****

|  |  |
| --- | --- |
| **No. of Employees** | |
|  | **5000+** |
|  | **1000-5000** |
|  | **100-1000** |
|  | **Nonprofit, startups and others** |

**4th CSR Impact Awards 2017-Application Form (Category 15)**

****

**Workplace Diversity & Inclusion Award**

**\*\*\*Please use the template given on the website for the Category 1 to 9,10, 12, 13 and 14)**

(Please read the award-guidelines carefully before submitting this form)

**Please send filled in form and application fee to the address below and email a copy to** [**bhomik@ngobox.org**](mailto:bhomik@ngobox.org) **and** [**ngobox2012@gmail.com**](mailto:ngobox2012@gmail.com)

**NGOBOX (Renalysis Consultants Pvt Ltd)  
A2/610, Palladium, Corporate Road (300m from Vodafone House), Prahlad Nagar,  
Ahmedabad 380051 (Gujarat)**

**Call +91-9560352170**

**Please provide the application fee information here**

**Application Fee: INR**

**Paid vide Cheque/DD/NEFT:**

**Date:**

**Comment:**

Date: Location:

**Part A: Organizational Profile**

|  |  |  |
| --- | --- | --- |
| A1 | Name of the organization applying for the Award (Full Name) (Please do not use acronym) |  |
| A2 | Office Address | **Address:**  **Contact No.** |
| A3 | Contact Person for this application (This will be the nodal contact point for this application) | **Name:**  **Designation:**  **Mobile:**  **Email:**  **Alternate Contact no.** |
| A4 | Organization website |  |
| A5 | Type of organization | **Company**  **CSR Foundation/Trust**  **NGO/Section 8/Section 25 company/other** |
| A6 | Name of the CEO/President/Director |  |
| **A7** | **By submitting this application form, the organization agrees to provide all the project related information during the assessment process and will abide by the rules set by the organizers. The applicant also acknowledges that all the information provided in this application form is correct.** | |
|  | **Seal, Name and Signature of Authorized Representative** | |

The Diversity Award recognizes the company/organization that best demonstrates its commitment to create an inclusive and flexible workplace that enables individuals to embrace their diversity, richness of backgrounds and varying perspectives. All points in the form should be answered with FY 2015-16 and 2016-17 context, wherever applicable)

**Part B: Award application details**

1. **Please provide a brief summary about the organization’s business (emphaisizing history, plants/units, culture and industry specific position). (800 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **Please explain organization’s structure, employees numbers and key statistics in terms of unit level employees to board level numbers with sepecific details about male, female employees and other diversity factors. (500 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **What are the company diversity & inclusion best practices? (600 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **What diversity challenges has the organization faced? How were they addressed? (500 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **Who has primary responsibility for diversity initiatives within the organization? Please elaborate the role and functions?(200 word)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **Does the company/organization have an officially recognized diversity council/committee or workgroup with a mission that includes increasing workforce diversity? If yes, please explain how does it function. (300 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **Describe how your organization is raising awareness of the value of diversity and promoting inclusiveness? (600 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

1. **Please elaborate your D&I initiatives with respect of the following areas: (Use caselets or any strong impact story to substantiate your statement, wherever required) 500 words each.**
   1. **Talent management**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

* 1. **Culture of inclusion**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

* 1. **Senior leadership**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

* 1. **Middle managers**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

* 1. **Workforce education**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

* 1. **Organizational impact**

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

…………………………………………………………………………………………………………………………………........

1. **Why do you think your organization is a strong contender for an award in Workplace Diversity & Inclusion category? (800 words)**

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………….

**Annexure**

1. **Please add appropriate annexure like tables, images, diagrams, media-reports, web-links). In case you wish to submit a Power point presentation for the project, please send the same along with the application. The maximum number of slides: 10)**
2. **In case you wish to enclose a report or any other documentary proof, please send the same along with the hard copy of the application form and mention the same here.**

\_\_\*\*\*\_\_\_