



Northern Virginia Champions for Accountability

Application for Badge

The **Northern Virginia Champions for Accountability** badge recognizes employers that are willing to collect, share, and act on data about the diversity of their leadership.

To receive the badge, a business must:

- I. Operate in Northern Virginia
- II. Collect demographic data on board members and/or c-suite members/executives
- III. Complete all questions on this form

This application requests detailed information about your company's board and leadership composition, and may be easiest when completed by a human resource officer. The form should take no more than 10 minutes to complete.

Information that you provide on this form will be kept strictly confidential; all data will be deidentified and combined to quantify the extent to which Northern Virginia businesses are under diverse leadership. Except for information collected expressly for the directory (company name, geography, website, industry), your individual responses will be kept confidential and will be accessible only to the following individuals for research purposes only.

Northern Virginia Chamber of Commerce Vice President of Membership:

Jennifer Williamson, jwilliamson@novachamber.org

Community Foundation for Northern Virginia Senior Director of Insight Region:

Elizabeth Hughes, elizabeth.hughes@cfnova.org

Northern Virginia Chamber of Commerce Manager of Registration:

Homaira Sherdil, hsherdil@novachamber.org

Badge holders will be recognized in a public directory of companies that have received the badge, with their company name, website, industry, contractor status, and the county(ies) in which they operate; those that have diverse ownership, c-suite, and board composition will be acknowledged in a second directory of diverse-led businesses in Northern Virginia. **These directories will be made available beginning in September 2022.**

After completing this form, you may (a) use it to complete the online form, (b) email it to us, or (c) print and mail to:

Community Foundation for Northern Virginia

c/o Elizabeth Hughes

2940 Hunter Mill Road, Suite 201 | Oakton, VA 22124

elizabeth.hughes@cfnova.org

SECTION I. CONTACT INFORMATION AND ELIGIBILITY

Your responses in this section will be kept confidential.

1 How can we contact you about your badge?

Name

Title

Email

2 Where is your business located? [select all that apply]

Your business must operate in at least one jurisdiction in Northern Virginia to receive this badge.

- City of Alexandria
- Arlington County
- Fairfax, including Fairfax City and Falls Church
- Loudoun County
- Prince William, including Manassas and Manassas Park

3 What demographic data do you collect on your business's c-suite and/or board? [select all that apply]

Your business must operate in at least one jurisdiction in Northern Virginia to receive this badge.

- Race-Ethnicity
- Gender
- LGBTQ+ status
- Disability status

**If you have not selected any responses for Questions 1 and 2,
you are not eligible for the Northern Virginia Champions for Accountability badge at this time.**

SECTION II. DEMOGRAPHIC DATA COLLECTION AND SHARING PRACTICES

Your responses in this section will be kept confidential.

4 Are individuals asked to self-identify when collecting demographic data?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

5 Does your business share data regularly on the diversity of its leaders with staff?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

6 Does your business have an individual who leads its diversity, inclusion, and equity work?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

7 What is the name, title, and email address for this individual?

Note that this person may receive follow-up communications from the Chamber and Community Foundation.

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SECTION III. DIVERSITY EFFORTS

Your responses in this section will be kept confidential.

8 Is your business currently trying to diversify its staff, e.g., recruitment and retention strategies?

If yes, please describe; if no, write 'n/a'.

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9 Is your business currently trying to diversify its board, e.g., the process of nominating, recruiting, and vetting?

If yes, please describe; if no, write 'n/a'.

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10 Is your business currently trying to diversify its executive managers, e.g., promotion and recruitment practices?

If yes, please describe; if no, write 'n/a'.

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SECTION IV. DEMOGRAPHIC DATA

Your responses in this section will be kept confidential.

11 How many full-time employees work for this business?

12 At this time, are you able to report on the demographic composition of staff?

- Yes
 No

13 How many staff members identify as... [if unknown, leave blank]

- White, non-Hispanic
 Black, non-Hispanic
 Asian
 Hispanic/Latino/Latina/Latinx
 American Indian/Alaskan Native
 Native Hawaiian/Other Pacific Islander
 Other race-ethnicity, including two or more races
 Male
 Female
 LGBTQ+ (e.g., agender, non-binary, transgender, asexual, bisexual, gay, lesbian, and queer)
 Persons with a disability (physical, developmental, behavioral, sensory)
 Other (please specify):
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14 How would you describe the *ownership* of your business?

At least 51 percent of the business or stock is owned by person(s) who identify as... [select all that apply]

- White (non-Hispanic)
 Black (non-Hispanic)
 Asian
 Hispanic/Latino/Latina/Latinx
 Middle Eastern and North African
 Other non-White racial or ethnic identity
 Female
 Male
 LGBTQ+ (e.g., agender, non-binary, transgender, asexual, bisexual, gay, lesbian, and queer)
 Persons with a disability (physical, developmental, behavioral, sensory)
 None of the above - business does not have an owner (non-profit)

15 How many executive-level managers (e.g., CEO, CFO, COO) are employed by this business?

16 At this time, are you able to report on the demographic composition of this business's executive-level managers?

Yes
 No

17 How many executive-level managers identify as... [if unknown, leave blank]

White, non-Hispanic
 Black, non-Hispanic
 Asian
 Hispanic/Latino/Latina/Latinx
 American Indian/Alaskan Native
 Native Hawaiian/Other Pacific Islander
 Other race-ethnicity, including two or more races
 Male
 Female
 LGBTQ+ (e.g., agender, non-binary, transgender, asexual, bisexual, gay, lesbian, and queer)
 Persons with a disability (physical, developmental, behavioral, sensory)
 Other (please specify):

18 How many individuals serve on this business's board?

19 At this time, are you able to report on the demographic composition of this business's board?

Yes
 No

20 How many board members identify as... [if unknown, leave blank]

White, non-Hispanic
 Black, non-Hispanic
 Asian
 Hispanic/Latino/Latina/Latinx
 American Indian/Alaskan Native
 Native Hawaiian/Other Pacific Islander
 Other race-ethnicity, including two or more races
 Male
 Female
 LGBTQ+ (e.g., agender, non-binary, transgender, asexual, bisexual, gay, lesbian, and queer)
 Persons with a disability (physical, developmental, behavioral, sensory)
 Other (please specify):

SECTION IV. BACKGROUND INFORMATION

Your responses in this section will be kept confidential.

21 What best describes your business?

- Sole proprietorship
- Partnership
- Corporation
- Nonprofit
- Limited liability company (LLC)

22 In what year was your business founded?

23 What was your business's annual revenue in the most recent calendar year?

- Less than \$25 million
- \$25-49 million
- \$50-\$249 million
- \$250-999 million
- \$1 billion or more

24 May we contact you for a follow-up discussion / to profile your business as a best practice?

- Yes
- No

SECTION V. DIRECTORY INFORMATION

Only data collected in this section will be placed in a public, searchable directory of businesses that have received the pledge. If you do not want certain information to be included in the directory, please leave that field blank.

25 What is the name of your company?

26 How can the public find you online? If not applicable, leave blank.

Website

Twitter

Facebook

Linkedin

27 In what Northern Virginia zip code(s) is your business located?

28 Does your business derive the majority of its revenue from government contracts?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

29 In which industry (NAICS) is your business licensed to operate?

<input type="checkbox"/>	11 Agriculture, Forestry, Fishing and Hunting
<input type="checkbox"/>	21 Mining, Quarrying, and Oil and Gas Extraction
<input type="checkbox"/>	22 Utilities
<input type="checkbox"/>	23 Construction
<input type="checkbox"/>	31-33 Manufacturing
<input type="checkbox"/>	42 Wholesale Trade
<input type="checkbox"/>	44-45 Retail Trade
<input type="checkbox"/>	48-49 Transportation and Warehousing
<input type="checkbox"/>	51 Information
<input type="checkbox"/>	52 Finance and Insurance
<input type="checkbox"/>	53 Real Estate and Rental and Leasing
<input type="checkbox"/>	54 Professional, Scientific, and Technical Services
<input type="checkbox"/>	55 Management of Companies and Enterprises
<input type="checkbox"/>	56 Administrative and Support and Waste Management and Remediation Services
<input type="checkbox"/>	61 Educational Services
<input type="checkbox"/>	62 Health Care and Social Assistance
<input type="checkbox"/>	71 Arts, Entertainment, and Recreation
<input type="checkbox"/>	72 Accommodation and Food Services
<input type="checkbox"/>	81 Other Services (except Public Administration)
<input type="checkbox"/>	92 Public Administration

SECTION VI. NEXT STEPS

In the coming weeks you will receive additional information about this project and the Northern Virginia Champions for Accountability badge. At that time, you will be asked the details that will be included in our public directory of businesses and to commit to the following pledge:

As a Champion for Accountability, my business pledges to:

- 1) Ask staff, senior leadership, and board members to provide self-identified demographic detail (such as race-ethnicity, gender, disability status), and share findings regularly with staff
- 2) Develop clear, attainable pathways for staff to move into management and leadership positions
- 3) Identify and recruit from candidate pools that represent a more diverse cross-section of talent
- 4) Regularly review and update position descriptions / requirements to widen the pool of potentially qualified candidates (skills-based hiring)