



Family Friendly Business Award®

How your business can prepare to qualify for Platinum level recognition.

The Family Friendly Business Award® at the platinum level will recognize businesses that currently implement a minimum of *two policies in each of the four primary categories* and are demonstrably committed to the following three additional categories: Pay Equity, Diversity & Inclusion, and Community Investment.

Below are a few suggestions to help your business prepare to apply for the platinum level:

Pay Equity

Pay equity means equal pay for work of equal value. A system of ensuring pay equity among employees is key to ensuring that workers of equal skill, experience and responsibility are paid at the same level, regardless of gender or race. Here are some considerations:

Do your business policies ensure compliance with the Fair Pay for Women Act (*this is a requirement for **platinum level** recognition*)? Learn more: nationalpartnership.org

Does your business conduct formal evaluation of pay by job classification and gender?

Does your business allow or encourage employees to discuss pay with co-workers?
This would look like a verbal or written policy that supports employees discussing their pay levels with each other. Actively stating that the company allows this would be part of the verbal/written policy.

Diversity & Inclusion

For this category, this means implementing policies **above and beyond** the standard and/or required policies. Some businesses are amending their Employee Handbooks to add specific policies stating their commitment to a diverse & inclusive work environment.

When posting job opportunities: state your commitment to building a diverse & inclusive culture in your job descriptions and careers page.

Regarding the diversity of your staff: are there goals in place to actively recruit/hire/retain diverse employees? How do you track those goals and ensure you are meeting those?

Has your executive team or management discussed or have plans to implement specific, ongoing training related to systemic racism, cultural competency, unconscious bias, etc.?



Does your business have staff/exec meetings where diversity & inclusion goals are discussed? Remember, these policies can be verbal or written.

Does your business create job descriptions that are inclusive of gender-neutral language? Audit all of your job descriptions to check for any use of 'he/his/him' as a default and convert them to gender-neutral pronouns like 'he or she' or 'they'."

Community Investment

Does your business have an all-employee volunteer day at a local non-profit?

Does your business match your employee donations to local non-profits?

Does your business offer paid time off to volunteer at local non-profit or community events?

Does your business have policies related to supporting employees investing time and/or money into our/their community?

Does your business offer paid time for volunteering (such as community service or community boards)?