



2025 Awards Submission Guide

Version 4.0

Award Categories:

The Awards will be a celebration of D&I programs that enable, or deliver effective outcomes within a commercial entity, or any associated partnerships between business and NGOs and NFPs.

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| 1 | <u>Indigenous Inclusion Award</u> |
| 2 | <u>Disability & Access Inclusion Award</u> |
| 3 | <u>Cultural Inclusion Award</u> |
| 4 | <u>LGBTQIA+ Inclusion Award</u> |
| 5 | <u>The Michael Parker Gender Inclusion Award</u> |
| 6 | <u>Community & Social Impact Award</u> |
| 7 | <u>Individual Change Maker Award</u> |
| 8 | <u>Workplace Wellbeing Award</u> |
| 9 | <u>Best D&I Initiative: Small Business</u> |
| 10 | <u>Best D&I Initiative: Medium Business</u> |
| 11 | <u>Best D&I Initiative: Corporate Enterprise</u> |

Terms and Conditions: [link](#)

Important Note:

Entries for the Diversity & Inclusion Awards are to be submitted using the online entry portal located at <https://cciwa.com/about-us/diversity-inclusion-awards/>

You can complete your answers in a Word doc or similar, however your final answers must be copied and pasted into the relevant nomination fields online using the judging criteria on page 3.

Judging Criteria

There are three criteria in which your submission will be judged as set out below:

1. Innovation (Criteria weighting 30% - 700-word limit per question).

- a) Describe the D&I innovation or initiative.
- b) What systems, policies, instruments, partnerships, or community engagements were adapted, or adopted to facilitate the D&I initiative or innovation?

2. Benefit & Measurements (Criteria weighting 35% -700-word limit per question).

- a) Who did the D&I innovation or initiative benefit?
- b) How has the effectiveness of the D&I innovation or initiative benefit been measured?
- c) What changes and improvements resulted from the D&I innovation or initiative? (Please include metrics where possible).

3. Impact & Outreach (Criteria weighting 35% - 700-word limit per question).

- a) How has the D&I initiative, or program delivered on its intended purpose?
- b) What is the representation of people from key diversity groups?
- c) What behavioural, or attitude changes have evolved within your organisation?
- d) Through your D&I innovation or initiative how have you sought to impact external parties such as clients, customers, suppliers, and partnerships?

Award Categories:

1. Indigenous Inclusion Award

The Indigenous Inclusion Award is dedicated to celebrating outstanding achievements in fostering Indigenous representation, inclusion, and diversity. This award acknowledges individuals, organisations, and initiatives that have demonstrated a commitment to creating inclusive environments that honour and empower Indigenous communities.

Nominees for this award are encouraged to reference the following qualifications where possible.

Authentic Representation: Recognises individuals or entities that have demonstrated a genuine commitment to accurately and respectfully representing Indigenous cultures, traditions, and perspectives in their work, projects, or initiatives.

Community Collaboration: Acknowledges those who actively engage and collaborate with Indigenous communities, fostering partnerships built on mutual respect, understanding, and shared goals. This includes initiatives that promote economic empowerment, education, and social wellbeing within Indigenous communities.

Cultural Sensitivity: Honours efforts to promote and maintain cultural sensitivity in all aspects of work, avoiding appropriation and ensuring that Indigenous voices are not only heard but actively valued.

Inclusive Policies and Practices: Recognises organisations that have implemented policies and practices that actively promote the inclusion of Indigenous individuals, both within the workplace and in broader societal contexts.

Educational Initiatives: Celebrates programs or initiatives that contribute to the education and awareness of Indigenous history, culture, and issues. This includes educational campaigns, workshops, and resources that aim to eliminate stereotypes and foster a deeper understanding of Indigenous perspectives.

2. Disability & Access Inclusion Award

The Disability Access & Inclusion Award celebrates an individual or organisation that has demonstrated an innovative approach and leadership in fostering disability and access inclusion. This award recognises the unwavering dedication to breaking down barriers, promoting inclusivity, and creating environments that empower everyone, regardless of their abilities.

Nominees for this award are encouraged to reference the following qualifications where possible.

Innovative Inclusion Initiatives: Recognises efforts to deliver inventive and effective initiatives that enhance accessibility in various aspects of life, including but not limited to education, employment, public spaces, and digital platforms.

Impactful Advocacy: Highlighting advocacy for the rights and needs of individuals with disabilities, driving positive change through community engagement or by pushing for policy change.

Barrier-Free Environments: Displaying a commitment to removing physical, social, and digital barriers, ensuring that their spaces and services are universally accessible to everyone.

Inclusive Technology Integration: The award recognises individuals or organisations that leverage technology to create and implement solutions that enhance accessibility, promote digital inclusion, and empower individuals with disabilities.

Sustainable Impact: Recognising individuals or organisations that make a lasting impact on the lives of people with disabilities, creating a ripple effect of positive change that extends beyond immediate initiatives.

3. Cultural Inclusion Award

The Cultural Inclusion Award recognises individuals, organisations, or initiatives that have demonstrated an exceptional commitment to fostering cultural inclusion within their communities or fields. Nominees should ensure that all voices are heard, valued and respected, regardless of cultural backgrounds, ethnicities, or identities, and that everyone feels empowered to contribute, learn and thrive.

Nominees for this award are encouraged to reference the following qualifications where possible.

Dedicated Advocacy: Recognising a commitment to advocating for cultural inclusion and diversity by actively embracing different cultures and promoting cross-cultural understanding.

Innovative Initiatives: Implementing pioneering programs, projects, or strategies that promote cultural inclusion in creative and impactful ways that have tangible outcomes, fostering meaningful interactions among individuals from diverse backgrounds.

Community Engagement: Demonstrating a dedication to building a culturally inclusive community workplace by engaging with people from various cultural backgrounds. This involvement could include organising events, workshops, seminars, or other activities that promote cultural exchange and dialogue.

Leadership and Collaboration: Strong leadership teams that promote cultural inclusion and working collaboratively so diverse stakeholders and staff feel respected, heard, and valued in a safe environment that celebrates and respects different cultures.

Measurable Impact: Showcasing the positive impact an individual or organisation has had on cultural inclusion within their sphere of influence. This could be quantified through statistics, testimonials, or stories that highlight the changes and improvements brought about by their efforts.

Educational Outreach: Candidates that have contributed to raising awareness and educating others about the value of cultural diversity and inclusion are highly regarded. This could involve teaching about different cultures, history, traditions, and their significance.

Overcoming Challenges: Showcasing an ability to face and overcome obstacles while championing cultural inclusion.

4. LGBTQIA+ Inclusion Award

In recognition of outstanding commitment to fostering a workplace, community, or organisation that embraces and celebrates diversity in all its vibrant forms, we proudly present the LGBTQIA+ Inclusion Award. This accolade honours those who go above and beyond in creating an environment where every individual, regardless of their sexual orientation, gender identity, or expression, feels valued, respected and included.

Nominees for this award are encouraged to reference the following qualifications where possible.

Inclusive Policies and Practices: The recipients of this award should demonstrate a clear dedication to inclusivity by implementing and upholding policies that actively support LGBTQIA+ individuals. This includes non-discriminatory hiring practices, and fair treatment in all aspects of employment or engagement.

Education and Awareness: Recognising and acknowledging that understanding is the cornerstone of acceptance, the awardee invests in education and awareness programs to promote understanding and empathy among all staff members. This may involve workshops, training sessions, or initiatives that cultivate a culture of respect and openness.

Representation: Highlighting active steps towards ensuring that LGBTQIA+ individuals are represented at all levels within the organisation or community. This could involve diverse representation in leadership, visible support through events, and initiatives that amplify LGBTQIA+ voices.

Safe and Inclusive Spaces: Celebrating the creation of physical and emotional spaces that are safe and welcoming for everyone, irrespective of their sexual orientation or gender identity. This encompasses both physical environments and digital platforms.

5. The Michael Parker Gender Inclusion Award

The Gender Inclusion Award recognises and celebrates organisations or individuals who have demonstrated exceptional commitment and success in fostering an environment of true gender inclusivity. This prestigious accolade honours those who have gone above and beyond to promote equality, diversity and respect for all gender identities. This award aims to inspire others to follow in the footsteps of the recipient, fostering a global culture where everyone, regardless of gender identity, can thrive.

Nominees for this award are encouraged to reference the following qualifications where possible.

Inclusive Policies and Practices: Showcasing concrete efforts in implementing inclusive policies and practices that actively support and embrace individuals of all gender identities.

Leadership and Advocacy: Acknowledging those who have shown exemplary leadership in advocating for gender inclusion, both within their organisation and in the wider community by actively promoting a culture of openness and acceptance.

Diversity and Representation: Highlighting significant strides in ensuring diverse representation at all levels of an organisation, recognising that true gender inclusion requires representation from all backgrounds and identities.

Educational Initiatives: Recognising successful implementation of educational programs and initiatives to raise awareness about gender diversity, fostering a more informed and supportive community.

Measurable Impact: Judges will look for evidence of measurable impact, whether through increased representation, improved workplace satisfaction, or other indicators that demonstrate a positive change resulting from the nominee's efforts.

6. Community & Social Impact Award

The Community & Social Impact Award recognises individuals or a team who have demonstrated exceptional commitment, leadership and innovation in promoting diversity and inclusion through policy, advocacy and social initiatives that have had a measurable impact in making Western Australia the best place to live and do business.

This award stands as a testament to the belief that diversity and inclusion are more than ideals to strive for, but integral elements that drive societal transformation and enable everyone to thrive by dismantling barriers, challenging biases and fostering a culture of respect, understanding and collaboration.

Nominees for this award are encouraged to reference the following qualifications where possible.

Influential Leadership: Showcasing exceptional leadership skills by mobilising teams, communities, and stakeholders to collectively work towards achieving change.

Innovative Initiatives: Recognising creative and innovative programs that offer opportunity and provide assistance and support to marginalised and isolated communities, while inspiring others to follow suit.

Impactful Social Advocacy: Celebrating effective social advocacy campaigns that help drive change at a community level regarding diversity and inclusion issues. This can include organising and participating in events, workshops, seminars, and other activities and could be demonstrated through data-driven results, such as increased representation of underrepresented groups, improved employee satisfaction scores, or measurable reductions in bias incidents.

Education and Awareness: Demonstrating a commitment to educating others about the value of diversity and inclusion. This could include conducting workshops, seminars, or training sessions to raise awareness, challenge biases, and promote understanding among peers and colleagues.

Sustainability and Longevity: Showcasing a demonstrated commitment to change and fostering diversity, equity, and inclusion long after initial implementation.

7. Individual Change Maker Award

The Individual Change Maker Award acknowledges the dedicated efforts of an individual that has displayed outstanding leadership, innovation, and commitment to advancing diversity and inclusion programs or initiatives. Nominations of this award have demonstrated a strong drive to deliver exemplary workplace environments where people from all backgrounds feel valued, empowered and are able to contribute their unique perspectives.

Impactful and Innovative Leadership: Showcasing exemplary leadership skills in the context of diversity and inclusion, resulting in tangible positive changes, either by creating more inclusive environments, addressing systemic bias, or fostering better relationships among diverse groups while highlighting new ideas, methods, or strategies that have effectively expanded opportunities and reduced disparities.

Sustained Effort: Recognising a history of consistent and sustained efforts in promoting diversity and inclusion, whether through long-term community involvement, continuous organisational development, or ongoing educational programs.

Collaboration and Partnerships: Celebrating successful collaboration with others, including partnerships and engagement in cross-sector initiatives that promote diversity and inclusion.

Measurable Outcomes: Highlighting clear evidence of impact, including data, testimonials, case studies, or other quantifiable measures that highlight the effectiveness of their work.

Community Engagement: Recognising active community engagement by reaching out to diverse groups and incorporating their input into the diversity and inclusion initiatives. This reflects a commitment to listening to and learning from underrepresented voices.

8. Workplace Wellbeing Award

The Workplace Wellbeing Award recognises individuals or organisations that can demonstrate an outstanding commitment to fostering comprehensive and multi-faceted wellbeing. This award celebrates those who have made a substantial impact on promoting a harmonious balance of physical, mental, emotional and social wellbeing, encompassing various aspects of life.

Nominees for this award are encouraged to reference the following qualifications where possible.

Integrated Wellbeing Strategy: Showcasing a well-defined and all-encompassing approach to wellbeing that goes beyond isolated initiatives, including a comprehensive strategy that addresses physical health, mental resilience, emotional intelligence, social connectivity, and environmental consciousness.

Diverse Wellness Initiatives: Recognising wellness programs and initiatives that cater to diverse needs and preferences. These initiatives may encompass fitness programs, mental health workshops, emotional support networks, nutritional guidance, mindfulness practices, and other activities that contribute to the overall enrichment of participants' lives.

Collaborative Engagement: Celebrating collaboration with various stakeholders, including employees, community members, experts, and partners with an emphasis on engagement and active participation and fostering a sense of belonging and shared responsibility among individuals.

Measurable Impact: Recognising tangible improvements in wellbeing. This could be reflected in quantitative metrics such as reduced stress levels, increased physical activity, improved mental health assessments or enhanced work-life balance.

Innovation and Adaptability: Showcasing a willingness to innovate and adapt their strategies to changing circumstances. This could involve incorporating emerging wellness trends, utilising technology for remote engagement, and making adjustments to cater to evolving needs and challenges.

Long-Term Sustainability: Spotlighting long-term sustainability of wellbeing initiatives. This could involve building a culture of wellbeing that transcends short-term trends and remains a central aspect of the organisation's identity.

Educational and Empowering Elements: Recognising initiatives that not only provide support but also empower individuals to take ownership of their own wellbeing journey. This could involve offering educational resources, tools, and guidance that enable participants to make informed choices about their health and happiness.

9. Best D&I Initiative: Small Business

The Best D&I Initiative: Small Business recognises outstanding efforts in promoting diversity and fostering inclusion within small business and celebrates initiatives that show a genuine dedication to embracing diverse perspectives, backgrounds, and experiences.

Nominees for this award are encouraged to reference the following qualifications where possible.

Strategy and Vision: Exhibiting a well-defined and comprehensive diversity and inclusion strategy, aligning with the organisation's core values and long-term vision and demonstrating a clear roadmap for achieving diversity and inclusion goals.

Innovative Practices: Showcasing creativity and innovation through initiatives that break away from conventional methods and demonstrate new, effective ways of promoting a diverse and inclusive environment.

Employee Engagement: Fostering a sense of belonging and engagement among employees from various backgrounds and empowering employees to share their perspectives, engage in open dialogue, and contribute to an inclusive work environment.

Measurable Impact: Include measurable evidence of the initiative's impact. This could include data on workforce demographics, retention rates, employee satisfaction, promotions, and other relevant metrics that highlight positive changes resulting from the initiative.

Leadership Buy-In: Recognising visible and consistent buy-in from top leadership, as well as engagement at all levels of the organisation.

Collaboration and Partnerships: Highlighting collaboration with external organisations, community groups, or industry partners to enhance diversity and inclusion efforts.

Sustainability: Acknowledging strategies for maintaining momentum, adapting to changing circumstances, and continuously evolving to meet the needs of the organisation and workforce.

Cultural Transformation: Exhibiting cultural transformation within the organisation, including shifts in attitudes, behaviours, and overall workplace dynamics that reflect a more inclusive and welcoming environment for all employees.

10. Best D&I Initiative: Medium Business

The Best D&I Initiative: Medium Business, recognises outstanding efforts in promoting diversity and fostering inclusion within a medium-sized business and celebrates initiatives that go beyond policies and show a genuine dedication to embracing diverse perspectives, backgrounds and experiences.

Nominees for this award are encouraged to reference the following qualifications where possible.

Strategy and Vision: Exhibiting a well-defined and comprehensive diversity and inclusion strategy, aligning with the organisation's core values and long-term vision and demonstrating a clear roadmap for achieving diversity and inclusion goals.

Innovative Practices: Showcasing creativity and innovation through initiatives that break away from conventional methods and demonstrate new, effective ways of promoting a diverse and inclusive environment.

Employee Engagement: Fostering a sense of belonging and engagement among employees from various backgrounds and empowering employees to share their perspectives, engage in open dialogue, and contribute to an inclusive work environment.

Measurable Impact: Include measurable evidence of the initiative's impact. This could include data on workforce demographics, retention rates, employee satisfaction, promotions, and other relevant metrics that highlight positive changes resulting from the initiative.

Leadership Buy-In: Recognising visible and consistent buy-in from top leadership, as well as engagement at all levels of the organisation.

Collaboration and Partnerships: Highlighting collaboration with external organisations, community groups, or industry partners to enhance diversity and inclusion efforts.

Sustainability: Acknowledging strategies for maintaining momentum, adapting to changing circumstances, and continuously evolving to meet the needs of the organisation and workforce.

Cultural Transformation: Exhibiting cultural transformation within the organisation, including shifts in attitudes, behaviours, and overall workplace dynamics that reflect a more inclusive and welcoming environment for all employees.

11. Best D&I Initiative: Corporate Enterprise

The Best D&I Initiative: Corporate Enterprise recognises outstanding efforts in promoting diversity and fostering inclusion within Corporate Enterprises and celebrates initiatives that go beyond policies and show a genuine dedication to embracing diverse perspectives, backgrounds and experiences.

Nominees for this award are encouraged to reference the following qualifications where possible.

Strategy and Vision: Exhibiting a well-defined and comprehensive diversity and inclusion strategy, aligning with the organisation's core values and long-term vision and demonstrating a clear roadmap for achieving diversity and inclusion goals.

Innovative Practices: Showcasing creativity and innovation through initiatives that break away from conventional methods and demonstrate new, effective ways of promoting a diverse and inclusive environment.

Employee Engagement: Fostering a sense of belonging and engagement among employees from various backgrounds and empowering employees to share their perspectives, engage in open dialogue, and contribute to an inclusive work environment.

Measurable Impact: Include measurable evidence of the initiative's impact. This could include data on workforce demographics, retention rates, employee satisfaction, promotions, and other relevant metrics that highlight positive changes resulting from the initiative.

Leadership Buy-In: Recognising visible and consistent buy-in from top leadership, as well as engagement at all levels of the organisation.

Collaboration and Partnerships: Highlighting collaboration with external organisations, community groups, or industry partners to enhance diversity and inclusion efforts.

Sustainability: Acknowledging strategies for maintaining momentum, adapting to changing circumstances, and continuously evolving to meet the evolving needs of the organisation and workforce.

Cultural Transformation: Exhibiting cultural transformation within the organisation, including shifts in attitudes, behaviours, and overall workplace dynamics that reflect a more inclusive and welcoming environment for all employees.

Terms and Conditions:

1. Definitions used in these terms and conditions:
 - a. **CCIWA, we, us, our** – the Chamber of Commerce and Industry of Western Australia Limited;
 - b. **CCIWA Awards** – the CCIWA Diversity and Inclusion Awards;
 - c. **Closing Date/Time** – 5.00pm (WST) on Friday, 25 July 2025;
 - d. **Gala Dinner** – the gala dinner to be held on Friday, 7 November 2025;
 - e. **Finalist** – Nominees that have been shortlisted by the judging panel as finalists (and will be filmed by CCIWA as a top 3 contender in a category);
 - f. **Nominee, you** – the organisation (or a representative of an organisation) submitting an entry into the CCIWA Awards;
2. The CCIWA Awards will be administered by CCIWA.
3. By submitting an entry into the CCIWA Awards you are deemed to have accepted these terms and conditions. Any entry not complying with these terms and conditions will be deemed invalid.
4. The CCIWA Awards are open to all organisations within Western Australia who have launched a D&I initiative no later than Monday, 31 March 2025. Representatives of an organisation may submit an entry in their individual capacity in relation to category 7 (Individual Change Maker) only. Entries for the CCIWA Awards are to be submitted using the online entry portal located at <https://cciwa.com/about-us/diversity-inclusion-awards/>
5. No responsibility can be accepted by CCIWA for incomplete entries via the online entry portal, and incomplete entries will not be accepted. The individual completing the entry on behalf of an organisation must be an authorised representative of the organisation.
6. When applying for the CCIWA Awards, you must follow the criteria on the requirements for each category.
7. Entries must be submitted no later than the Closing Date/Time. Submissions received after the Closing Date/Time will not be accepted.
8. Should you be short-listed as a Finalist:
 - a. you will be notified that you are a Finalist on Friday, 25 June 2025;
 - b. you agree to be filmed as part of your submission to the CCIWA Awards (at a mutually suitable time between Friday 29 August 2025 and Friday, 17 October 2025); and
 - c. you understand and acknowledge that your attendance is expected at the Gala Dinner. CCIWA reserves the right to withhold any award or prize for non-attendance at the Gala Dinner.

9. Nominees are only permitted to enter each category once, but each Nominee may enter as many categories as they so choose, provided that the entry criteria for each category is satisfied. It is the Nominee's responsibility to ensure that they satisfy all entry requirements for the relevant categories before submitting their entry.
10. Sponsors or partners of the CCIWA Awards cannot be a judge of any category they enter.
11. Nominees must only upload material including images, photographs, video or other supporting documents, to the online entry portal that the Nominee owns, or that they have sufficient rights of use.
12. The Nominee grants CCIWA a non-exclusive licence to use any material (including images, photographs, video or other supporting documents and information) uploaded to the online entry portal by the Nominee in any way (including on CCIWA social media platforms) to promote the CCIWA Awards or any other CCIWA promotional activity.
13. Nominees represent and warrant that all information provided to CCIWA throughout the application and submission process is true, complete and correct as at the Closing Date/Time and that the submission will not infringe any third-party rights.
14. CCIWA reserves the right to change the judging panel or submission process without prior notice to the Nominees.
15. CCIWA and the judges have the right to withhold an award in any category if the CCIWA and the judges (in their absolute discretion) feel the entries for that category are not of sufficient merit.
16. CCIWA reserves the right to combine, rename and restructure categories at any time during the entry and judging process if the number of nominations received does not allow for a fair competition.
17. Where a Nominee is selected as a Finalist, that entrant may be asked to supply any additional information in relation to their entry.
18. By submitting an application, Nominees consent to any information/material contained in the submission being made available to judges and third parties associated with the CCIWA Awards process.
19. All valid entries received before the Closing Date/Time will be judged on merit. The judging will be completed by Thursday, 28 August 2025. The judges' decision is final and binding, and no correspondence will be entered into.
20. CCIWA (in its absolute discretion) reserves the right to disqualify entries into the CCIWA Awards for:
 - a. non-compliance with these terms and conditions; or
 - b. if the business of the Nominee (or its representatives) is involved in any conduct or activity in any way (including of a personal or business nature) that is illegal, fraudulent, may

harm CCIWA (and any of its related entities), CCIWA's name or reputation or breaches these terms and conditions.

21. The winners from all categories will be announced at the Gala Dinner.
22. Any winner may publicise their CCIWA Award provided the year in which it was won is stated. Winning or entering the CCIWA Awards does not confer on you any intellectual property rights in relation to the CCIWA Awards or CCIWA, which remain at all times the property of CCIWA.
23. The winners consent to participating in any promotion associated with the CCIWA Awards, including their name, photograph and bibliographical information being published in all media.
24. You consent to CCIWA's use and disclosure of your personal information for the purposes of conducting the CCIWA Awards and for other purposes. A copy of our privacy policy is available on our website at <https://cciwa.com/privacy-policy/>. Personal information collected will be kept strictly confidential and will not be sold, reused, rented, loaned or otherwise disclosed to any third party otherwise than in accordance with the privacy policy and these terms and conditions.
25. CCIWA and any other organisation associated with the CCIWA Awards will not be liable for any loss, injury or damage to any individual or property whether direct or indirect, whether in contract, tort, negligence or otherwise in connection with the CCIWA Awards or accepting or using any prize, except for any liability that cannot be excluded by law (in which case that liability is limited to the minimum allowable by law).
26. CCIWA is not responsible in any manner whatsoever for any problems or any financial costs incurred, or any combination thereof, including any injury or damage to Nominees or any other persons related to or resulting from participation in the CCIWA Awards.
27. If CCIWA Awards is interfered with in any way or is not capable of being conducted as reasonably anticipated by due to any reason beyond the reasonable control of CCIWA, CCIWA reserves the right, in its sole discretion, to the fullest extent permitted by law and subject to any written directions from a regulatory authority, to modify, suspend, terminate or cancel the CCIWA Awards as appropriate.
28. These terms and conditions will be governed and construed in accordance with the laws of Western Australia.