

## “Employer of Choice” Gender Diversity Awards

### Submission Guidelines

The “*Employer of Choice*” *Gender Diversity Awards* aim to measure how Pakistani businesses promote women’s economic empowerment through company policies and actions. The criteria for the awards, which are company policies and practices related to gender equality in the workplace, are encased in the Gender Diversity and Disclosure Scorecard.

To access the Scorecard, please visit this link: <https://cerb.pbc.org.pk/publications/employer-of-choice-gender-diversity-and-disclosure-scorecard/>

Nominated companies should provide supporting documents using the submission guidelines below, which ensure that their *complete achievements in gender diversity are reflected*.

***The reporting period for this cycle is limited to the last complete fiscal year of your organization.***

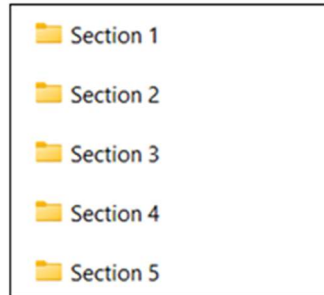
The Pakistan Business Council (PBC) reserves the right to share practices from the nominated companies for knowledge-sharing and capacity-building, and to promote business reporting on gender diversity.

### Compiling Information Accurately

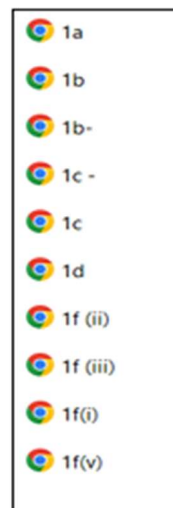
1. **The submitted documents should be official and complete.** Examples of such documents includes public declarations and reports available on the company website and social media; corporate policy manuals (HR, safety, corporate culture, etc.); evidence of reporting to higher management (letterhead, email chains, internal processes); company reports (annual, integrated, sustainability, etc.); and third-party audit reports (UN WEPs, EDGE, SMETA, etc.).
2. **Summaries of policy documents will not be accepted** – policies must be submitted exactly as they are communicated internally.
3. **Questions that ask for quantitative data must include numbers**, referring to questions about the average wage gap, length of paid leaves, trainings conducted, grievances filed and resolved, etc. Please do not submit data that cannot be counted, measured, or expressed using numbers. For proportions, please show your complete calculations so that it is clear that the correct formulas were used.
4. **Only Pakistan-specific information will be accepted.** This particularly applies to multinational companies with offices and operations in different countries. For instance, “XYZ International” is an acceptable reference only if information is provided on how the policy is adapted to Pakistan. This can include information such as a localized version of the policy document or an official point of contact for policy implementation in Pakistan.

## Labelling Your Documents

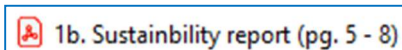
1. **Create separate folders for each section of the scorecard** [Section 1, Section 2...] There are 5 sections corresponding to the 5 Gender Equity Principles ["Leadership and Accountability", "Workforce Representation" ...]



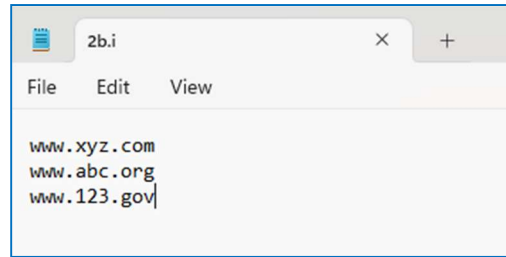
2. **Label the files for each question** ["1a", "1b", "2c" ...].



3. **Compile multiple files for each question in a single PDF.** You may use free online platforms such as [PDF joiner](#) to assist you. Only one file (the topmost) will be considered as evidence. All other documents will be disregarded.
4. **Specify page numbers** when sharing proof from a sustainability report/annual report or other published reports.



5. **When sharing a link, enclose the link inside a Word/Notepad file with the relevant question number.** Make sure the link is valid and does not expire. For example, if you want to share 3 links for question 2b.i, make a text file called "2b.i." and write the relevant links inside:



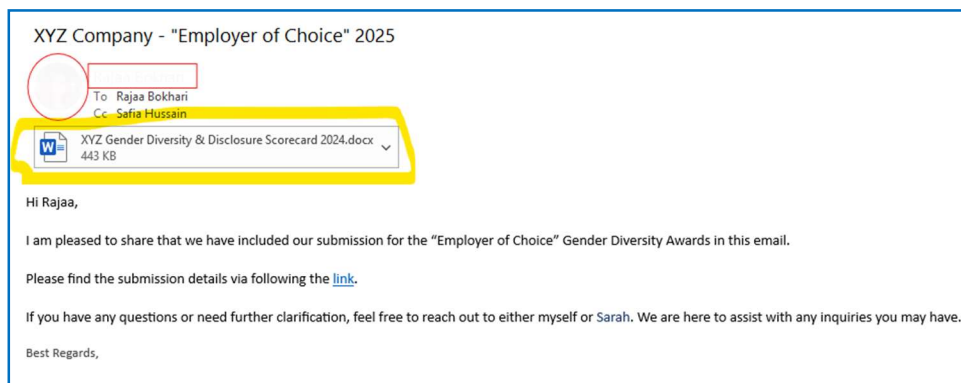
## Marking Your Responses

6. Mark the options you are selecting for each question in the **Error! Reference source not found.** table:
- Link/Document
  - Cannot provide
  - Any alternative options available

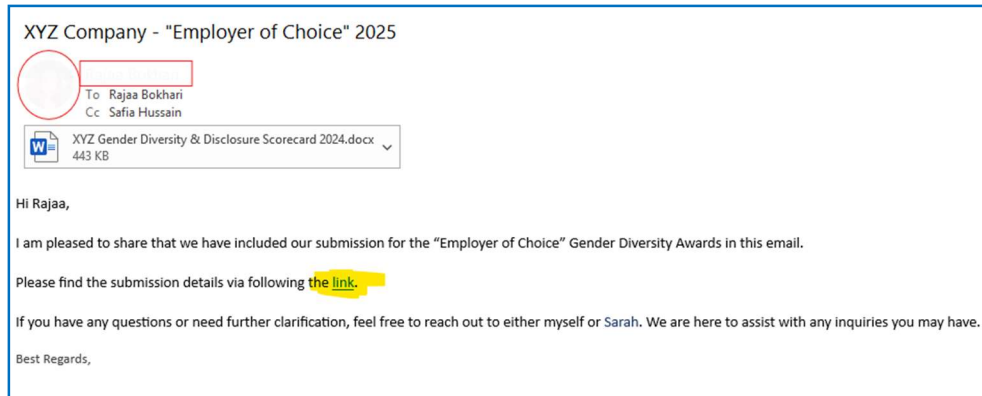
<b>2i. Proportion of women-led businesses in company's supply chain.</b>	
<i>Provide numerical answer as percentage of registered suppliers.</i>	
<i>Proportion of women-led businesses in the supply chain = (Number of women-led businesses in the supply chain / total number of registered businesses in the supply chain) * 100</i>	
<input type="radio"/> Link/Document	(2)
<input type="radio"/> Cannot provide	(0)
<b>2j. Strategy or actions to incorporate women-led suppliers.</b>	
<input type="radio"/> Link/Document	(2)
<input type="radio"/> Cannot provide	(0)

## Making a Submission

- Email your submissions** only to [rajaa@pbc.org.pk](mailto:rajaa@pbc.org.pk) [CC: [safia@pbc.org.pk](mailto:safia@pbc.org.pk)]. **Please do not send your evidentiary documents as attachments.**
- Only one attachment is allowed: Your copy of the Scorecard with your options selected:**



9. Compile all your evidentiary documents in a single Dropbox/Google Drive/OneDrive link that should not expire and be accessible to the CERB team. Include that that link into the body of your email:



10. Once your submission is sent, **you cannot make any changes.** No first reviews will be provided.