



## 2018 Deloitte Top 200 Diversity and Inclusion Leadership Award application guidelines

**Applications for the award should be completed online – [apply here](#).**

We are delighted you are applying for the Diversity and Inclusion Leadership Award, as part of the Deloitte Top 200 in 2018. This award provides an opportunity to showcase your organisation's diversity narrative, including the forward-thinking that has enabled greater diversity and inclusion across your business.

It is also part of an important effort to accelerate a New Zealand growth economy that is fully enabled by diverse and inclusive leadership, as we create organisations, leadership teams and governance groups that reflect the organisations and community we work and live in.

Please refer to the **award criteria** for further information about the components we are looking for as part of this award, and the evidence required to support them. You are required to complete all sections of the [online application form](#) and should make a note if further support information is available (it is not required at this stage). **Applications close at 5pm on Friday 14 September.**

Following a comprehensive judging process, finalists for the Diversity and Inclusion Leadership Award will be contacted in October, with the winner announced at the Deloitte Top 200 Awards held on Wednesday 21 November 2018 at Spark Arena in Auckland. All entries will receive feedback from the review panel in the weeks following the Award announcement.

### **Important information about your award application:**

- Applications are open to all [Deloitte Top 200 companies](#) and [Top 30 financial institutions](#)
- All questions in this application are **mandatory**
- **The content of all applications will be kept strictly confidential**
- Each text box has a 350 word limit to keep answers succinct
- **Applications close at 5pm on Friday 14 September 2018**
- If you have any queries regarding the 2018 Deloitte Top 200 or the Diversity and Inclusion Leadership Award, please email us at [nztop200@deloitte.co.nz](mailto:nztop200@deloitte.co.nz)

# Overview and definitions

## Overview

The Diversity and Inclusion Leadership Award acknowledges a [Deloitte Top 200 organisation](#) or [Top 30 financial institution](#) that has developed and implemented a successful diversity and inclusion initiative, addressing a specific challenge or opportunity with an innovative solution. The success of this initiative will be evident in the business outcomes and can be demonstrated by the impact on the business. It may provide scope for further application across the wider business landscape. The award also recognises an organisation that has policies or strategies in place to create a more diverse and inclusive workplace.

## Definitions

We understand **“diversity”** to refer to a broad range of differences among people, including gender, ethnicity, age, religion, language, education, geography, nationality, disability, sexual orientation, work style, work experience, job role and function, thinking style, and personality type. Diversity can exist within both your current and potential employees, as well as within your customers, partners, suppliers and other stakeholders.

**“Inclusion”** refers to how your organisation recognises and leverages diversity, including the way you value, listen to and work with diverse employees, customers and your broader stakeholder community, both in New Zealand and, where relevant, internationally.

## Application form

### Part 1: Key information

Contact name	<input type="text"/>
Position	<input type="text"/>
Name of organisation	<input type="text"/>
Contact email	<input type="text"/>
Contact phone number	<input type="text"/>
Organisation type [pick one]	<input type="radio"/> Cooperative <input type="radio"/> Financial institution <input type="radio"/> Local government trading enterprise <input type="radio"/> New Zealand subsidiary of multinational company <input type="radio"/> Private company <input type="radio"/> Producer board <input type="radio"/> Public company <input type="radio"/> State-owned enterprise (SOEs)
How many employees does your organisation have in NZ?	<input type="text"/>

Industry type [pick one]

- Accommodation & food services
- Administrative & support services
- Agriculture, forestry, & fishing
- Arts & recreation services
- Construction
- Education & training
- Electricity, gas, water, & waste services
- Financial & insurance services
- Health care & social assistance
- Information media & telecommunications
- Manufacturing
- Mining
- Professional, scientific, & technical services
- Public administration & safety
- Rental, hiring, & real estate services
- Retail trade
- Transport, postal, & warehousing
- Wholesale trade
- Other services

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## Part 2: Diversity and inclusion initiative

This section is the key part of your Diversity and Inclusion Leadership Award application. Please tell us about the initiative you developed to address specific diversity and inclusion challenges and how, as a result, you created a more diverse and inclusive workplace within your organisation.

Tell us about the particular issue or opportunity you wanted to address:

Describe the initiative:

Demonstrate with examples or evidence the impact on the business:

What scope is there to further develop, scale or transfer the initiative to another division/company/industry?

Tell us what you have learnt from the initiative and how that knowledge might be applied in the future:

### Part 3: Diversity and inclusion strategies and policies

Does your organisation have a diversity policy?  Yes  
 No

If yes, what are your key diversity and inclusion focus areas?

Does your organisation use diversity and inclusion metrics?  Yes  
 No

If yes, please provide more detail as to what these metrics are:

Do you have any diversity and inclusion targets in place?  Yes  
 No

If yes, please provide more detail as to what these metrics are:

### Part 4: Gender and ethnicity metrics within your organisation

In this section, please complete the metrics you currently have available. Please base your percentages on New Zealand employees only.

#### Gender representation

What is the proportion (as %) of women employees in your organisation?

What is the proportion (as %) of women in senior executive\* positions?

What is the proportion (as %) of women on your board?

*\*Note: senior executive refers to the highest level of organisational management who have day-to-day responsibilities for managing the company's units, i.e. COO, CIO etc.*

#### Ethnic representation

What is the proportion (as %) of Māori employees in your organisation?

What is the proportion (as %) of Māori employed in senior executive\* positions?

What is the proportion (as %) of Māori peoples on your board?

What is the proportion (as %) of Pacific peoples employed in your organisation?

What is the proportion (as %) of Pacific peoples in senior executive* positions?	<input type="text"/>
What is the proportion (as %) of Pacific peoples on your board?	<input type="text"/>
What is the proportion (as %) of Asian peoples employed in your organisation?	<input type="text"/>
What is the proportion (as %) of Asian peoples in senior executive* positions?	<input type="text"/>
What is the proportion (as %) of Asian peoples on your board?	<input type="text"/>

*\*Note: senior executive refers to the highest level of organisational management who have day-to-day responsibilities for managing the company's units, i.e. COO, CIO etc.*

## Part 5: Authorisation and undertakings

**Please indicate your acceptance of the statements below for the purpose of authorisation.**

I am making this application on behalf of my organisation and have the authority to do so.	<input type="checkbox"/>
All of the information contained in this application is correct and supporting evidence can be provided on request.	<input type="checkbox"/>
I understand that if my organisation is selected as a finalist for the Diversity and Inclusion Leadership Award, further information may be requested from me and the judges may ask to interview a small number of key people within the organisation. We will do our best to provide this information and access during the time frame available.	<input type="checkbox"/>
Your name	<input type="text"/>
Your email	<input type="text"/>