

LATINA *Style* 50
2022 LATINA *Style* 50 Survey

25th Anniversary
The 50 Best Companies for Latinas to Work for in the
United States

The August issue of *LATINA Style* will feature its 25th Annual *LATINA Style* 50, a report on the Top (50) Companies providing the best career opportunities for Hispanic women in our country.

PLEASE COMPLETE THIS SURVEY USING 2021 INFORMATION ONLY.
All completed materials must be received no later than **Friday, May 27, 2022.**

If you have any questions, please call the *LATINA Style* Office at (214) 357-2186 or email LS50@latinastyle.com

CONFIDENTIALITY CLAUSE:

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General Information

Company Name (as you would like it to be listed in all press materials):		
Please Indicate Participation with the Survey: <i>First Time:</i> YES <input type="checkbox"/> NO <input type="checkbox"/> <i>Most Recent Year:</i>		
Person Completing Survey/Primary Survey Contact:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Company Website:		
Company CEO/President:		
Company Headquarters:		
City:	State:	ZIP:
Phone:	Email:	
CEO/President's Executive Assistant:		
Address:		
City:	State:	ZIP:
Phone:	Email:	

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Company Classification

What is the nature of your company's primary business?

<input type="checkbox"/> Accounting <input type="checkbox"/> Advertising, Marketing, Public Relations <input type="checkbox"/> Apparel, Textile (manufacturing) <input type="checkbox"/> Automobile, Automotive Parts (manufacturing) <input type="checkbox"/> Biotechnology <input type="checkbox"/> Chemicals <input type="checkbox"/> Commercial Banking <input type="checkbox"/> Computer Peripherals, Data Services <input type="checkbox"/> Software <input type="checkbox"/> Computers, Office Equipment <input type="checkbox"/> Diversified Financial Services/Company <input type="checkbox"/> Electronics (manufacturing)	<input type="checkbox"/> Food, Beverage (manufacturing) <input type="checkbox"/> Health Care (including hospitals, medical equipment) <input type="checkbox"/> Hospitality <input type="checkbox"/> Insurance (includes life, health, property, and casualty) <input type="checkbox"/> Pharmaceuticals <input type="checkbox"/> Petrochemicals <input type="checkbox"/> Retail (all categories) <input type="checkbox"/> Scientific, Photographic Equipment <input type="checkbox"/> Soaps, Cosmetics (manufacturing) <input type="checkbox"/> Telecommunications <input type="checkbox"/> Toys, Sporting Good (manufacturing) <input type="checkbox"/> Utilities <input type="checkbox"/> Other: _____
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PLEASE NOTE

If you cannot answer a question or provide the appropriate information, please make sure to mark the answer with N/A. Any answer left completely unanswered (meaning it is NOT MARKED with N/A) WILL be scored negatively.

PART I - Employee Statistics

1. EMPLOYEE COUNT

	# of employees		% of total employees	
	2020	2021	2020	2021
Total Hispanic Women in company:				
Total Hispanics (Women + Men) in company:				
Total Women in company:				
Total Employees in company:			100%	

2. CORPORATE RANKS

Do Hispanic Women, Hispanics, or Women hold any of the following top positions in the company? Place the number of members where applicable.

TITLE	Hispanic Women (#)	Hispanic Men (#)	Women (#)	New this year (#)	N/A
Board of Directors: *Total number : _____					
Chairman/CEO					
Vice Chairman					
President/COO					
Chief Financial Officer					
Corporate Counsel					
Chief Diversity Officer					
Chief Marketing Officer					

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2a. Please provide a List of Hispanic Members serving on your company's Board of Directors:

PART II - Recruitment and Procurement Policies

3. HIGHEST RANKING HISPANICS

Please list Top 5 Ranking Hispanics (male & female) in your company. Please list by position.

NAME	TITLE	DEPARTMENT

PLEASE READ

We understand that companies have a variety of structures making it possible for 2 or more Latinas to be tied for the 'Highest Ranking Position' within the company. We allow you to submit a maximum of three Highest Ranking Latina Forms (*Please send separate form*). If your company is in the Top 12, LATINA *Style* will select and choose one Latina to be featured in the magazine. Please keep this in mind while filling out the information below and the Highest Ranking Latina form.

4. If LATINA *Style* Magazine was to produce a feature related to your industry, who would be considered the Highest Ranking Latina available for an interview? _____

4a. How many levels away is the Highest Ranking Latina to the President/CEO? (i.e.: Is she a direct report, one away, or two away?)

4b. Have any High Ranking Latinas been promoted this year? YES NO

4c. If answer is YES, please provide name and new title:

NAME	TITLE	DEPARTMENT

The Latina *Style* 50 awards Ceremony is one of the most prestigious events that take place in the Hispanic community. A highest ranking Latina must attend the ceremony to accept award. Their absence will disqualify company from submitting a survey for one year. The awards ceremony will be held on February, 2023 in Washington, D.C.

Please initial to acknowledge clause above: _____

PLEASE MAKE SURE THAT THE INFORMATION PROVIDED ABOVE CORRESPONDS WITH THE INFORMATION PROVIDED IN THE 'HIGHEST RANKING HISPANIC WOMEN FORM'

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Key Contact for Diversity Equity & Inclusion or Chief Diversity Officer:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	

5. HISPANIC AFFINITY GROUPS

Does your company have a Hispanic Employee Resource Group/Association? YES NO

5a. If YES, please list all Hispanic Employee Associations within your company:

5b. Please describe some of its major goals and recent activities:

President of the Hispanic Employee Resource Group:		
	Department:	
Address:		
City:	State:	ZIP:
Phone:	Fax:	
Email:		

6. RECRUITMENT

How and where does your company recruit Hispanic Women?
Please explain recruitment policies pertaining to Hispanic Women below.

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6a. Does your company have a dedicated program to recruit Hispanic women? YES NO

If yes, please name each program endorsed by your company.

1.	
2.	
3.	

7. Does your company have a dedicated program to recruit transitioning military personnel? YES NO

Key Contact Person for Recruitment Opportunities for VETERANS, RESERVES, ETC.		
Name:	Department:	
Title:	Address:	
City:	State:	ZIP:
Phone:	Fax:	
Email:		

7a. Does your company utilize recruitment advertising in any of the following Hispanic media or recruitment outlets?

Place an X or ✓ where applicable and provide a name for each media.

Newspapers		
Magazines		
Television		
Radio Stations		
Websites		
Search Firms		
Social Media		

8. MINORITY/DIVERSITY PROCUREMENT PROGRAM

Does the company have a Minority Supplier Development Program? YES NO

PART III – Employee Benefits

9. ALTERNATIVE WORK POLICIES

Does your company have any of the following alternative work policies?

Place an X or ✓ where applicable.

Traditional Flextime - the employee can change start and end times periodically	
Daily Flextime - the employee can change start and end times on daily basis	
Compressed Work Week - the employee can put in 40 hours in less than 5 days (i.e. four 10- hour days)	
Telecommuting/Work at Home- working from home with a computer hook-up	
OTHER :	

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10. PROFIT SHARING

10a. Does your company offer profit sharing? YES NO

If Yes, what percent of 2021 annual profits were offered to employees? _____%

10b. Which employees are eligible to participate? Salaried Paid _____ Hourly Paid _____

10c. Does your company present any awards to deserving employees? YES NO

10d. Does your company offer monetary awards or bonuses to employees? YES NO

If Yes, what is the average amount per employee awarded? \$ _____

11. HEALTH BENEFITS

11a. Does your company offer a health insurance plan for all full-time employees? YES NO

11b. Does your company offer a health insurance plan for all part-time employees? YES NO

11c. What percentage of the employee's premium for personal coverage does your company pay? _____%

11d. What percentage of the employee's premium for family coverage does your company pay? _____%

11e. What percentage of your workforce does not have health care insurance? _____%

PART IV – Advancement Opportunities for Women

12. TASK FORCE PROGRAMS

12a. Does your company have a Task Force that addresses women's issues in the workplace? YES NO

12b. Is the Task Force considered: Place an X or ✓ where applicable.

INTERNAL _____

FORMAL _____

EXTERNAL _____

INFORMAL _____

Please name each Task Force Program offered by your company:

1.	
2.	
3.	

Key Contact Person for the Task Force Program:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Website:		
Who oversees the Task Force Program?		
Title:	Department:	
Phone:	Email:	

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□

▶ How are the goals of the Task Force set and measured?

12c. Are there any Latinas involved in the company's women's task force? YES NO

13. MENTORING PROGRAMS

13a. Does your company have a Mentoring Program to encourage the advancement of women employees? YES NO

14. LEADERSHIP TRAINING & CAREER COUNSELING

14a. Does your company endorse the sponsorship of women at management or leadership training programs? YES NO

14b. Does your company have a Fast Track Program that accelerates potential promotions for Hispanic Women employees? YES NO

If yes, please name and explain the program's policy:

Key Contact Person for the Fast Track Program:		
Title:	Department:	
Address:		
City:	State:	ZIP:
Phone:	Email:	
Website:		

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15. CONTINUOUS EDUCATION OPPORTUNITIES

Does your company provide continuous education reimbursements? YES NO

If yes, how much per year is reimbursed? \$ _____ OR _____%

15a. Which employees are eligible to participate in continuous education programs? Salaried Paid _____ Hourly Paid _____

16. Did your company receive any awards or recognitions in 2021? YES NO

If YES, please provide a list.

1.
2.
3.
4.
5.

17. IN YOUR OWN WORDS

17a. Please provide your company's CEO/President's mission statement regarding diversity practices below.

The CEO/President of your company must sign in the signature box provided below to verify the statement and survey information.

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Print Name:	Title: Chief Executive Officer
Signature:	Date:

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Thank you for your participation in LATINA *Style*'s 50 Best Companies for Latinas to Work for in the United States Survey. We look forward to working with you and your team to ensure that Latinas take full advantage of the opportunities offered by your company.

DEADLINES

All completed materials must be emailed or postmarked and no later than **Friday, May 27, 2022**. Please note that in order to meet our publishing schedules it will not be possible to grant deadline extensions beyond this date.

Please include this completed checklist in your company's submission and send all materials to:

EMAIL: LS50@latinastyle.com
with courtesy copy to
beana.d@latinastyle.com
Phone: (214) 357-2186

*Once the submission has been received, ***the Survey Contact will receive an email confirmation***. Please ***contact the LATINA Style office*** if confirmation has not been received after two weeks from the date of submission.

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SUBMISSION CHECKLIST

Before submitting your company's evaluation, please be sure you have included the following:

☆**NOTE:** *Incomplete surveys will **NOT** be considered for evaluation*☆

- Completed survey including all data, contact information and appropriate signatures
- A list of Hispanic members serving on your company's Board of Directors
- Please submit High Res Company Logo with any guidelines. This will be used for official messaging if selected as one of the Top LATINA *Style* 50 Companies.
- A completed **Highest Ranking Latina Form** including an updated professional biography, recent color photo with resolution of at least 300 dpi (*additional Form*)
- Your Company's CEO/President's mission statement regarding your company's diversity practices

On behalf of _____ (Company), we understand that should we be selected as a LATINA *Style* 50 Best Company for Latinas to Work for in the United States, our highest-ranking Latina must be present to receive the award on behalf of the company at the Awards Ceremony & Diversity Leaders Conference on **February, 2023 in Washington, D.C.** We understand that if our highest-ranking Latina's schedule does not permit her attendance, another high-ranking Latina will represent our company in her place.

**Date to be determined*

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