



# Fiji Human Resources Institute

DEVELOPING THE NATION

## **ORGANISATION AWARD 2019** **HEALTH, SAFETY AND WELL-BEING PROGRAMME OF THE YEAR**

This Award recognises exceptional organisational strategies which promote the health, safety and wellbeing of its employees. There is a culture of continuous monitoring and promotion of health, safety and well-being of staff are encouraged and empowered to embrace initiatives in relation to the same.

### **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 2018/2019 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 2019

### HEALTH, SAFETY AND WELL-BEING 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	Recognition of HR		
2	Learning and Development strategy(s) and Initiative(s)		
3	Outcomes & impact		
4	Engagement and Productivity		
5	Organisational Culture		
6	Community		

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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

### HEALTH, SAFETY AND WELL-BEING PROGRAMME OF THE YEAR

	<u>CRITERION</u>	<u>DESCRIPTION</u>
1	<p><b>Recognition of HR</b></p> <p><b>(10%)</b></p>	<p>The following will be assessed:</p> <p>Health, Safety and Well Being 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, Health, Safety and Well Being plans, Department plans, etc.</p> <p>There is proven evidence of the people agenda being driven across the organisation, right from the Strategic level. Documents such as HR, Safety Health and Well-being Strategic plans, Corporate Plans, Training Plans, Corporate programmes, etc. can be sighted. There is a seat at execution table for the HR Executive as well as many other platforms which demonstrates the Company to be a pro HR business.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
2	<p><b>Safety, Health and Well Being Strategies and Initiatives</b></p> <p><b>(25%)</b></p>	<p>In the Human Resource strategy, it can be seen that there are detailed descriptions of the organisations safety, health and well-being initiatives plan for the business. These are well thought out and aligned in a manner that can contribute strategic to the business goals of the organisation.</p> <p>Such strategic plans have been updated to include any recent amendments of the law in relation to Health, Safety and Well-Being.</p> <p>There is a detailed description of the initiative(s), 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 be considered 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. The various approaches and methods taken to deploy this initiative across the business will be considered. How well was this done and did the deployment carried out in a planned manner? Was this monitored in a consistent manner?</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
3	<p><b>Outcomes and Impact</b></p> <p><b>(20%)</b></p>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that the Health, Safety and Well Being strategies identified by the candidate has had an impact on the individuals and areas identified in the Health and Safety Policy.</li> <li>• There are measures in place to indicate the levels of improvement, levels of performance enhancement, change in behaviour that can be attributed to the Health, Safety and Well-being opportunities provided by the organization.</li> <li>• There is evidence that the organisation engages in comprehensive Behavioural Evaluation, post training to understand whether it had invested correctly in Health, Safety and Well Being opportunities.</li> <li>• There is evidence that the organisation's Results Evaluation indicate that had been an impact that resulted from an effective Health, Safety and Well-being policy/plan.</li> <li>• The level of impact to the business will be considered, 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> </ul>



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	<b><u>CRITERION</u></b>	<b><u>DESCRIPTION</u></b>
		Evidence must be provided in the application and also shown/demonstrated during the planned site visits.
4	<b>Engagement and Productivity</b>  (20%)	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that there are high levels of engagement resulting from Health, Safety and Well Being opportunities provided to employees.</li> <li>• There is a tool designed by the applicant to measure levels of engagement across the organization results of which are tabled for Management discussion and appropriate plans put into place to address matters emanating from the results.</li> <li>• There are measures in place to measure productivity of employees across the organization. There are specific measures to ascertain levels of productivity that can be attributed to Health, Safety and Well Being.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
5	<b>Organisational Culture</b>  (15%)	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that the applicant is able to cultivate a culture of Health, Safety and Well-being and this can be attributed to the candidate providing an environment that is conducive to the same and making available resources to help the Human Resources Department execute its Health, Safety and Well Being Policy/ Plan.</li> <li>• There is evidence that the applicant promotes a culture of learning and continuous improvement across the organization.</li> <li>• There is a detailed description of how the initiative have become embedded into the organisation culture. It will be considered whether there been a change at all levels of the organisation. In your view was this change in culture a real challenge to achieve?</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
6	<b>Corporate Social Responsibility and Community Outreach</b>  (10%)	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that there are strategies to involve individuals from the organization in projects/initiatives outside the organization as an extension of an individual's exposure in Health, Safety and Well Being.</li> <li>• There is evidence that the organization promotes community involvement for individuals that have benefitted from Safety, Health and Well-Being initiatives across the organization.</li> <li>• There is evidence that the applicant achieved its objectives in mounting the community initiative and there is also evidence that the community benefitted as a result.</li> <li>• It will be considered as to how impactful this benefit has been to the community and how widespread the impact. Is this only to one community or to a larger audience?</li> </ul> <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!