

## **Application Form – Excellence in Inclusion, Equity & Diversity**

The "Excellence in Inclusion, Equity & Diversity" award honors excellence in enhancing workplace diversity, equity, and inclusion in alignment with the organization's vision, resulting in positive organizational outcomes. This category seeks concise descriptions outlining strategies that foster a more diverse, equitable, inclusive, and welcoming environment, contributing to the organization's success.

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## Some guidelines before you begin

1. You **must** use this document to complete your application.
2. Type your submission descriptions in the **appropriate sections** of this form.
3. All sections are mandatory
  - a. If any fields are not applicable, do not leave them blank. Please **enter** N/A and also share a short **rationale** on why that may not apply to your organization in the same field box.
  - b. Note that if the COE or the internal jury, deem the information as mandatory or necessary for evaluation, your application may not move to the next phase.
4. When providing information for section 2: please write **in 3<sup>rd</sup> person**.
5. Make sure you **focus** on challenges, details and outcomes.
6. **Read** the definition and parameter for each evaluation criteria. The definition is the key to what your response must include.
7. Make sure your response includes the following for each sub-parameter:
  - a. ***Perceived value through internal surveys and Voice of Customer (VOC) data from both employees and external stakeholders.***
  - b. ***The use of new, enhanced or improved methods, models and paradigms in the real work environment while tracking progress, and achieving milestones.***
  - c. ***The consequential outcome, measured as a positive trend in business process and/or technology system and/or task behavior or discretionary behavior.***
  - d. ***The consequential outcome, measured as a monetary benefit from an initiative/function/practice in comparison to its apparent costs.***
8. **Substantiate** your responses by signposting, images, charts, graphs and any other visuals that you may deem necessary. Please insert these within the context of your responses. You may include these under the appropriate section in the template provided (<https://www.dropbox.com/scl/fi/v5cq417528hm2q6nnbf8/Annexure-Template.pptx?rlkey=h77g756xuipeyt2a7g7tmkvs&st=u3kc844p&dl=0>) and submit this along with your application. Supporting documentation must be in the format provided in the template.
9. All references and signposting (to the supporting document) in the application form to images, charts, graphs and visuals may be rejected if **not clear** and **incorrectly** mapped to the context of the response. Please use the supporting document to consolidate these along with clear reference to these in your responses within the form.
10. If applicable, you may also provide supporting reports, videos, courses or other information as links in the template provided. Please provide proper **access** to all this information.

11. Make sure that the **access** for any such links is valid through the evaluation process. Failing to do so, may mean that your application may be deemed incomplete at any of the three phases of evaluation.
12. Winning entries and special mentions will be published by SHRM. Within your application, be sure to **mention** in the form <confidential> any information that should not be published or is confidential in context.
13. Use the file naming convention **<Award category name Name of the organization mmddyyyy>**
  - a. *Include the date in the mmddyyyy format without any spaces*
  - b. *The date **must** be the date of submission of the application and not the date you started filling the application form*

*This will be essential for any mid-process reference, so please make **note** of this date.*

**Note:** You may choose to attach information in the template provided. It is recommended to limit it to 20 pages/slides for any given Award category. No excel formats or hyperlinks will be accepted.

Additionally, applicants may also submit a video of up to 7 min to support their application. This video needs to talk specifically about the intervention/ practice been showcased and should not be generic.

## Section 1 | Generic Organization Information

*All questions are mandatory, unless stated otherwise; your questionnaire may not be considered complete if these questions are left blank.*

<b>1. Company Name</b>	
<b>2. Date of incorporation</b>	
<b>3. Details of award SPOC</b>	
<i>Name:</i>	
<i>Designation:</i>	
<i>Contact number:</i>	
<i>Email ID:</i>	
<b>4. Nature of Business</b>	
<b>5. Type of Entity</b>	
<b>6. Nature of ownership in India</b>	
<b>7. In case of other, please specify</b>	
<b>8. Revenues as of FY 2023-24</b>	

### HR Metrics

Metrics	Units	FY 2021-22	FY 2022-23	FY2023-24
Revenue Growth	%			
Profit Growth	%			
Total Employee Headcount – FTE/ Permanent Employees	Nos.			
Total Contractual Employee Headcount	Nos.			
Total HR Employee Strength	Nos.			
HR to Employee Ratio	%			
Gender Diversity Ratio [females to males]	%			
Average Employee Age	Years/Months			
Voluntary Attrition Rate (Annual)	%			
Employee Engagement Scores	On a scale of 1 to 10			

### Category Metrics

Metrics	How this is measured (formula)	FY 2021-22	FY 2022-23	FY2023-24
Diversity index (Women)				
Diversity index (LGBTQ)				
Diversity index (PwD)				
Diversity index (other underrepresented groups) <i>(Please specify which group and include multiple entries for independent underrepresented groups)</i>				
Gender pay gap /Pay equity				
Turnover among underrepresented groups				
Promotion rate (Women)				
Promotion rate (LGBTQ)				
Promotion rate (PwD)				
Promotion rate (other underrepresented groups) <i>(Please specify which group and include multiple entries for independent underrepresented groups)</i>				
Diversity index leadership (Women)				
Diversity index leadership (LGBTQ)				
Diversity index leadership (PwD)				
Diversity index leadership (other underrepresented groups) <i>(Please specify which group and include multiple entries for independent underrepresented groups)</i>				
Percentage of total diverse/marginalized/underrepresented employees in formal mentoring programs				

## Section 2 | Qualitative Analysis

*This segment captures the depth and breadth of the organization’s practice. The evaluation criteria are a three-by-three matrix, each unique to the award category. The three pillars of evaluation are Innovation, Sustainability and Impact. Each evaluation criteria clearly defines the expectation. Please go through the definition for each and then share your response in the space provided. Please be sure to include, metrics, success stories, or stakeholder VOCs or anything else to substantiate your responses.*

### INNOVATION

*This criterion recognizes HR practices that creatively revolutionize and pioneer new approaches, technologies and methodologies to enhance organizational effectiveness, employee engagement, or talent management. Entries must showcase inventive solutions that push the boundaries of traditional HR practices, driving positive change and fostering a culture of creativity within the workplace.*

#### 1. Community Engagement

*The organization **demonstrates** active involvement in community initiatives and partnerships with local organizations, community events and support for other social causes.*

*The organization **creates** a positive impact and measurable benefits in line with its IED principles and organizational ethos.*

**Based on the definition provided, use this space to share your response.**



## 2. Employee Resource groups

The organization **showcases** clarity and effectiveness of Employee Resource Groups (ERG) demonstrating the positive outcomes from social networking - mentorship and networking opportunities.

The organization **demonstrates** the value of these ERGs to the organization's mission, vision while substantiating measurable benefits and impact of such activities.

**Based on the definition provided, use this space to share your response.**

## 3. Accessibility and accommodations

The organization **demonstrates** in principle and design a clear commitment to accessibility and accommodations for employees with disabilities.

The organization clearly **integrates** principles of accessibility in facility, tech and design with due consideration to increasing belonging for specific employee groups.

**Based on the definition provided, use this space to share your response.**

## SUSTAINABILITY

*This criterion recognizes HR practices that drive **operational excellence** in a way that minimizes the negative impacts on the environment and supports well-being of employees and communities at large. Entries must showcase future forward paradigms in **business sustainability** that foster long-term profitability and resilience.*

### 1. IED Training

*The organization **demonstrates** measurable progress towards a more inclusive and equitable workforce through its IED training. The training **fosters** positive behaviour change helping the organization **internalize** the value system. The training **showcases** a positive employee mindset, innovation in training mode, methodology, accessibility and learning experience. It **showcases** how the organization has evolved in this IED approach and outcomes over the years.*

*Based on the definition provided, use this space to share your response.*

**2. Transparency and communication**

The organization **demonstrates** a well aligned communication strategy that is aligned with its IED goals.  
The organization **showcases** a clear communication framework that ensures continuous and transparent communication to all relevant stakeholders both internal as well as external with respect to its IED progress.

*Based on the definition provided, use this space to share your response.*

**3. Inclusion policies and practices**

The organization has **developed** a clear and cognizant IED policy and practice.  
This policy framework **showcases** on-going progress and evolution of the organization's IED practice  
The impact is **evident** in an increase in diversity and the breaking down of barriers for underrepresented groups and a stronger hiring pipeline.

*Based on the definition provided, use this space to share your response.*

## IMPACT

*This criteria honours HR practices that deliver measurable and substantial results in advancing organizational objectives, employee engagement and turnover larger community impact. Entries must showcase tangible outcomes such as enhanced operational efficiency, improved employee satisfaction, positive community impact, or any other measurable metric as an outcome of the transformative influence.*

### 1. Diversity representation

*The organization **demonstrates** an improved diversity representation at all levels.*

*The organization **showcases** a strong data collation and governance model to ensure diversity is measured at a granular level, while creating a standards framework.*

***Based on the definition provided, use this space to share your response.***

**2. Equitable compensation and benefits**

*The organization **operates** equitable compensation and benefits practices specifically in underrepresented groups.  
The organization **demonstrates** a talent centred paradigm towards equitable compensation and benefits.*

**Based on the definition provided, use this space to share your response.**

**3. Handling bias**

*The organization **showcases** the ability to handle biases, through effective reporting, investigation and corrective actioning.  
As a result, the organization **demonstrates** a positive impact, in terms of productivity, reduction in cases, employee engagement and satisfaction.*

**Based on the definition provided, use this space to share your response.**

