



# Fiji Human Resources Institute

DEVELOPING THE NATION

## ORGANISATION AWARD

### DIVERSITY AND INCLUSION PROGRAMME OF THE YEAR

This Award recognises exceptional organisational strategies which promote diversity and inclusion in the workplace. There is a culture of empowerment and continuous monitoring of staff are encouraged and empowered to embrace initiatives in relation to this area.

#### **Eligibility Requirements**

1. The organisation has to be nominated by the Chief Executive Officer/Managing Director of the organisation.
2. The eligibility period for this award is from 1 January, 2017 till close of application date.
3. Fiji Human Resources Institute (FHRI) Executive Committee members' organisations are eligible for this nomination.
4. Gold winners of the 2017 and 2018 FHRI Awards are not eligible for this nomination.
5. At least one representative from the nominated organisation should be a financial member of the FHRI.
6. Four hard copies of the submissions have to reach our office before 4pm Wednesday 8 May, 2019. For further information please contact the Secretariat on Ph. 9993444.
7. If the Company wins an award/recognition award, the company agrees to support FHRI's events for 2019/2020 by taking part in events such as the Annual Convention, by way of sharing knowledge and HR practices to its members.
8. The application will be assessed in strict accordance to the criteria described. Please align your application to the criteria along with supporting documents to demonstrate as evidence.
9. In applying for this award, the company agrees to maintain strict confidentiality with regards to all communications from FHRI on the FHRI Awards 2019 and the relevant processes. Failure to do so may result in this application being disqualified.

#### **Submission Requirements**

##### ***Submission overview statement***

10. A maximum of a 500 word statement about the current organisation

##### ***Award Statements***

11. For each criterion: Provide a minimum 250 word statement (maximum of 2,000 words) of how the organisation meets the relevant criteria.
12. Each statement is to be accompanied with demonstrated evidence of the same. We have provided suggestions of evidence which could be attached to this application.

*We consider each application on a case by case basis and may further assess your application by way of interviews, reference checks etc, where we need to obtain further information from the representative.*



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## Nomination Form

### ORGANISATION AWARD

### DIVERSITY AND INCLUSION PROGRAMME OF THE YEAR

Company Information	
Company Name:	
Years of existence:	
Nature of Business	
Total number of employees:	
Nominated FHRI representative:	
FHRI Membership No:	
Name of CEO/MD:	
Position Title:	
Phone:	
Email:	



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	Criterion Check list	Number of words in statement	Evidence attached (Place a tick)
1	Commitment to Diversity and Inclusion		
2	Inclusive Environment		
3	Best practices and measures		
4	Leadership and Accountability		
5	Organisational Culture		
6	Community based outreach programmes		

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## Nomination by CEO/Managing Director:

I certify that:

- All information contained in this submission is true and correct.
- I have not failed to disclose any matter known to me which could influence the judges' decision(s) to award or recognise the organisation in this category.
- If the organisation wins an award/recognition award, the organisation agrees to support FHRI's events for 2019/2020 by taking part in FHRI requested events by way of sharing knowledge and best practices to its members.

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

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp:

Please attach your submission after this page.



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## ORGANISATION AWARD

### DIVERSITY AND INCLUSION PROGRAMME OF THE YEAR

	<u>CRITERION</u>	<u>DESCRIPTION</u>
1	<p><b>Commitment to Diversity and Inclusion</b></p> <p><b>(10%)</b></p>	<p>Diversity and Inclusion initiatives are key components of the organisation's HR Strategy and aligned to achieve business goals. Aspects to consider would be the organisation's performance management systems, training plans, recruitment plans, etc.</p> <p>There is a commitment to the spirit of diversity:</p> <ul style="list-style-type: none"> <li>• Race</li> <li>• Ethnicity</li> <li>• Gender</li> <li>• Sexual orientation</li> <li>• Religious affiliation</li> <li>• Disability</li> </ul> <p>The organization has developed a better understanding of different cultures and perspectives can help to improve communication and avoid misunderstandings. There is evidence of diversity across various areas of the organisation, for e.g. in recruiting.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
2	<p><b>Diversity and Inclusion Strategies and Initiatives</b></p> <p><b>(25%)</b></p>	<p>The organization has programs that build the sensitivity and awareness of employees and leaders at all levels in the organization in relation to diversity and inclusion. Considerations will be made to assess the following:</p> <ul style="list-style-type: none"> <li>• Detailed description of the relevant strategy(s) with relevant action plans, policies, business plans etc. The organisation documents its Diversity and Inclusion requirements for all levels of employees including the Management team. There is evidence that the applicant promotes Learning and Development in this area.</li> <li>• Details of various initiatives driven in the business, the budget/hours/resources involved), how this initiative was derived as well as driven and deployed throughout the organisation. There is a proper plan of deployment which appeared to be appropriately carried out. It will also be assessed as to how creative or well thought out this initiative(s) was and to what extend was this initiative(s) intended to achieve the business goals.</li> <li>• Evidence of how the strategy(s) were deployed across the organisation, e.g. communications, newsletters, schedules, etc.</li> </ul> <p>The various approaches and methods taken to deploy and measure such initiatives across the business will also be assessed.</p>



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	<u>CRITERION</u>	<u>DESCRIPTION</u>
3	<p><b>Best Practices and Measures</b></p> <p style="text-align: center;"><b>(20%)</b></p>	<p>The program or initiative has achieved /close to achieving the strategic plan(s) and/or positively impacted the business.</p> <p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that the Diversity and Inclusion strategies identified by the organisation has had an impact on the individuals and areas identified in the strategic plan. Is this at an individual level, department level or organisational wide? Is this impact sustainable for the longer term or would this last for a short term only?</li> <li>• There are measures in place to indicate the levels of improvement, change in behaviour that can be attributed to the Diversity and Inclusion opportunities provided by the organisation.</li> <li>• There is evidence that the organisation engages in comprehensive Behavioural Evaluation, post training to understand whether it had invested correctly in Learning and Development opportunities.</li> <li>• There is evidence that the Organisation's Results Evaluation indicate that had been an impact that resulted from its Diversity and Inclusion initiatives.</li> </ul> <p>The following will also be considered to show the strategic outcome/impact of the initiative (s) such as:</p> <ul style="list-style-type: none"> <li>• Strategic partnership development</li> <li>• Employee resource groups</li> <li>• E-Learning modules.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
4	<p><b>Leadership / Accountability</b></p> <p style="text-align: center;"><b>(20%)</b></p>	<p>Senior leaders take ownership of the diversity and inclusion plan and make themselves a part of the diversity and inclusion management process, it sets the tone for the rest of the organization to follow suit.</p> <p>Considerations will be made on how engaged the senior leaders are in taking ownership and leading the diversity and inclusion plan. At what levels of the organisation can such engagement and ownership be seen and have they actively engaged in seeking measures to ascertain how successful such initiatives have been?</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
5	<p><b>Organisational Culture</b></p> <p style="text-align: center;"><b>(15%)</b></p>	<p>The initiative(s) has been embedded into the culture of the organisation.</p> <p>There is a detailed description of how this initiative has become embedded into the organisation culture. Consider this description, is it only applicable to staff or has there been a change at all levels of the organisation? In your view was this change in culture a real challenge to achieve?</p> <p>There are statements from different levels of individuals within the organisation about this initiative, how this has impacted them and became a way of life in the organisation. There have been other observations made on the same.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>



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	<u>CRITERION</u>	<u>DESCRIPTION</u>
6	<b>Community Based Outreach Programmes</b>  <b>(10%)</b>	<p>The outcomes of the initiative provides benefit outside of the organisation and can be used to educate other.</p> <p>It will be assessed as to how the community has benefited as a result of this initiative being driven in the organisation. Consider how impactful this benefit has been to the community and how widespread the impact is. Is this only to one community or to a larger audience?</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>

Please attach your submission after this page and we wish you all the best!