

## Award for Diversity and Inclusion

The Award for Diversity and inclusion recognises excellence in identifying and acting in a way that shows that a “one size fits all” approach to managing people does not achieve fairness and equity of opportunity for everyone. Good people practices demand that people priorities are both consistently fair but also flexible and inclusive in ways that are designed to support business needs.

### Submission Requirements

For this award, applicants have the option to complete a written submission or to create a video submission.

#### Video Submission

If a video submission is selected, please ensure that all criteria is addressed within the two minute time limit. Videos longer than two minutes will not be accepted. Applicants that submit by video will still be required to fill in their referee contact details and upload their supporting evidence using the online submission form. Videos should be submitted to [events@hrinz.org.nz](mailto:events@hrinz.org.nz) using an online file hosting service such as Dropbox.

#### Written Submission

All applicants for this Award will be required to include the following information in their application:

##### Organisation Statement

100 word statement about the organisation in which the initiative has been implemented

- This is a maximum word count
- Should the applicant be selected as finalist in this category, the statement will be used in marketing materials.

##### Initiative Statement

100 word statement about the initiative

- This is a maximum word count
- Should the applicant be selected as a finalist in this category, the statement will be used in marketing materials

##### Awards Statements

The awards statements must clearly address all criteria

- Challenge Statement (500 words maximum)
  - Statement should clearly outline what challenge the organisation was facing.
- Initiative Statement (1000 words maximum)
  - Statement on the initiative/programme/strategy that was introduced to address the challenge.
- Outcomes Statement (500 words maximum)
  - Statement on the outcomes achieved.

**Supporting Evidence**

Up to 15 single sided pages of evidence supporting the submission statements.

**Referee Contact Details**

Contact details for the three required referees as specified below.

**Referee Statements**

If selected as a finalist in this category, the assessment component is the completion of referee statements for the chief executive, non-HR senior executive and an HR senior executive. These three people will be contacted by the judging panel or HRINZ employee to undertake the referee check.

## Award for Diversity and Inclusion Criteria:

Criterion:	Defined as:	Evidenced by:
A clearly articulated overall diversity and inclusion (D&I) strategy	Strategies which embrace greater flexibility in both people propositions and customer and client service delivery and take account of the inclusive nature of the work-life balance agenda.	<p>Clear support for D&amp;I initiatives from the Board and Senior Management. Evidence of a continuous process of improvement, not a one-off initiative. Strategy that links to and supports business goals, including the diverse needs of customers. A clear focus on fairness and inclusion and awareness of conscious and unconscious biases.</p> <p>Evidence of being up to date with the law and review of policies through checks, audits and consultation. Linking of D &amp; I to other initiatives e.g. recruitment and development.</p>
Workplace behaviour congruent to a D & I workplace and culture	A clear value system based on dignity and respect for all which is mirrored in organisational behaviours and values.	Evidence of the value system. A clear description of desirable behaviours. Positive commitment to D & I. Clear evidence that everyone has a personal responsibility to uphold the standards.
Clarity of D & I communication	A plan which creates good communication channels based on open dialogue and active listening.	Evidence of different and accessible methods such as newsletters, in-house magazines, notice boards and intranets to keep people up to date with diversity policies and practices. Evidence of consultation with staff/people for ideas.
Training	Awareness raising programmes about D & I and skills training to help people work together better in a diverse environment.	Evidence of D & I concepts and practices being built into management and other training and team building.

		<p>Evidence of increased awareness of the need to handle different views, perceptions and ideas in positive ways.</p> <p>Evidence of D &amp; I awareness raising programmes.</p> <p>Inclusion of D &amp; I issues in induction programmes so everyone in the organisation knows about the organisation's values and policies.</p> <p>Training of senior leadership and management around D &amp; I.</p>
<p>Measurement, review and reinforcement</p>	<p>Regular audit, review and evolution of progress using qualitative data to chart progress and emphasise business benefits.</p>	<p>Evidence of employee survey mechanisms to evaluate initiatives.</p> <p>Action tracking.</p> <p>Inclusion of diversity objectives in role descriptions, performance management, corporate targets and recognition/reward mechanisms.</p> <p>Internal and external networking around a range of D &amp; I opportunities. Evidence of celebration of success in D &amp; I learning opportunities and actions.</p>