

## APPLICATION FORM – EXCELLENCE IN DIVERSITY AND INCLUSION

### **Introduction to Category**

Excellence in Diversity and Inclusion requires organizations to demonstrate significant success in fostering a diverse and inclusive workplace, including setting transparent targets and increasing organizational accountability towards the IE&D initiatives. Such organizations should have implemented innovative and effective diversity and inclusion (D&I) practices which create an environment where all employees feel valued, respected, and empowered to contribute their unique perspectives and talents; while contributing to business performance and legal and compliance considerations on IE&D.

***This award, therefore, seeks to recognize organizations, which have successfully designed and implemented “excellent” practice(s) or system(s) to make the culture of inclusion a business imperative. This could be a single/multiple innovative process(s) or system(s) that the organization has implemented across any area in Diversity and Inclusion and has been running successfully in the organization for some time.***

The entry can include details of a single practice or an entire system. For example:

*HR Practice:* An organization may submit details of how they have launched a Women Empowerment Initiative which supports women leaders in the organization hone critical skills towards their next career move and showcase these skills and key project wins towards gaining that next promotion/organizational growth.

*OR*

*HR System:* An organization may submit details of how they developed a comprehensive 'Inclusion Program' that includes mandatory D&I training, employee resource groups (ERGs), and regular diversity audits, creating a more inclusive and equitable workplace.

Within the gamut of this award, will be practices or systems under any discipline of Diversity and Inclusion. The following are indicative disciplines that the practice/system could fall under:

- Inclusive Recruitment and Hiring
- IE&D Training and Education
- Employee Resource Groups (ERGs)
- IE&D Policies and Practices
- IE&D Metrics and Accountability

## APPLICATION FORM

**As a reminder, please specify if you are applying as the local entity/subsidiary/independent firm in the given geography. And ensure that the practice/system has been in operation in the entity applying for the award for minimum two years.**

Details of SPOC (Single Point of Contact): This could be the CHRO or relevant Functional Head.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Number: \_\_\_\_\_

### **Section A - Participant Information**

All questions are mandatory. Your questionnaire may not be considered complete if these questions are left blank.

1. Company/Entity Name Applying for the Award (please share full registered name):
2. Please share abbreviation of the Company/Entity Name (this is for publishing/printing on certificates and additional collateral, if you are a winner of the SHRM STAR Awards 2024):
3. Upload a hi resolution jpeg file of your company logo (this is for our records and publishing on the website, if you are a winner of the SHRM STAR Awards 2024):
4. Date of Incorporation of Company/Entity:
5. Parent Company Name (if applicable):
6. Parent Company Headquarters (if applicable):

7. Regions of Operation (if applicable):
  1. GCC (Gulf Countries Corporation)
  2. Levant
  3. North Africa
  4. Europe
  5. Americas
  6. Asia-Pacific
  7. Others (please specify)
  
8. Nature of Business/Industry Type:
  1. Healthcare
  2. Pharmaceuticals
  3. Manufacturing
  4. Services
  5. Hospitality
  6. IT/ITeS
  7. Consulting
  8. Education
  9. Automotive
  10. Military
  11. Real Estate
  12. Others
  
9. Nature of Ownership:
  1. Corporate
  2. Partnership
  3. Trust
  4. Government
  5. Semi-Government
  6. Foreign Owned Multinational

10. Revenues (as of Financial Year 2022)

1. < \$ 5mm
2. > \$5mm < \$20mm
3. > \$20mm <50mm
4. > \$50mn

11. Structure of the HR function

1. Centralized versus decentralized
2. Outsourced/In-House HRIS
3. Extent of automation

12. HR Metrics:

Metrics	Unit	FY 2021-22	FY 2022-23	FY 2023-24
Revenue Growth	%			
Profit Growth	%			
Total Employee Headcount (Full Time Equivalent/ Permanent Employees)	Nos.			
Total Contractual Employee Headcount	Nos.			
Total HR Employee Strength (FTE)	Nos.			
HR to Employee Ratio	%			
Diversity Ratio [females, males, differently abled]	%			
Average Employee Age	Years			
Voluntary Attrition Rate (Annual)	%			
Employee Engagement Scores	On a scale of 1 to 10			

## **Section B – Quantitative and Qualitative Responses**

This section covers the quantitative and qualitative aspects of the initiatives under the concerned category. Providing all the information under this section will enhance your nomination and aid the jury in accurate evaluation of your application.

For the quantitative section, indicative options of metrics tracked for this award category are provided below. You may fill the details basis the metrics that are tracked in your organization.

For the qualitative section, space is available to capture details of the depth and breadth of your organization's practice. Please restrict your responses in this section to approximately 500 words per response.

Both the quantitative and qualitative aspects follow the three pillars of evaluation, which are Innovation, Impact and Sustainability. Each evaluation criteria is clearly defined. Please go through the definitions for each and share your responses accordingly.

## INNOVATION

*This criterion looks at:*

- *the innovativeness of the practice/system, its' uniqueness to the organization and difference from practices followed in the industry or parallel industries*
  - *integration of the practice/system with the HR strategy and overall organization strategy*
  - *variety of approaches/delivery modes/platforms used in the practice/system*
  - *awareness generation and popularizing the system/process in the organization (including communication about the same)*
- 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.*

Metrics	Unit	FY 2022-23	FY 2023-24	FY 2024-25
<p><b>Innovation Metrics:</b></p> <ul style="list-style-type: none"> <li>• Diverse Team Performance [Comparison of performance metrics (e.g., sales, project completion rates) of diverse vs. non-diverse teams]</li> <li>• D&amp;I Program Participation [Number of employees participating in D&amp;I training programs; Budget spent on D&amp;I programs; Employee feedback and evaluation scores for D&amp;I initiatives]</li> <li>• Innovation Metrics [Number of new ideas or projects initiated by diverse teams; Patents filed or products launched by diverse teams]</li> <li>• Inclusion of Diverse Perspectives [Frequency and quality of diverse perspectives included in decision-making processes]</li> </ul>				
<p><b>Additional Considerations/Metrics:</b></p>				

## Open Ended Responses

What were the key issues/challenges faced for which an innovative initiative was required? [Key pointers - employee perception of the level of inclusion, workforce composition, perceptual differences in performance ratings based on different work groups etc.]

Describe the initiatives that emerged to address the above-mentioned issues/challenges and their key objectives? [Key pointers – Application process identifying diverse profiles, trainings to address diversity issues, commitment to diversity as a performance metric, employee communication etc.]

## IMPACT

*This criteria looks at:*

- *comprehensive performance metrics to track success of the system/process*
- *parameters used to measure business and strategic impact of the practice/system (qualitative and quantitative data tracking the business impact of the program)*
- *parameters used to measure the satisfaction, usage, and value of the practice/system to the target employees and percentage of employees (from the targeted population) covered by the program (tracking the people impact of the program)*
- *recognition of the system/process in internal and external forums*

*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.*

Metrics	Unit	FY 2021-22	FY 2022-23	FY 2023-24
<p><b>Impact Metrics:</b></p> <ul style="list-style-type: none"> <li>• Representation Metrics [Percentage of diverse employees (by gender, age, people of determination, etc.) in the organization; Diversity in leadership roles (e.g., percentage of women in executive positions); Job offers extended to diverse populations (gender, age, people of determination)]</li> <li>• Retention Rates [Retention rates of diverse employees compared to the overall workforce; Turnover rates among diverse groups]</li> <li>• Employee Satisfaction and Engagement [Results from employee surveys on satisfaction and engagement, segmented by diverse groups; Net Promoter Score (NPS) for diverse employees]</li> <li>• Pay Equity [Gender pay gap analysis; Salary distribution across different demographics]</li> </ul>				

<ul style="list-style-type: none"> <li>Awards and Recognition [External awards and recognitions received for D&amp;I efforts; Improved public image of the organization]</li> </ul>				
<b>Additional Considerations/Metrics:</b>				

## Open Ended Responses

How did you assess the effectiveness of the initiatives undertaken and what were the results? [Key pointers – Diversity surveys, employee feedback, client feedback etc.]?

## SUSTAINABILITY

*This criterion looks at:*

- *financial and people related investment made for the system/practice (can also include details of organizational culture and infrastructural changes made to incorporate the practice/system and leadership buy-in for the system/practice)*
- *adequate balance between human touch (exceptions, personal connect) of the practice/system and its routine and consistency (through established norms, detailed guidelines)*
- *continued improvement in the metrics/sustained reasons for design and implementation of the system/process*

*Entries must showcase future forward paradigms in business sustainability that foster long-term profitability and resilience.*

Metrics	Unit	FY 2021-22	FY 2022-23	FY 2023-24
<p><b>Sustainability Metrics:</b></p> <ul style="list-style-type: none"> <li>• Long-term Commitment [Duration of D&amp;I programs and initiatives (years in operation); Budget allocation for D&amp;I programs over time]</li> <li>• Continuous Improvement [Number and nature of improvements made to D&amp;I practices based on feedback and performance reviews]</li> <li>• Policy and Practice Integration [Integration of D&amp;I principles into company policies and practices (e.g., recruitment, promotion, performance evaluation)]</li> <li>• Partnerships and Community Engagement [Number and quality of partnerships with organizations supporting D&amp;I; Investment in community programs promoting diversity and inclusion]</li> </ul>				
<p><b>Additional Considerations/Metrics:</b></p>				

## Open Ended Responses

What are the key factors that are required for the initiatives to sustain and grow over the next few years?[Key pointers – Formal diversity policy, financial and people investments, employee perception audits, diversity ROI, identifying employment groups with diverse profiles, etc.]

Please use the space below to add any further details/information

*Note: You may choose to attach up-to five supporting collaterals for a particular award category. These collaterals will be accepted only in the form of PDF documents or MP4 video files. [Please note no excel formats, links hyperlinked in text will be accepted. In case of a video submission, this video needs to talk specifically about the intervention/ practice been showcased and should not be a generic one.]*

**GLOSSARY OF KEY TERMS USED/STANDARD UNDERSTANDIGN OF TERMINOLOGY**

<b>Terms</b>	<b>Descriptions</b>
FY (Fiscal Year)	Refers to the financial year followed in the region. 1 <sup>st</sup> April to 31 <sup>st</sup> March (Please clarify in case of exception)
Leadership Team	The top 2 tiers of your organization i.e. the Chairman/ MD/ CEO and Executive Board (or equivalent).
Senior Management	This includes first level reports of the Leadership Team
Middle Management	This includes senior managers with experience ranging between 8 to 16 years
Junior Management	This includes first level managers with experience ranging between 2 to 8 years
Staff	This includes Individual contributors with no people managerial responsibility (i.e., no one reporting to them)
Blue Collar	Skilled and unskilled workers
Full Time/ Permanent Employees	These are employees, who are on the payroll of the organization and work a normal week. These do not include seasonal staff, temporary staff, contractors, consultants, vendors etc.
Employee Growth Rate	Year on Year increase in the number of employees (Full time and Permanent employees only)
Average Employee Age Group	This refers to the average age group (range) within which most of the organization’s employees would fit.
Offer Drop %	Percentage of Employment Offers rejected
Employee Engagement Scores	We are referring to the Employee Engagement survey which is conducted every year in the organization. Calculated as number of respondents (employees who have responded to this area/shared this as a factor of engagement related to the organization) as a percentage of the total number of respondents.
Customer Satisfaction Scores	Customer Satisfaction Scores captured through a survey. This includes external customers only.

