

Nomination Form: Fife Business Diversity Awards

**Give yourself enough time to put your submission together
Don't leave it until the last minute!**

Award Categories

Circle or highlight your chosen category- **only one category can be highlighted per form.** A description of the categories is provided.

1. Health and Disabilities Employee
2. Young people (16-24) Employee
3. Adults 25+ Employee
4. Achiever of the year (all ages)
5. Healthy Workplace Employer
6. Employability Award

Categories 1-3 Employee Awards:

Winners will be in paid work. We would like to hear about individuals who have overcome significant disadvantages, disabilities, health conditions, personal, physical or social barriers and undertaken a range of activities to find a paid job.

Complete Section 1:

Category 4 Achiever Award:

Winners will be on their journey to work and still in search of a paid job. We would like to hear about individuals who have overcome significant disadvantages, disabilities, health conditions, personal, physical or social barriers and have undertaken a range of activities whilst on their journey to find a paid job.

Complete Section 1:

Category 5 Healthy Workplace Employer Award:

Workplaces come in all shapes and sizes, but healthy workplaces have a few things in common:

- Staff morale is high
- People feel good about coming to work
- People from all backgrounds are part of the workforce and everyone is made to feel welcome and valued.
- The employer cares about their employees' wellbeing and manage risks to improve mental health in the workplace
- The employer has a great reputation in the community
- There is a zero- tolerance approach to discrimination

We want to hear about businesses based in Fife who are committed to Healthy Workplaces through practice and policy. Here are some examples of a healthy workplace:

- The business has DWP Disability Confident status levels 1, 2 or 3, Investor's in People or Inclusive Workplace awards.
- They are involved in campaigns to improve their workforce wellbeing such as Mates in Mind, Fife's Just Ask Listen talk pledge or have run in house initiatives to encourage good health at work.
- Staff undertake equality, diversity and disability awareness training
- They sponsor local groups such as football teams or allow their employees to volunteer in the community.

Complete Section 2:

Category 6 Employability Award:

Winning businesses, organisation or individuals will have introduced, developed or sustained practices that improve the employability journey for people who are disadvantaged in the labour market. This helps individuals acquire person attributes, capacity, confidence, skills and learning that helps them prepare for, find and stay in work. Here are examples of good employability practices:

- Employability providers who have developed and delivered a new programme that improves people's chances of finding a job.
- Introduction of a policy that supports people who are struggling at work or off sick due to their personal experiences e.g. people with disabilities, returners after maternity or adoption leave, people with caring responsibilities.
- An employer who is working alongside Fife's No One Left Behind Provision to provide work placements or paid jobs for individuals from diverse backgrounds
- An individual or organisation who has introduced innovative practice to provide opportunities for people who are furthest removed from the labour market.

Complete Section 3:

SCORING

You will complete Section 1, 2 or 3 relevant to your chosen category. Statements are shown in each section that are indicators of good achievement, outcome or practice relevant to your chosen category. You will be scored for all statements ticked but only where you have provided supporting written evidence in the space below the statement. You can refer to more than one piece of evidence to support of each statement ticked e.g. *Overcoming personal barriers or difficulties...The nominee is a lone parent with two children, one of the children has a physical disability. They have no family support network. Experiencing housing difficulties due to inaccessibility for the disabled child and currently seeking advice and support for accommodations to the home.*

Your supporting written evidence is rated and scored as follows for each statement you respond to:

Rating and score: 1= low level or only one example

Rating and score: 2= medium level or one to three examples

Rating and score: 3= significant level or four or more examples

You can submit multiple nominations but must use a separate form each time.

SECTION 1: Employee or Achiever Nomination (Categories 1-4)

1. Introduction: Provide a 150 word summary on your nomination. This will be used for publicity. Suggested headings are:

The nomination is for...

The disadvantages or challenges the nominee has overcome are...

The nominee has been supported on their journey by...

The nominee has managed to achieve...

Each of the statements below equates to a rating and score. Please tick the statements (you may tick more than one) that apply to your nominee and in the box underneath the statement, provide supporting written evidence no more than 100 words per supporting written evidence statement.

Overcoming personal barriers or difficulties	
Supporting written evidence:	
Overcoming disability and or health issues	
Overcoming social barriers	
Exceptional determination	
Willingness to go the extra mile (considering different options)	
Engaging in, and attending appointments/courses	
Training to achieve employment goals	
Personal motivation	
Maintaining a positive outlook	
Playing a proactive role in finding work	
Influencing others positively	
Using initiative	
Employment progression/Paid employment achieved	
Other please specify	

You are welcome to provide supporting information e.g. a quote from the individual nominated, work colleagues, customers or manager. (Maximum 300 words and up to 5 additional points)

SECTION 2: Healthy Workplace Employer Nomination (Category 5)

1. Introduction: Provide a brief 150 word summary on your nomination. This will be used for publicity. Suggested headings are:

The nomination is for...

The nominee undertakes a range of activities that show they have a healthy workplace such as.....

Employees are provided with...

Employees are encouraged to....

Each of the statements below equates to a rating and score. Please tick the statements (you may tick more than one) that apply to your nomination and in the box underneath the statement, provide supporting written evidence no more than 100 words per supporting written evidence statement.
per statement.

Workplaces come in all shapes and sizes, but healthy workplaces have a few

Inclusive recruitment practice such as adverts for jobs in local buildings or local social medial platforms, tailored recruitment and interview practice for candidates with multiple barriers etc	
Supporting written evidence	
Disability Confident Employer/Evidence of creating and sustaining a mentally healthy workplace/Signed up to Just Ask, Listen, Talk or other employer initiatives that show health, equality and diversity practices etc	
Provide flexible working opportunities and have applied accommodations/adjustments in the workplace such as adjustments to the job remit or hours to suit individuals, early/late/flexible hours, accommodation for caring responsibilities, school hours, adapted duties, equipment or resources etc	
Staff undertake training in topics such as equality, diversity, disability awareness, good health and mental wellbeing etc	
Involved in the local community- sponsor local events or groups, allow staff to participate in voluntary activities during work time etc	
Offer one on one support to staff who are finding it difficult to stay in work or return to work due to poor mental or physical wellbeing, disabilities or health conditions etc	
Other	

You are welcome to provide supporting information e.g. a quote from the business, staff or customers. (Maximum 300 words and up to 5 additional points)

SECTION 3: Employability Award (Category 6)

1. Introduction: Provide a brief 150 word summary on your nomination. This will be used for publicity. Suggested headings are:

The nomination is for...

The nominee has developed, sustained or introduced ...

This was achieved by...

The outcome of this has been...

Each of the statements below equates to a rating and score. Please tick the statements (you may tick more than one) that apply to your nominee and in the box underneath the statement, provide supporting written evidence no more than 100 words per statement.

Winning businesses, organisation or individuals will have introduced, developed or sustained practices that improve the employability journey for people who are disadvantaged in the labour market. This helps individuals acquire person attributes, capacity, confidence, skills and learning that helps them prepare for, find and stay in work. Here are examples of good employability practices:

- Employability providers who have developed and delivered a new programme that improves people's chances of finding a job.
- Introduction of a policy that supports people who are struggling at work or off sick due to their personal experiences e.g. people with disabilities, returners after maternity or adoption leave, people with caring responsibilities.
- An employer who is working alongside Fife's No One Left Behind Provision to provide work placements or paid jobs for individuals from diverse backgrounds
- An individual or organisation who has introduced innovative practice to provide opportunities for people who are furthest removed from the labour market.

A new employability programme	
Good practice or new policy to support people who are struggling at work or off sick due to their personal experiences e.g. people with disabilities, returners after maternity or adoption leave, people with caring responsibilities.	
Innovation in employability and evidence of success	

Improvement in recruitment and selection of people from diverse backgrounds	
Flexible approaches to training or employability programme or recruitment & retention	
Evidence of partnership working	
Increased employer engagement	
Other (please specify)	

You are welcome to provide supporting information e.g. a quote from the business, staff or customers. (Maximum 300 words and up to 5 additional points)

Next steps

Nominations will only be accepted where they are accompanied by:

Three good quality electronic high resolution/high pixel photographs saved as JPEG relevant to the nomination.

And where the statement below has been signed by the nominator and nominee(s):

“The Opportunities Fife Partnership takes Data Protection seriously and is committed to ensuring that privacy is protected.

Purpose of processing and legal basis

The personal data, photographs and information on this form is being collected for the purpose of Fife Business Diversity Awards 2019.

The information submitted on this form will be used by a named judging panel to choose Award Winners.

The award winners’ name and image by photograph will be made public at the Fife Business Diversity Awards Ceremony.

The award winners name, image by photograph and information submitted in section 1, 2 or 3 of this form will be used for Local and National press release, for hard copy Fife Business Diversity Awards publications, to promote Fife Business Diversity Awards, to promote Opportunities Fife Partnership Employability provision hard copy and on line for a period up to 12 months following the FBDA Award Ceremony.

Your personal details - address, email and contact details will not be publicised in any way nor sold, distributed or released to third parties unless we have your written permission or are required by law to do so. We comply with the Data Protection Act 1998 and GDPR (May 2018) when handling your personal information.

If you have any concerns about how we use your personal information contact dataprotection@fife.gov.uk”

By signing this form you are consenting to us processing your personal information for the above purposes.

Signed (nominator)

Print name

Date:

Signed (nominee)

Print Name

Date:

GO OVERLEAF:

Send completed electronic nomination form and photographs to:
linda.clark@fife.gov.uk

If you are unable to submit an electronic nomination and photographs please contact Linda Clark on 01592 583142 for advice.

The Judging Panel

Our judging panel will consider all nominations and agree on a shortlist of potential winners in each of the categories. Judges may transfer nominations to a different category if they feel this is appropriate.

If your nomination is short listed, you and your nominee will be informed by October 1st 2019 and you will both be invited to attend the Fife Business Diversity Awards 2019 ceremony on November 29th 2019.

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SPONSORSHIP OPPORTUNITIES

Fife Business Diversity Awards are unique in Fife in celebrating the employment benefits for people who are disadvantaged in the labour market.

The event would not be possible without sponsorship.

Please contact Linda Clark on 01592 583142 or Linda.clark@fife.gov.uk to find out more about the range of sponsorship opportunities available.