

DECLARATION FORM AND DATA CONFIDENTIALITY

The SHRM STAR Awards are the region's pre-eminent awards, celebrating and showcasing the most effective and inspiring work in HR in the Middle East. We understand that sensitive commercial or other information may be essential elements to a successful award entry submission and effectiveness case-study. Protecting your data confidentiality is critically important to us and we have processes in place to keep your sensitive information safe.

After the awards judging process is completed, the winners of the awards will be announced during the SHRM MENA Annual Conference. Upon submission, the entrant automatically grants SHRM the permission to share details of the winners with the media (including: name of the organization, category for which the award is won and overview of the practice for which the award is won), on the SHRM website and other relevant platforms. No announcement regarding participant names will be shared (other than the winners). SHRM may subsequently publish case studies/highlights of the winning organization practices and will take express permission from the participating organization ahead of publishing/sharing the same.

SHRM is also creating a database of best practices/benchmarks around HR practices that will be used to identify insights for the HR fraternity in the Middle East. Certain data from the award entry submissions may be used for this purpose. All such data inputs will be anonymised with no reference to the organization and all identifying characteristics consolidated within a dataset operated and owned by SHRM. All data collected will remain confidential and will be aggregated so that it cannot be linked to an individual entry.

We request the relevant signing authority (MD/CEO/COO/CHRO) to accept the above and confirm that all information provided in the Application / Entry form(s) is true and complete to the best of your knowledge and belief and that you accept all rules of participation in the SHRM MENA STAR Awards.

Name: _____

Designation: _____

Organization: _____

Email: _____

Contact Number: _____

Application Form – EXCELLENCE IN DIVERSITY AND INCLUSION

Introduction to Category

Excellence in Diversity and Inclusion aims at recognizing organization which show a growing trend for setting transparent targets and increase organizational accountability towards the D&I initiatives. It requires organizations to encourage honest conversations between employees and their managers, inspire them to share ideas and solutions with the end goal of creating a diverse and inclusive workplace environment where all employees can feel safe, respected and valued. The key goals of such D&I interventions/strategies is to deliver on business performance, talent acquisition and retention, legal and compliance considerations, building greater resilience and revitalizing the workplace.

This award, therefore, seeks to recognize organizations, which have successfully designed and implemented “excellent” practice(s) or system(s) to make the culture of inclusion a business imperative. This could be a single/multiple innovative process(s) or system(s) that the organization has implemented across any area in Diversity and Inclusion 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 Women Empowerment Initiative which supports women leaders in the organization hone critical skills towards their next career move and showcase these skills and key project wins towards gaining that next promotion/organizational growth.

OR

HR System: An organization may submit details of how they revamped their ‘Diversity and Inclusion’ practices and system overall, from establishing a strategy to adopting multiple programs targeted at specific minority groups to enhance diversity and build an inclusive work culture.

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

- Internal dimensions of diversity, such as age, race, gender, differently abled and neuro-diversity.
- External dimensions of diversity, such as marital status, social status, and educational background.
- Organizational dimensions of diversity, such as work location, function, seniority and management status.

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. Date of Incorporation of Company/Entity:
3. Parent Company Name (if applicable):
4. Parent Company Headquarters (if applicable):

5. 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)

6. 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

7. Nature of Ownership:

1. Corporate
2. Partnership
3. Trust
4. Government
5. Semi-Government
6. Foreign Owned Multinational

8. Revenues (as of Financial Year 2022)

1. < \$ 5mm
2. > \$5mm < \$20mm
3. > \$20mm <50mm
4. > \$50mn

9. Structure of the HR function

1. Centralized versus decentralized
2. Outsourced/In-House HRIS
3. Extent of automation

10. HR Metrics:

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
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 Measurements

This section covers the quantitative 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.

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
Budget for the intervention/Scale of implementation Example: <ul style="list-style-type: none"> • %/headcount of employees across gender at different levels in the organization (executives, senior managers, managers, others) • %/headcount of people of determination at different levels in the organization (executives, senior managers, managers, others) • Any other diverse group the organization has been focussing on and has tracked headcount for • Training spend across diverse groups: <ul style="list-style-type: none"> - Training spend on women - Training spend on PoD - Training spend on employees age 60+ - Training spend on other diverse groups 				
Data from performance metrics used to track success of the initiative: Example: <ul style="list-style-type: none"> • Job offers extended: <ul style="list-style-type: none"> - % of job offers extended to women - % of job offers extended to PoD - % of job offers extended for age group 60+ - Other diverse groups • Diversity at senior leadership level: <ul style="list-style-type: none"> - % of senior women leaders 				

Metrics	Unit	FY 2020-21	FY 2021-22	FY 2022-23
<ul style="list-style-type: none"> - % of PoD senior leaders - Average age of senior leaders - % of senior leaders from other diverse groups • Attrition trends: <ul style="list-style-type: none"> - Voluntary resignations: women - Voluntary resignations: PoD - Voluntary resignations: 60+ and above - Voluntary resignations: other diverse groups 				
Data from business metrics used to track success of the initiative: <ul style="list-style-type: none"> • Bottom line impact through the intervention (cost saving) • Return on Investment (Post launch of the Diversity Initiative) - Number of diverse employees in formal mentoring programs who get promoted - Representative mix on the board of directors - Reduced cost associated with attrition, absenteeism and low productivity (overall) - Grievance, complaints and litigations - Improved public Image of the company - Increased organizational competitiveness - Employee satisfaction or climate survey results 				
Additional metrics/data points you track and feel relevant to support your application				

Section C - Qualitative Measurements

Qualitative measurements are based on initiatives that have been implemented or are ongoing in the organization. These would allow for understanding and evaluating the nature of initiatives, the issues which were addressed by these initiatives, the impact on stakeholders and efforts to sustain these initiatives. Please restrict your responses in this section to approximately 500 words per response.

What were the key issues/challenges faced for which an innovative initiative was required? [Key pointers - employee perception of the level of inclusion, workforce composition, perceptual differences in performance ratings based on different work groups etc.]

Describe the initiatives that emerged to address the above-mentioned issues/challenges and their key objectives? [Key pointers – Application process identifying diverse profiles, trainings to address diversity issues, commitment to diversity as a performance metric, employee communication etc.]

How did you assess the effectiveness of the initiatives undertaken and what were the results? [Key pointers – Diversity surveys, employee feedback, client feedback etc.]?

What are the key factors that are required for the initiatives to sustain and grow over the next few years?[Key pointers – Formal diversity policy, financial and people investments, employee perception audits, diversity ROI, identifying employment groups with diverse profiles, etc.]

Please use the space below to add any further details/information

Note: You may choose to attach supporting documents of maximum 15 pages/slides for a particular Award category. These collaterals will be accepted only in the form of PPT, PDF or WORD documents. No excel formats, links hyperlinked in text will be accepted. Additionally, applicants may also submit a video of up to 5 min to support their application. 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.