



# FAQs - The Times Top 50 Employers for Gender Equality 2024

## Who can apply?

Any employer with a UK presence is eligible, we welcome entries from all sectors and sizes of organisation.

## How long does it take to apply?

The application period **opens on the 8 January and closes on the 16 February at 18:00**. Filling in the application takes some time, and you will need to answer 12 questions covering different areas. Please make sure to read all the questions and supporting guidance notes and that you have all the information you want to submit. The full questions are available in the Information and Guidance document and you can also request a copy of the application in a Word document.

## Can I include information that I submitted in my entry in 2023?

Yes. Although the question set has been reviewed and updated so it is recommended that you revisit the guidance for each question, and we would expect to see progress against the previous year's work. However, competition is fierce, and standards are only likely to continue to improve year on year, so we recommend that you review your answers and update your progress as much as possible.

## How do I access the online entry form?

This requires a unique link. Register via the Times Top 50 Employers for Gender Equality [application page](#) or email [Timestop50@bitc.org.uk](mailto:Timestop50@bitc.org.uk).

## How much does it cost to apply?

Application to The Times Top 50 Employers for Gender Equality is free. Successful applicants who make the Top 50 list are asked to pay a listing fee of £2,500 to cover the administration and running costs of the award, including the accompanying national communications campaign and listing in The Times.

## How can I get more information about the application and/or assessment process?

Applicants should refer to the full Information and Guidance document on [the BITC webpage](#). There is a free to attend [information webinar](#) on 11<sup>th</sup> January, 11am-12pm.

## How is the assessment conducted and does BITC anonymise the applications?

The assessment process anonymises applications to prevent any bias and is assessed using a double-blind method. The process is rigorous, done with integrity and the applications are independently assessed by gender equality experts. The Top 50 looks to understand the impact of policies and programmes and importantly how this translates into the lived experience of employees. The assessment process focuses on 4 key areas:

- an organisation's overall approach to driving progress
- specific policies around areas known to impact on gender equality at work (i.e. flexible working)
- broader interrogation of organisational culture
- the impact of your activity



### Has there been any changes to the questions this year?

This year's Top 50 will seek to understand how employers are taking an intersectional approach to achieving gender equality and how this is being delivered in the current economic context. The application form has been slimmed down this year with the removal of the case study and the question on Embracing and Celebrating difference, with the later embedded throughout the rest of the question set. A question on Sexual Harassment has also been introduced, and recent additions of the question on supporting women on low pay and the introduction of unmarked, spot check phone calls to better understand lived experience will remain.

### I can see that BITC has requested contact information from some of my employees. Why is that?

It is incredibly important to recognise employees lived experience at work when considering the Times Top 50 Employers for Gender Equality. To do this we ask applicants to supply the contact details of four employees working at your organisation we reserve the right to contact to help support us in our assessment of your application. Any phone calls we conduct will be anonymous and not contribute to your overall mark. Please make individuals aware if their contact details have been shared with us.

### What level of support will I receive if I have a BITC Gender or Inclusion package?

If you already have a Gender or Inclusion package, you will have the opportunity to have a limited 30-minute conversation with our experts before you submit your application, **they will not directly input into the application form** but will discuss with you any queries you have around work you have been doing and what to include.

### When will I be notified on whether my organisation has made the Top 50 list?

We will communicate the results at the start of May 2024. You will receive an email from BITC letting you know whether you have made it to the Top 50 list. Once you have been notified, if you have not made it to the Top 50 list, you can get in touch with us to discuss your application. If your organisation is not successful, this information will remain strictly confidential. BITC will not release details of who, or how many entries, are submitted.

### What feedback will organisations receive from their application?

All applicants, including those who do not make the Top 50 list, will receive feedback on their applications via a Trends Analysis Report. You will also get access to our Insights Report, published after the list is revealed, that highlights best practice and trends from this year's cycle.

BITC members with gender or inclusion packages may wish to allocate advisory time to receiving more comprehensive feedback; this will include a more in-depth discussion of your current approach through a feedback report and call. On request, we have introduced a one-off optional enhanced feedback package of £850+VAT to allow non-advisory members of BITC and those not within the network to access the highest level of support from one of our expert Inclusion Advisers.

### When and where is the awards event taking place?

BITC will host an in-person celebration event in central London for the successful Top 50 list. More details will be provided in May 2024 when notifying the applicants whether they have made it to the list, with the celebration event due to take place at the end of June.

A note on language: BITC takes an inclusive approach to championing gender equality; when we use the term women, we use it inclusively and understand this to mean any individual who identifies as such; when we use the term gender equality, we take this to mean equality for all genders and those who do not identify as a gender i.e. gender non-conforming, gender fluid or non-binary individuals. We invite employers to tell us what they are doing to champion and implement gender-inclusive policies and practices in the workplace (e.g. a trans inclusion policy)