



6 September 2019 – Entry opens  
31 October 2019 – Entry closes  
30 November 2019 – Finalists announced  
26 February 2020 – Winners Presentation

26 FEBRUARY 2020, JUMEIRAH BEACH HOTEL, DUBAI

## ENTRY GUIDANCE FORM

### EXCELLENCE IN WORKFORCE TRANSFORMATION AND DIVERSITY

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This award recognises and promotes organisational excellence and innovations that successfully bring together people, culture, leadership, organisation and technology, enabling the company to realise the full potential of the human and machine workplace.

Your organisation must demonstrate that it has specific initiatives already in place to promote workforce transformation and diversity. These could include: Training programmes, An organisation inclusion and/or diversity policy, Buddy programmes and Community projects.

#### Entry

To enter, please complete the entry form and submit a maximum of 3 supporting documents

1.	Provide an overview of your workplace transformation programmes and initiatives. Include:  a. business objectives; b. purpose and background; c. details of why workplace transformation is important to your business; d. link to overall corporate strategy.
2.	Provide evidence and/or data to demonstrate an organisational behaviour/cultural change approach as a result of the workplace transformation initiatives in the organisation. Include engagement or satisfaction data and any evidence you have of behavioural change.
3.	Describe the programmes in place or opportunities available within your company to demonstrate transformation in your workplace. Provide evidence.

4.	<p>Provide the data and comment on any changes and trends in the following areas of diversity for your staff;</p> <ul style="list-style-type: none"> <li>a. gender</li> <li>b. age</li> <li>c. changes over the last 5 years in the proportion and diversity of staff; throughout the organisation across role types (from entry levels to board);</li> <li>d. flexible work arrangements – including parental leave; return to work, support for caregivers (children, elderly and other dependants)</li> </ul>
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**The website will open for entry submissions on 6 September 2019. You can start to prepare your entry online and make changes ahead of pushing the ‘submit’ button to meet the final deadline. The final deadline for entry will be at midnight on 31 October 2019.**

**For assistance, please contact [debbie.kidman@nqsm.com](mailto:debbie.kidman@nqsm.com)**