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| **Term** | **Definition** |
| Overall Workforce Representation | Your total U.S. employees, including U.S. territories, as of December 31, 2022. |
| New Hires | Employees in the U.S. (including U.S. territories) hired externally after December 31, 2021 and still active employees on December 31, 2022. |
| Promotions | Employees in the U.S. (including U.S. territories) promoted to a higher position and/or ranking after December 31, 2021 and still active employees on December 31, 2022. |
| Senior Leadership | Your CEO (or U.S. lead) and direct reports as well as theirtheir direct reports (Management Levels 1 & Level 2). |
| Management | Includes US (including US territories) employees as defined by your company in question #75 in the 2023 assessment. You may include professional employees who have significant project management responsibilities.New Hires: employees hired externally into management after December 31, 2021 and still active management employees on December 31, 2022.Promoted into Management: non-management employees promoted into management between December 31, 2021 and still active management employees on December 31, 2022. |
| Management Level 1 | Includes CEO (or U.S. lead) and his/her Direct Reports (does not include administrative staff, except for Chief Administrative Officer). |
| Management Level 2 | One level below Level 1 - includes all individuals in management positions, does not include administrative staff/support positions. |
| Management Level 3 | Two levels below Level 1 - includes all individuals in management positions, does not include administrative staff/support positions. |

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| **Term** | **Definition** |
| Management Level 4 | Three levels below Level 1 - includes all individuals in management positions, does not include administrative staff/support positions. |
| Environmental, Social, and Governance (ESG) | Sustainable and ethical practices that make a positive impact or minimize risks of business operations.* **Environmental:** minimizing risks that business operations may have on the environment OR regulating operations to minimize risks on the environment such as pollution, climate change, waste, etc.
* **Social:** giving back to the community (i.e., volunteering, establishing programs) and managing relationships with employees (i.e., fair labor laws, diversity and inclusion, safety and health).
* **Governance:** managing and controlling business operations in accordance with federal and local laws, rules, processes, or in a combination of all three.
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| Employee Resource Groups (ERG) | Internal networks within your organization that promote a diverse and inclusive workplace. |
| Affinity groups | A type of employee resource group that is organized based on a common interest/goal or to fulfill a specific purpose. |
| Talent Reviews | A process to review an employee’s current (or past) performance, potential,development opportunities, and career mobility within an organization. Could also include individuals identified as part of succession planning efforts. |
| Diverse Slates | Applicants who are diverse in gender, race and/or ethnicity, sexual orientation, gender identity, disability, and/or veteran status. |
| Diverse | Refers to race/ethnicity, gender, LGBTQ+, people with disabilities, and veterans. |
| Interview Panel | A group of employees assigned to conduct candidate interviews for an external hire or promotion. |
| Behavioral Interview | An interviewing technique that is used to evaluate a candidate based on past experiences to understand the way they would react in certain job-related scenarios. |

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| **Term** | **Definition** |
| Cognitive Ability Test | A selection procedure that measures candidates verbal reasoning, spatial awareness and/or mathematics. |
| Multicultural Organization | Refers to organizations that include people from multiple diverse group identities: race/ethnicity, gender, sexual orientation, people with disabilities, veterans, nationality, class, religion, or other groupings. |
| Minority-owned Business Enterprises (MBE) | A business which is at least 51% owned (for publicly-traded businesses, at least 51% stock ownership), operated and controlled by one or more American citizens of an ethnic minority group (i.e., Asian, Black, Hispanic, Native American). For more information, please visit: <https://www.nmsdc.org/mbes/what-is-an-mbe/> |
| Women-owned Business Enterprises (WBE) | A for-profit business that is at least 51% owned and controlled and whose daily operations are held by one or more women who are U.S. citizens or Legal Resident Aliens. For more information, please visit: <https://www.wbenc.org/about-wbenc> |
| Diverse and Inclusive Workplace | A work environment aimed at welcoming and providing equal treatment to employees from different backgrounds. |
| Disadvantaged Groups | Groups that are subject to prejudice, discrimination or biases due to their social status, background, and/or other characteristics (e.g., a woman denied a management position because of her gender). |
| North American Industry Classification System (NAICS) | A coding system used by Federal agencies to classify businesses in order to report on the U.S. business economy. For more information, please refer to: [https://www.census.gov/naics/](https://www.census.gov/eos/www/naics/) |
| Diverse Supply Chain | Suppliers owned by people of color, women, people with disabilities, military/veterans, LBGTQ+ individuals or those located in HUBZones. |

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| **Term** | **Definition** |
| Unconscious bias | Automatic judgments made about an individual or a group of people; generally based on social stereotypes. |
| Cross-cultural Competence | Knowledge, skills, and abilities that enable effective interactions and communication with people from cultures different from one’s own. |
| Mentoring | Refers to helping a person grow personally and professionally by providing them advice, feedback, and coaching. |
| Formal Mentoring Program | A company-sanctioned and company-run program that pairs mentors and mentees, tracks participation, and assesses/measures the success of participant and program outcomes. |
| Sponsorship | The process of a person with authority, who actively uses their influence to help employees advance in the company. |
| Sponsor | Usually, someone at a more senior level and/or an individual with strong influence within an organization assists high potentials in gaining visibility for particular assignments, promotions, or positions. |
| Formal Sponsorship Program | A company-sanctioned and company-run program that pairs sponsors with identified talent, tracks participation, and assesses/measures the success of participant and program outcomes. |
| Total Giving | Includes corporate cash, foundation cash and/or non-cash contributions to non-profit organizations. For organizations in the nonprofit sector, total giving could apply to any social benefit/social mission work, including charitable activities and charitable contributions. |
| Federal Contractor | Refers to an organization that performs a specific job, supplies labor and materials, and/or sales products and services to the United States (any department or agency) OR refers to an organization that conducts business with the U.S. Federal government. For more information, please refer to: <https://www.dol.gov/odep/topics/FederalContractorRequirements.htm> |