



Gender Reporting Framework

Bloomberg's Gender Reporting Framework

Companies are encouraged to communicate with investors using the below framework for fiscal year 2018. Inclusion in the 2020 Bloomberg Gender-Equality Index is contingent on the data reported and level of disclosure.

Section 1: Female Leadership & Talent Pipeline

This section measures the company's commitment to attracting, retaining, and developing women into senior leadership positions.

All responses in Section 1 must represent a minimum of 80% of the company's full-time global workforce, unless otherwise noted.

1. **What percentage of the company's total employee workforce are women?**
2. **How many women are on the company's board?**
3. **What percentage of the company's board is composed of women?**
4. **Is the company's current Chairperson or equivalent position held by a woman?**
5. **Is the company's current CEO or equivalent position held by a woman?**
6. **What percentage of the company's named executive officers are women?**
 - "Named executive officers" refers to persons designated as such in the Annual Report or 10-K.
7. **What percentage of the company's top 10% compensated employees are women?**
8. **What percentage of the company's senior management are women?**
 - "Senior management" refers to managers that have senior-level supervisory responsibilities and are positioned within two levels from the CEO.
9. **What percentage of the company's middle/other management are women?**
 - "Middle management" refers to managers that have middle- or lower-level supervisory responsibilities and are positioned three or more levels from the CEO.
10. **What percentage of entry level positions are held by women?**
 - "Entry level" refers to full-time roles that do not require prior experience in the field or profession, including those roles designated for trainees or recent graduates.
11. **What percentage of line positions are held by women?**
 - A line position is one that directly advances an organization in its core work and is in most cases a revenue-producing function.
12. **What percentage of the company's IT and Engineering workforce are women?**
 - IT and Engineering workforce refers to full-time employees in functional roles in the information technology, engineering or R&D departments of the company; excludes administrative roles.
13. **What percentage of employees promoted during the fiscal year were women?**
 - "Promoted" refers to full time employees that were promoted or underwent career advancement during the fiscal year.

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14. What percentage of employees hired during the fiscal year were women?
15. What percentage of employees that left the company during the fiscal year were women?
16. What was the retention rate of your female employee population during the fiscal year?
17. What was the retention rate of your male employee population during the fiscal year?
 - Refers to the percentage of male employees that were employed at the start of the fiscal year 2018 and remained employed at fiscal year-end 2018.
18. Does the company have a Chief Diversity Officer (CDO) or an executive with the primary function of managing the company's diversity and inclusion initiatives?
19. For US Employees only: What percentage of the company's total United States employee base is multi-cultural women?
 - This should be consistent with required reporting to US Equal Employment Opportunity Commission.
20. Does the company have a targeted recruiting strategy to increase female hires?
21. Does the company publicly share a specific, time-bound action plan with targets to increase the representation of women in leadership positions?

Section 2: Equal Pay & Gender Pay Parity

This section addresses how a company is closing the gender pay gap through transparent and effective action plans.

All responses in Section 2 must represent a minimum of 80% of the company's full-time global workforce, unless otherwise noted.

22. Did the company perform a global equal pay audit (also referred to as a pay equity review) during the fiscal year to identify differences in pay between men and women doing equivalent work?
23. If the company performed a global equal pay audit and discovered a gender-based disparity in compensation that could not be justified, did the company correct the disparity or plan to correct the disparity within the 12 months post-audit?
24. Does the company publicly disclose a quantitative global compensation review by gender?
 - Refers to public disclosure of quantitative gender pay gap statistics for global workforce at any point during fiscal year 2018 (may be equal pay or raw pay gap statistics, but must be global).

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Raw pay gap metrics

25. Measure the number of women in your pay quartiles by stacking all full-time employees globally from highest to lowest compensation and dividing into four equal quartiles.

- Compensation should include base salary, bonus, stock, and any other monetary benefit(s).

(a) What is the company's proportion of women in the top pay quartile globally?

(b) What is the company's proportion of women in the upper middle pay quartile globally?

(c) What is the company's proportion of women in the lower middle pay quartile globally?

(d) What is the company's proportion of women in the lower pay quartile globally?

26. What is the company's global mean (average) raw gender pay gap?

27. What is the company's global median raw gender pay gap?

28. Does the company publicly share a specific, time-bound action plan to close its gender pay gap?

Section 3: Inclusive Culture

This section evaluates the policies, benefits, and programs that contribute to an inclusive work environment where all employees feel they are valued and have equal opportunities.

All responses in Section 3 must represent a minimum of 80% of the company's full-time global workforce, unless otherwise noted. Do not include part-time or unionized employees.

Global parental leave

29. (a) What is the minimum number of weeks of fully paid primary parental leave offered by the company?

- Lowest number of weeks of fully paid leave offered to primary caregivers at any location. If there is not a global standard, provide the minimum leave policy.

(b) What is the minimum number of weeks of fully paid secondary parental leave offered by the company?

- Lowest number of weeks of fully paid leave offered to secondary caregivers at any location. If there is not a global standard, provide the minimum leave policy.

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30. (a) Does the company have employees based in the US? If not, skip question 30 b-e. *This question is not scored.*
- (b) For US Employees only: How many weeks of fully paid primary parental leave does the company offer?
- (c) For US Employees only: For those employees that returned from primary parental leave during the fiscal year, what was the average number of fully paid weeks taken?
- Pertains to those employees who were eligible to take fully paid primary parental leave and returned to work during the fiscal year.
- (d) For US Employees only: How many weeks of fully paid secondary parental leave does the company offer?
- (e) For US Employees only: For those employees that returned from secondary parental leave during the fiscal year, what was the average number of fully paid weeks taken?
31. Of women who returned from parental leave during fiscal year 2017, what percentage remained employed by the company 12 months after their return?
32. Does the company provide access to on-site lactation rooms to at least 80% of its global employee base?

Insurance and benefits

33. In markets where this benefit is not covered by government programs, does the company provide:
- (a) monetary adoption assistance?
 - (b) insurance coverage for fertility services?
 - (c) insurance coverage for egg-freezing?
 - (d) insurance coverage for contraception?
34. In markets where this benefit is not covered by government programs, does the company offer insurance coverage for gender reassignment services?

Family care

35. In markets where this benefit is not covered by government programs, does the company provide:
- (a) back-up child care services or child care subsidies?
 - (b) back-up elder care services or elder care subsidies?

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Flexibility

36. Does the company offer an option to control and/or vary the start or end times of the workday or workweek (e.g. flextime) to at least 80% of global employee base?
37. Does the company offer an option to control and/or vary the location where employees work (e.g. telecommuting, work from home) to at least 80% of global employee base?

Career development

38. Did the company conduct an employee engagement survey for all employees during the fiscal year?
39. Does the company have Employee Resource Groups or Communities for women?
40. Does the company require a gender-diverse slate of candidates for all management roles?
41. Do senior managers have clear diversity and inclusion goals included as part of their annual performance reviews?
42. Does the company mandate all managers complete unconscious bias training to raise self-awareness of implicit bias and provide tools or strategies to reduce discriminatory behaviors?

Section 4: Sexual Harassment Policies

This section assesses the strength of a company's anti-sexual harassment policies and its procedures to address employee claims.

43. Does the company have a publicly available company policy that explicitly condemns sexual harassment in the workplace?
44. How frequently are employees required to complete sexual-harassment training (in years)?
 - This does not refer to initial training, rather it refers to re-training annually, bi-annually, etc.
45. For all sexual harassment allegations, does the company utilize an impartial third-party investigator, or have an internal independent investigation function, that reports directly to the board?
46. Does the company prohibit nondisclosure agreements (e.g. confidentiality provisions or silencing agreements) pertaining to claims of sexual harassment in settlement agreements, unless requested by the victim?
47. Does the company require employees to take sexual harassment claims to private arbitration either through company policy or mandatory arbitration clauses in employment contracts?

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Section 5: Pro-Women Brand

This section gauges how a company is perceived by stakeholders considering factors such as its supply chain, products and services, how women are portrayed in advertising, and external support for women in the community.

48. Does the company evaluate all advertising and marketing content for gender biases prior to publication?
49. Does the company have a supplier diversity program that includes women suppliers/vendors?
50. Has the company taken measures to ensure that all products, services, and facilities are not used for any form of exploitation or abuse of women?
51. Does the company offer and/or fund any products targeting women clients or customers designed to benefit women's health, wellbeing, safety, educational opportunities, career advancement, or other means of achieving gender equality?
52. Does the company have a program designed to recruit women returning back to the workforce after taking a career break?
53. (a) Does the company have a retail customer base? If not mark, skip questions 53 b-e. *This question is not scored.*
 - (b) Does the company track the client or customer base by gender?
 - May exclude markets where it is not permitted by law to track customer base by gender.
 - (c) Does the company track customer satisfaction feedback by gender?
 - (d) Does the company measure the retention of women clients or customers in any of its businesses?
 - (e) Has the company allocated specific resources for both retaining and increasing the percentage of women clients or customers in any of its businesses?
54. (a) Does the company provide financial services? If not, skip questions 54 b-c. *This question is not scored.*
 - (b) Does the company offer and/or fund any lending, savings, or other financial products specifically for women-owned businesses - micro, small or other?
 - (c) Where applicable, does the company track repayment rates by gender?

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Education

55. (a) Does the company conduct and/or sponsor any financial education programs targeting women in the community that are not employees or clients?
- (b) Does the company conduct and/or sponsor any health or insurance education programs targeting women in the community that are not employees or clients?
- (c) Does the company conduct and/or sponsor any STEM education programs targeting women in the community that are not employees or clients?

Public support for women

56. Has the company given monetary support during the fiscal year to any non-profit organization(s) with a primary mission of advocating for gender equality in the workplace?
57. Is the company a signatory to the UN Women's Empowerment Principals?
58. Is the company a signatory to the UN Global Compact?
59. Is the company EDGE certified, or in the process of certification, globally or in any market?
- List markets and level of certification.