

## Equity, Diversity and Inclusion Initiative

This award recognises good practice in strategic programmes or initiatives that aim to embed equity, diversity, and inclusion (EDI) in an organisation. It looks at how such initiatives can make step changes in creating a more inclusive community and highlights their resulting impact both for people and organisations. The importance of EDI is becoming much better understood and the workplace and facilities sector is uniquely placed to 'be the change' because of its wide reach and impact on people's daily lives, through team structures, engagement with supply chains and service delivery, and also by creating inclusive working environments and beyond.

Entries can include demonstrations of how teams and / or organisations improved their own EDI or how they helped with wider organisational / client programmes.

The IWFM Impact Awards 2024 recognise work and projects that were operational over the last three years (since 1 January 2021).

### Who should enter?

In-house and outsourced workplace and facilities management service providers, organisations, businesses or teams who can clearly demonstrate equity, diversity and inclusion best practice. An entry can also be a joint submission between end user and service provider.

The entry needs to be able to demonstrate impact on people's lives or organisation strategy, rather than focusing on an 'activity.' Organisations need to be able to show how they are making a change, so entries will not be accepted from initiatives which are planned or in development. However, long term ongoing programmes, that can demonstrate impacts, will be accepted.

### Entrant details

Full name

Job title

Organisation

Entry name (project/product/team name) as you would like the entry to be referred to in the Awards process (and as it would appear on a trophy)

### Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this project or initiative, including agencies, suppliers or partners.

## Entry summary

**Please provide a 150-word executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it and which (should you be named as a finalist) will be used at the Awards ceremony.** Please write the summary in 3<sup>rd</sup> person and do not include any private or sensitive information as this may be available publicly.

## What the judges are looking for

- Information regarding the special considerations that entrants were addressing when they designed their EDI programme/initiative, including their approach to understanding what the barriers were that needed removing, the approach to tackling the barriers, the team involved (roles), timescales of start and expectations of impact.
- Evidence of how this has been measured, with particular focus on the impact on the target audiences, the wider benefit for the entrant's particular business (including how has it made the organisation more inclusive) and an articulation of the overall return on investment.
- Demonstration that the initiative is part of – or has initiated – a wider EDI strategy for the organisation.
- Evidence the programme/initiative has been fully embedded in the culture of the organisation to have an enduring impact; including evidence of employee/client engagement, organisational structures and governance and how EDI is reflected in external (contractual) relationships.
- An understanding of the organisation's (authentic) approach to their EDI journey, where the ongoing learning points are, approaches to overcoming challenges and ambitions for the future.

If shortlisted, judges will want to probe and ask questions to understand better the organisation's commitment to EDI.

## How to create a winning submission

- This entry form is your opportunity to tell the judges why your team or project should be recognised and celebrated: be proud, be clear, show evidence, and sing your own praises!  
*Tip: Do consult the good practice guidance on the [IWFM website](#) for useful resources to help you focus on the key aspects of your entry.*
- Judges are looking for clear, concise information, written in good English in each of the sections when assessing the entries.
- Read each question fully; the judges need to now you have understood the question and answered it directly. Incomplete responses will not attract a score.
- Please note, each section has a word limit specified next to the question. Stick to the word limit as any words beyond the limit will not be read.
- Documents, illustrations, photos, and video can be used to make your entry come alive, these can be referenced and included in your supporting evidence document.
- Equity, diversity, inclusion, responsible business, and carbon reduction all underpin great workplaces and facilities, and every award entry should demonstrate these principles and their impact in the organisation and project, please be mindful that activity does not equal impact.

## Entry questions

1. **Set out how the project or initiative is aligned with the organisational mission, vision and values, and how it is embedded in the organisation as part of a wider EDI strategy – highlighting the core priorities and objectives.** This could include evidence of employee/client engagement, organisational structures & governance and how EDI is reflected in external (contractual) relationships.  
(500 words maximum)

- 2. Describe the operational delivery of the initiative/programme.** This could include change management processes; collaboration decisions; obstacles encountered and how they were overcome; where barriers have not come down or anticipated results not achieved, how does the team approach this? (300 words maximum)

- 3. Evidence the measured impact of the project or initiative both on people and the organisation.**  
Demonstrate what tangible difference/impact it has made on people, including the positive impact on their lived experience in the workplace, how such impact is measured (including how you approach getting people's engagement in the feedback process) and how it met with the stated objectives of the initiative. Include both quantitative and qualitative evidence; bring your success story to life with examples, anecdotes and testimonials, including from the intended audience. The objective is to demonstrate impact, rather than merely outline activity. (400 words maximum)

**4. What are the next steps for continuous improvement and building upon the impact of your programme or initiative? (300 words maximum)**

5. **Summarise your key learnings from the implementation of your project or initiative, and how you are driving change beyond your organisation. (300 words maximum)**