level 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 level includes employees who are first-level contributors in technical positions. 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 level includes employees who are trainee contributors in technical positions. 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 to be included in this career level.