

## Frequently Asked Questions

### **Data Access and Security:**

#### **Who will have access to the data for the Index?**

Inclusive ICR is partnering with Reliant Talent Management Solutions to administer the DEI Index on their proprietary survey platform, ZipSurvey (<http://zipsurvey.com>). Outside of Reliant, data access will be limited to the Inclusive ICR DEI Index project team.

#### **How is the data for the DEI kept secure online?**

Reliant has invested heavily in its technological infrastructure. They have a dedicated database and web servers secured by Watchguard™ firewalls. Their servers have undergone a thorough security audit by RSA Security ([www.rsasecurity.com](http://www.rsasecurity.com)), and ZipSurvey, Reliant's online survey platform, has also received a seal of approval from True Digital Security ([www.truedigitalsecurity.com](http://www.truedigitalsecurity.com)). Located in Tulsa, Oklahoma, Reliant's data center is fed by some of the nation's leading bandwidth providers including Level 3 and Sprint.

### **Completing the Index:**

#### **Can I preview the Index before taking it online?**

Yes. A PDF version is available for organizations to review the items prior to taking the survey.

#### **What time period will be referenced on the Index? I.e., does it ask for data from 2022 or 2023?**

Participants are expected to reference the current state of their organization as they respond to items (i.e., present day; roughly Spring of 2023). For example,

when providing the number of employees within the organization, participants can use headcount numbers that are accurate for any point during the period of the survey administration (April 18, 2023 – May 19, 2023).

### **Do the items for the Index refer to local organization information only?**

Participants are asked to reference their local organization when responding to items. The “organization information” section also asks respondents to indicate (a) the number of employees in ICR Iowa, (b) the number of employees organization-wide, and (c) whether the organization has an international component.

### **Can I share access to my organization’s Index as I complete it, so multiple people can fill in responses?**

Yes. You will need to obtain a unique link to your organization's Index by taking the following steps: (1) respond to the first page of items on the survey (which you can go back and edit later, if need be) and click Continue at the bottom of the page; (2) respond to the items on the second page and select “Save for later completion”. You will be given a unique link to your survey that you can share. You are also given the option to provide an email address, to which the unique link will be sent for your future reference. Note that when you utilize your unique link, you will be able to move backwards in your survey using your browser's back button, and forwards by clicking Continue at the bottom of each page.

### **Will I be able to save my progress?**

Yes, you may save your progress if you have responded to the first and second page of items. You will see the button ‘Save for later completion’ on bottom of the second page. Clicking this button will provide you with a unique link to your survey that you can use to return to where you left off. You are also given the option to provide an email address, to which the unique link will be sent for your future reference. Note that when you utilize your unique link, you will be able to move backwards in your survey using your browser's back button, and forwards by clicking Continue at the bottom of each page.

## **How will I know I have successfully completed the Index for my organization?**

When you successfully complete the Index, you will be taken to a thank you message that confirms your submission by saying "Your responses have been recorded - you may exit by closing your web browser."