The Times Top 50 (TT50) Employers for Gender Equality 2027: Terms and Conditions

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These terms and conditions should be read in conjunction with The Times Top 50 for Gender Equality FAQs.

Eligibility

General

i. The Times Top 50 Employers for Gender Equality List ("Award") is open to any employer in the United Kingdom.

ii. Entries are welcome from small, medium and large private sector businesses, public sector bodies, and voluntary organisations. By "private sector", we mean businesses that make a profit by providing goods or services.

Submitting entries

iii. To begin the application process, businesses should register their interest through our website. After registration, you will receive a unique application link via email. Further details of how to enter can be found in the FAQs.

Deadline

iv. The deadline for entries and other key dates relating to the Awards are provided in The Times Top 50 for Gender Equality FAQs ("Timelines").

v. Business in the Community ("BITC/We") will not accept entries after the deadline. Any entries received after the deadline will not be considered.

vi. If any technical issues prevent submission, BITC will extend the deadline for a discretionary period.

Submission

vii. The FAQs contain information on the submission process. BITC will only recognise entries submitted through our online entry form. Entries submitted by email or as Word or PDF documents will not be accepted.

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BITC reserves the right to reject or disqualify any entry where:

a. eligibility requirements have not been met;
b. information provided is materially inaccurate, misleading or incomplete;
c. the entrant breaches these Terms and Conditions; or
d. the entrant engages in conduct that may bring the Awards or BITC into disrepute

viii. All entries must include a high-resolution version of the organisation logo (accepted file formats are. eps, .svg or .ai under 100mb). Instructions for uploading your logo to your entry are provided in the online entry form.

ix. We ask that you keep a copy of your submission, as these are hard to retrieve due to the way the award is assessed.

x. BITC does not take responsibility for entries that do not progress to the assessment stage. For example, if they are incomplete, lost, delayed, or not properly submitted.

Information provided by you

By submitting an entry, the entrant confirms that they are authorised to act on behalf of their organisation and to provide the information contained within the submission, including case studies, personal data and logo, which may be used in BITC publications and media channels

Entrants are responsible for ensuring that:

- all mandatory questions have been completed;
- all information provided is accurate and truthful to the best of their knowledge;
- responses comply with stated word limits;
- any supporting materials are submitted in the required format; and
- The entrant retains a copy of the submission, as submissions may not be retrievable once the assessment process has commenced.

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xi. BITC recognises that submissions may contain information that is commercially sensitive or confidential. If an entrant believes that any information in their submission is commercially sensitive, they should notify the Flagships and Awards Team before submission and clearly identify the information in question. BITC will take reasonable steps to ensure that such information is treated confidentially and shared only where necessary for the administration and assessment of the Awards. However, entrants should avoid including highly commercially sensitive information unless it is essential to their submission. Entrants who wish to specify elements of their submission as sensitive should contact **TimesTop50@bitc.org.uk**

xii. By participating, entrants accept that content from entry forms may be shared with The Times newspaper's editorial team to provide background information for the development of The Times Top 50 Employers for Gender Equality content.

xiii. By participating, entrants agree that the name of their organisation, approved logo, and non-confidential information relating to their gender equality activity may be used for publicity and promotional purposes connected with the Awards. BITC will contact successful organisations in advance of any public announcement.

xiv. BITC will advise your organisation should it and/or The Times intend to publish an article in relation to your organisation.

Accept that BITC is committed to sharing good practice amongst its network of members. If you are selected as a Times Top 50 Employer for Gender Equality, the information you provide in your entry may be used by BITC as an example to support our missions, programmes and charitable purpose. We may edit the information you supply, including the case study, for the purposes of word count and consistency for publication without prior approval.

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Assessment Process

xv. All eligible submissions will be assessed against the published criteria by trained assessors appointed by BITC. Assessment outcomes may be moderated to ensure consistency and fairness across all entries. The assessment team's decisions are final, and no correspondence will be entered into regarding individual scoring decisions. Participation in the Awards does not guarantee inclusion in The Times Top 50 employers for Gender Equality list.

xvi. BITC reserves the right to trial or use artificial intelligence (AI) tools alongside human assessors at any stage of the assessment process. Any such use will be conducted in accordance with BITC's AI Usage Policy, relevant data protection legislation and internal rules to protect sensitive member and client data. AI tools may be used to support assessment, moderation, quality assurance and administrative activities; however, final assessment decisions will remain subject to appropriate human oversight. BITC reserves the right to amend its use of AI throughout the assessment process as technology, policy and operational requirements evolve.

Confidentiality and access to information

xvii. All assessors, reviewers and individuals involved in the administration of the Awards are required to maintain the confidentiality of information submitted by entrants. Information provided through the submission process will be used solely for the purposes of administering, assessing and promoting the Awards, and in accordance with applicable data protection legislation and BITC's Privacy Policy. Submission materials will only be shared with individuals who require access for these purposes. BITC shall be entitled to use the materials as set out in the FAQs. It is your sole responsibility to obtain all necessary permissions, licences and consents for the material you provide to BITC. BITC and its partners and sub-licensees shall not be required to obtain any permissions, licences or consents for use of material and BITC shall have no liability to any party in respect of its use of such material save in respect of material specifically identified as sensitive in accordance with these terms and conditions.

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Information and data protection

xviii. By entering the awards, you are required to provide us with personal information. We will only use any personal information you provide to us as set out in our **Privacy Policy**.

xix. We both agree to comply with laws or regulations relating to the processing of Personal Data, as applicable to us or to the Award, including, without limitation (and to the extent to which they are in force in the UK):

- The General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018
- The Privacy and Electronic Communications (EC Directive) Regulations 2003 (and/or any EU Regulation or other law which replaces it); and
- All other applicable laws and regulations relating to the processing of Personal Data and privacy, including statutory instruments and modifications or replacements of those laws mentioned above.

We may collect specific information about your organisation through the assessment, including, but not limited to:

- Your company name
- Company registration number
- Location
- Business sector
- Number of employees
- Information about your business practices.

The purpose of collecting the information listed is to help us assess and analyse your organisation's responsible behaviour to determine whether to include it in the list of Top 50 Employers for Gender Equality.

It is also to gain insight into the performance of all entrants and within specific business sectors. We may disseminate such analysis and insights on an aggregate or anonymised basis to publicise issues relating to business responsibility and to help other organisations become more responsible.

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By accepting these Terms and Conditions, you agree that we may publish your information in an aggregated or anonymised form in any Insights Report we may produce and in such other commentary and analysis as is produced by us.

Your Rights and Responsibilities

i. You have the right to access the personal data which we hold about you and to have any errors corrected. It is your responsibility to ensure that we have the correct contact information. This will enable us to provide you with the best service possible.

ii. If at any time you wish your personal data to be completely removed from all our systems, or if you want to update any personal data we have about you, please send an email to **data-protection@bitc.org.uk**

Other terms and conditions

iii. Any costs associated with you entering the awards, including the listing fee (as set out in the FAQ document) and attendance at any Award events, shall be borne solely by you. Information on the listing fee, logo licensing, and any additional feedback costs that you may incur can be found in the "The Times Top 50 Employers for Gender Equality 2027: FAQs" document.

iv. BITC accepts no responsibility for any damage or loss (direct, indirect, consequential, loss of opportunity or otherwise), of any nature, incurred by you as a result of entering the Award or use of the award platform.

v. Organisations selected for inclusion in The Times Top 50 Employers for Gender Equality must confirm acceptance of their position within 10 working days of being notified. The Flagships and Awards Team will make up to three attempts to contact organisations using the details provided in their submission. Where an organisation does not respond within the required timeframe, BITC may withdraw the offer and allocate the position to another eligible employer. This helps ensure that all places on the list are confirmed and published within the required timescales

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vi. BITC is under no obligation to publish or exhibit any entry. Upon entering the Awards, each entrant:

- Grants BITC a royalty-free, irrevocable licence to copy, edit, display, publish, broadcast and make available their Material (save for that accepted as sensitive in accordance with 4a above) in any format in connection with the Awards or promotion of the Awards (including at www.bitc.org.uk as necessary) including through a third-party Awards partner (for example The Times Newspaper)
- Agrees that BITC may publish their company name, programme/initiative name, CEO name and other information in connection with BITC's use of the material
- Warrants that the Material submitted with their entry is their own or the relevant team's original work, that it is not defamatory and that it shall not infringe any third-party rights, including, without limitation, privacy or data protection rights
- Agrees that BITC may grant to its partners and/or associated companies a sub-licence of the rights licensed to BITC under these terms and conditions on such terms as BITC shall agree in its sole discretion, including, without limitation, in relation to the publication of material
- Warrants they are authorised to act on behalf of their organisation and its Chief Executive (or equivalent), and the information submitted is a true reflection of their business's programme/initiative, policies, activities and performance.
- BITC reserves the right at any time to modify or discontinue the awards or any feature thereof with or without prior notice.

Complaints Procedure

- Any complaint relating to the administration of the Awards must be submitted in writing to BITC within 28 days of the relevant issue arising.
- BITC will review complaints in accordance with its internal processes and will respond within a reasonable timeframe. Assessment outcomes and ranking decisions cannot be appealed unless there is evidence that the published process was not followed.

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- Any complaints regarding the awards can be made by emailing the flagships and awards team at TimesTop50@bitc.org.uk

Governing Law

The Awards and these terms and conditions shall be governed by English law.

Awards team contact details

If you have any questions, please email our Flagship and Awards Team at **TimesTop50@bitc.org.uk**

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