

APPLICATION FORM – EXCELLENCE IN HEALTH AND WELL-BEING

Introduction to Category

Excellence in Health & Well Being requires organization to demonstrate significant success in promoting the health and well-being of their employees, effectively showcasing their understanding of the linkage of employee health to business productivity. Such organizations should have implemented innovative and comprehensive health and well-being programs, creating a supportive and healthy work environment that enhances both employee well-being and organizational performance.

This award, therefore, seeks to recognize organizations, which have successfully designed and implemented such “excellent” practice(s) or system(s). This could be a single/multiple innovative practice(s) or system(s) that the organization has implemented across any area in Health and Well-Being 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 physical well-being challenge which encourages employees to focus on weight loss, quit smoking, eat healthier and thereby be more productive as individuals at the workplace (and in their personal lives)

OR

HR System: An organization may submit details of how they revamped their ‘Health and Well-Being’ strategy to focus on multiple dimensions of employee wellness and deployed interventions across physical, psychological and financial well-being and resulted in reduced work-stress and higher engagement.

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

- Physical Health Programs
- Mental Health Support
- Financial Wellness Support
- Work-Life Balance
- Nutrition and Wellness
- Occupational Health and Safety
- Holistic Well-being Programs
- Employee Assistance Programs (EAPs)

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>Innovation Metrics:</p> <ul style="list-style-type: none"> • Program Diversity and Participation [Number and variety of health and well-being programs offered (e.g., mental health, physical fitness, nutrition, stress management); Percentage of employees participating in health and well-being programs] • Technological Integration [Use of advanced technologies to support health and well-being (e.g., health apps, wearable devices, telemedicine services); Adoption rates of digital health platforms and tools] • Personalization and Customization [Percentage of health and well-being programs tailored to individual needs and preferences; Employee satisfaction with initiatives] • Innovative Initiatives [Number and types of innovative health and well-being initiatives (e.g., mindfulness programs, on-site wellness facilities); Implementation of creative approaches to promote health and well-being] 				
<p>Additional Considerations/Metrics:</p>				

Open Ended Responses

What were the key issues/challenges or triggers related to instituting these initiatives?

Describe the key initiatives that emerged to address the above-mentioned issues/challenges and their key objectives. Do also mention how these initiatives reflect in your company's policies?

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>Impact Metrics:</p> <ul style="list-style-type: none"> • Health Improvement Metrics [Pre- and post-program health assessment scores showing improvement in health metrics; Reduction in absenteeism and sick leave rates following program participation] • Employee Engagement and Satisfaction [Employee engagement scores related to health and well-being programs; Survey results on employee satisfaction with health and well-being initiatives] • Productivity and Performance [Improvement in productivity metrics following the implementation of health and well-being programs; Correlation between program participation and performance metrics] • Healthcare Costs [Reduction in healthcare costs for the organization (e.g., lower insurance claims, reduced medical leave)] • Mental Health and Stress Reduction [Decrease in reported stress levels and mental health issues among employees; Improvement in mental health metrics (e.g., reduction in anxiety, depression)] 				
<p>Additional Considerations/Metrics:</p>				

Open Ended Responses

How did you assess the effectiveness of the initiatives undertaken and what were the results? [Key pointers – Reduced Absenteeism, Better Employee Engagement, Reduced work distress, etc.]

What impact have your initiatives had on your key stakeholders? [Key pointers – Employee Satisfaction, Better Engagement, Talent attraction & retention, reduced hiring costs, controlled health care losses, 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>Sustainability Metrics:</p> <ul style="list-style-type: none"> • Program Longevity and Consistency [Duration and consistency of health and well-being programs (years in operation); Stability of budget allocation for health and well-being initiatives over time] • Integration with Corporate Culture [Degree of alignment between health and well-being initiatives and the company's core values and culture] • Resource Allocation [Annual budget and resources allocated to health and well-being programs; Investment in resources for health and well-being] • Long-term Health Outcomes [Sustainability of health improvements post-program participation; Long-term benefits to employee health and well-being (e.g., chronic disease prevention, lifestyle changes)] 				
<p>Additional Considerations/Metrics:</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 – Budget allocations, periodic audits, formal defined policy, increasing level of employee involvement etc.] What are some of your planned wellness initiatives for the next 2 to 3 years?

What was the cost effectiveness of the interventions? [Key pointers – Cost per employee 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

Terms	Descriptions
FY (Fiscal Year)	Refers to the financial year followed in the region. 1 st April to 31 st 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.