**Entry form**

Best diversity and inclusion initiative

This award recognises employers who are genuinely dedicated to creating a diverse and inclusive workplace. The employment and development of people demands that all policies, practices and procedures are based on being inclusive and open to diversity, and regularly checked to tackle and remove unfair bias. Becoming a truly inclusive workplace requires openness, transparency and authentic behaviour, driven by a core belief in equality of opportunity.

The judges will be looking for:

* details of the initiative your organisation has undertaken to create a diverse and inclusive workplace
* information about why action in this area is so important for your organisation
* evidence of how you are breaking ground and overcoming challenges and resistance
* proof of what makes your initiative stand out, including what you’ve done that’s innovative
* evidence that the changes you have made have brought benefits to your people and the business.

**Before completing this form, read the** [rules of entry](http://www.cipdniawards.co.uk/how-to-enter/) **and** [top tips here](http://www.cipdniawards.co.uk/how-to-enter/)**.**

**How to enter**

* Type your answers on this form, addressing each of the key areas listed below.
* We understand that some information provided may be confidential and commercially sensitive, but note that some entry details may be published throughout the Awards process.
* You may upload additional supporting materials in a PowerPoint presentation along with your entry – up to 50 MB.
* The total of all your answers (Q1 – Q5) must not exceed the word count of **1200 words**.

**Your organisation**

Organisation name:

Organisation sector (delete as appropriate): Private / Public / Third

Organisation website:

Describe your organisation in 100 words (this is not included in the word count):

**Your entry**

**Project name:**

(Note: this name will appear on promotional materials and, if your entry is successful, at the Awards event. **10 words maximum**)

**Project start date:**

1. **Give an overview of the project you worked on including its objectives and timescales**
* What were the key challenges you were trying to solve?
* How did the project align with the organisation’s strategic objectives?
1. **Outline any barriers that were experienced and indicate how they were overcome.**

(*Hint: barriers could include time, budget, engagement, communication, geography)*

1. **Describe the impact that the initiative had on the business objectives in your organisation.** *(Hint: this is a crucial section. The judges will be looking for supporting data and clear evidence of HR/L&D’s impact on organisational outcome.)*
2. **Provide a summary of the project team, highlighting individual roles and responsibilities.**
3. **Provide details of any external support used, such as consultants and trainers.**

**Once you have completed your form, make sure to save and upload it to the online entry system by** [clicking here](https://www.cipdniawards.co.uk/submit-your-entry/)**.**