



SAMPLE AWARD APPLICATION

Please note this document is not an application form, it is an indication of the information required to provide when applying for this award

Most Inclusive Workplace

The Most Inclusive Workplace award recognises exceptional organisations where diversity, equity and inclusion are embedded into the way they do business, demonstrated through a culture of safety and respect for all employees and the active intent to engage and empower marginalised and minority groups within the community.

Applicant details

- Applicant Name: (Name of organisation)
- First Name
- Email
- Position
- Last Name
- Phone Number
- Organisation Name

Organisation details

How many employees (FTE) in your organisation?

- 1 (just me)
- 2
- 3 to 5
- 6 to 9
- 10 to 19
- 20 – 34
- 35 – 49
- 50 – 99
- 100 – 249
- 250 – 499
- 500 – 999
- 1,000 or more

How many employees (FTE) in your HR team?

- 1
- 2 – 5
- 6 – 10
- 11 – 20
- 21 – 40
- 41 – 50
- 51 – 75
- 76 – 100
- 01+

Industry

Choose from list of industries provided on the application

Sector

- Public
- Private
- Not for Profit
- Other

In what location(s) does your organisation operate?

- ACT
- NSW
- NT
- QLD
- SA
- TAS
- VIC
- WA
- Overseas

Organisation Overview

Brief statement about the organisation applying for this award (50 words)

Provide an overview of the organisation's approach to diversity, equity and inclusion (100 words)

Employee Voice

How are employees engaged and empowered to participate in the co-creation and co-design of diversity and inclusion solutions? (500 words)

Employee Belonging

What enables employees to feel safe and able to bring their full, unique self to work? How does the organisation promote inclusion and belonging, manage risk and create a safe environment for all employees. (500 words)

Inclusive Experience

Are the organisation's DEI principles holistic? How do they flow through all aspects of the employment experience? (500 words)

Cultural Change

How has the organisation diagnosed the need for and how is change enacted to ensure the culture of the organisation is inclusive? (500 words)

Sustainable approach

How is the organisation's approach to DEI prioritised? What has the organisation put in place to ensure continuous improvement and ongoing strategy, funding and delivery for DEI strategies and initiatives? (500 words)

Strategic and Leader Driven

What has the organisation done to engage active leaders who embrace diversity and inclusion?

How is the organisation's commitment and prioritisation of DEI demonstrated in the organisation and its people strategies? (500 words)

Additional evidence

Your award submission may be supported by other evidence in the following format

- Maximum of 5 x A4 pages
- Recorded visual presentation (Optional – maximum length 5 mins)

Use of hyperlinks to webpages in supporting evidence counts as one (1) of A4 page

Please ensure that any critical information is included in your submission statements and does not rely only on evidence. The purpose of evidence is to support what is detailed within the submission statements.

Images

- If applying for an organisational award, please upload your company logo high-res eps format in black and white.
- Maximum file size is 5MB

Referees

To support an application the details of five referees must be supplied.

The following information for each referee will be required

- Name
- Position title
- Organisation
- Phone contact details
- Email contact details
- Relationship to the applicant
- Relevant criterion

Timeline

Please indicate when this initiative or strategy was conceived, how long it was/has been in place, how many cohorts, rounds or iterations (including a pilot) have been completed, and the status of the initiative or strategy.

Metrics

Add a follow up question to the Challenge Overview: Starting metric: Please indicate a key metric attached to this challenge, what it was prior to the commencement of the initiative or strategy, and what target was set to achieve through the initiative or strategy. (please provide specific %, numbers or ratios relevant to the key metric and date measured).

AI

In addition to the existing AHRI statement regarding AI, the judges would like to see a comment in the Awards handbook/website such as the following: Using AI as a tool to write applications for the AHRI Awards is a generally accepted practice. AHRI recommends that applicants use caution and ensure that responses to awards criteria are clear in demonstrating specifically how the initiative, strategy, or individual meet the criteria, with personalised examples, as there is a tendency for AI generated responses to provide generic statements which do not directly reflect the applicants achievements or outcomes.