**JUMP Wo.Men@Work Award 2018**

**Application Form**

|  |  |
| --- | --- |
| All candidates must complete the form below and send it to **award@jump.eu.com** before the **24th of November 2017.**  It should be a straightforward document in which you present your own case: the context, your initiative(s), your own role and that of others, the internal process, and finally the results of your actions and ideas. This document will only be read and evaluated by our experts and members of the Award jury.  Based on the received candidate dossiers, 3 finalists will be chosen by a jury of experts and inclusive leaders.  No matter whether or not you are chosen as a nominee (3), we will select some best practices from the application forms and promote them through our website and at the Award Ceremony | **If your candidacy is retained as one of the three finalists:**  You will need to foresee time for a quick **video interview**. This interview will be planned at your office end of December or early January (18/12 to 12/01).  It will be published on the Wo.Men@Work Award website and the public will then be invited to vote online from the 22 of January until the 9 of February.  The final award winner will be chosen based on an electronic voting system and of the final evaluation by the jury. The weighting of the electronic votes versus the judgment of the jury will be 1/3 – 2/3.  Each nominee will be invited to **meet the jury on the 22nd February 2018 from 12.00 to 14.00.**  **The Award ceremony will be held on the 8th March 2018** starting 18:00 at the Belgium-Luxembourg Headquarters of Mercedes-Benz in Brussels. |

**All three finalists will be invited to meet the Jury on the 22nd of February from 12:00 to 14:00 and will need to be present at the Award.  
The Award Ceremony will close the JUMP Forum in Brussels on the 8th of March 2018.**

**Please save the dates: 22nd of February from 12:00 to 14:00 & 8th of March 2018 starting 18:00**

**Part 1 Contact details**

|  |  |
| --- | --- |
| **Name:**    **First name:**    **Position:**    **Company:**    **Branch of activity:** | **Full address:**    **Gender f / m:**    **Phone:**    **E- mail:** |

**Part 2 Company information**

Address of the legal entity in Belgium:

Website:

Who is responsible for Diversity & Inclusion in your company?

Name and contact details (e-mail, phone number, …)

Do you have a Diversity & Inclusion council or something similar?

Who is part of it? (number, gender, profiles)

Please add the following documents:

* Most recent Annual Report
* Social Audit Report ( Bilan Social / Sociale Balans)
* Corporate Responsibility Report
* For Belgian Public Institutions: CAF report

Gender distribution in your entire workforce in numbers

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2015** | | | | **2016** | | | | **2017** | | | |
| Number of Men | | Number of Women | | Number of Men | | Number of Women | | Number of Men | | Number of Women | |
| FTE | % | FTE | % | FTE | % | FTE | % | FTE | % | FTE | % |
| Executive |  |  |  |  |  |  |  |  |  |  |  |  |
| Senior Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Middle management |  |  |  |  |  |  |  |  |  |  |  |  |
| Junior management |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees White collar |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees Blue collar |  |  |  |  |  |  |  |  |  |  |  |  |
| Temporary contracts |  |  |  |  |  |  |  |  |  |  |  |  |

Internal promotions: How many men & women did you promote internally

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **2015** | | | | **2016** | | | | **2017** | | | |
| Number of Men | | Number of Women | | Number of Men | | Number of Women | | Number of Men | | Number of Women | |
| FTE | % | FTE | % | FTE | % | FTE | % | FTE | % | FTE | % |
| Promoted to Executive |  |  |  |  |  |  |  |  |  |  |  |  |
| Promoted to Senior Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Promoted to Middle management |  |  |  |  |  |  |  |  |  |  |  |  |
| Promoted to Junior management |  |  |  |  |  |  |  |  |  |  |  |  |
| Promoted to Employees White collar |  |  |  |  |  |  |  |  |  |  |  |  |
| Employees Blue collar |  |  |  |  |  |  |  |  |  |  |  |  |

What kind of Gender Equality Initiatives did your company undertake?

|  |
| --- |
| * Actions related to measuring Gender KPI’s |
|  |

|  |
| --- |
| * Gender Equality Actions related to Work Policies |
|  |

|  |
| --- |
| * Actions related to Equal Pay |
|  |

|  |
| --- |
| * Gender Equality actions related to Recruitment or Promotions |
|  |

|  |
| --- |
| * Actions related to Gender Stereotyping |
|  |

|  |
| --- |
| * Gender Equality Actions towards Leadership Development |
|  |

|  |
| --- |
| * Other Gender Equality Actions taken |
|  |

Open answering, you have the possibility to document your Gender Equality initiatives (attach here or by email to: award@jump.eu.com) :

**Part 3 : The personal contribution of the executive candidate**

* Why is promoting professional equality between men and women in your organisation important for you?

* What kind of Gender Equality actions have you openly (visibly) supported and how?

* What activities or actions have you personally contributed in terms of Gender Equality inside your organisation?

* What activities or actions have you personally contributed in terms of Gender Equality outside of your organisation?

* What resistance did you encounter in your organisation and how did you overcome it?

* What lessons have you learnt along the way?

* Why do you think you will be a strong ambassador for this award? How do you plan to contribute?

*All questions are open answer possibilities*

Please send this completed form before 24th of November 2017 to [award@jump.eu.com](mailto:award@jump.eu.com)

To reach us: 02/346 32 00