



## **Excellence in Inclusion Award**

As part of ACEC Washington's ongoing commitment to promoting diversity and inclusion in the A/E/C industry, ACEC Washington has created the *Excellence in Inclusion* awards program to recognize companies that share ACEC's commitment. This award seeks to raise awareness of the value a diverse workforce and inclusive environment brings to a company by bringing attention to diversity and inclusion champions within ACEC Washington. By recognizing these outstanding firms, ACEC hopes to inspire other member firms to engage in activities that will promote diversity and inclusion both within their firms and throughout the engineering profession.

The ACEC *Excellence in Inclusion* awards honor ACEC Member firms that are champions in advancing diversity and fostering a culture of inclusion within their workforce, their teams, and the clients they serve. By showcasing and recognizing best practices from companies that are developing and delivering diversity and inclusion initiatives with demonstrable success, award winners have the opportunity to share their track record of achievement and commitment. Award winners will be able to demonstrate their commitment to diversity and inclusion and a track record of achievement.

Awards will be given to firms based on size in **two** categories:

- Small Firm (1-50 Full Time Employees)
- Mid-Sized Firm (21-300 Full Time Employees)
- Large Firm (301+ Full Time Employees)

### **Excellence in Inclusion Award Criteria**

Applicants can submit for judging in the following categories:

- **Workforce Diversity**
  - Company diversity statement or policy
  - Diversity and inclusion as part of strategic plan and/or business plan
  - Diversity and inclusion training for management and leadership
  - Mentoring program for diverse employees by senior management
  - Employee access to diversity and inclusion resources
  - Dedicated diversity and inclusion staff
  - Leadership commitment and accountability (e.g. including diversity and inclusion as a performance metric)
  - Employee composition with clearly-defined goals for broader employee diversity

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- Diverse representation at all company levels
  - Recruitment, retention and promotion rates for diverse demographics
  - Diverse council, employee resource groups, or similar employee networks
  - Targeted efforts to attract and retain employees from diverse groups
  - Flexible work arrangements or creative benefits designed to meet the needs of diverse employees
  - Diversity and inclusion training for employees, including diversity and inclusion integration into other training and apprenticeship programs
  - Community involvement
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- **Diversity in Project Teams & Relationships**
    - Company statement or policy on diverse and inclusive relationship/team building
    - Diversity and inclusion as part of business plan
    - Diversity and inclusion training for project managers and marketers
    - Dedicated staff focused on diversity and inclusion in teaming and relationships
    - Leadership commitment and accountability to building diverse teams (e.g. including diversity and inclusion as a performance metric)
    - Community outreach to diverse businesses
    - Favorable contract terms and conditions for diverse businesses, assistance with bonding, quick pay, etc.
    - Collaboration or partnership with external organizations
    - Fosters Mentor-Protégé relationships
    - Provides business leader shadowing

## **Rules/ Guidelines for Submittal:**

1. All applications must be submitted by 11:59 p.m. on **Monday, January 15, 2024**.
2. Submissions may cover one, some, or all aspects of diversity; including but not limited to: age, ability, ethnicity, gender, sexual orientation, socio-economic status, race, and religion.
3. Submissions must relate to activities or initiatives conducted in the last twelve months.
4. For firms with offices in multiple locations, submissions must relate to activities or initiatives conducted within the state of Washington.



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5. Submissions will describe how the nominated firm has demonstrated an outstanding commitment to advancing diversity and fostering a culture of inclusion within their workforce and in the communities they serve, especially as it pertains to the criteria listed above. **Applications will consist of a written narrative of no more than four typed pages, double-spaced, font size 12.**
6. You may also submit supplemental documents including PDFs, Microsoft Word documents, Microsoft Excel documents, or photos with your entry. Only ten (10) supplemental files (including photos) permitted per submission.
7. All applications must be returned via email to Claire Inslee, [cinslee@acec-wa.org](mailto:cinslee@acec-wa.org) by the submission deadline.