

## 2023 Inclusion Awards Application

The Inclusion Awards, presented by the Greater Des Moines Partnership, seek to honor and celebrate the success of organizations that have championed diversity, equity and inclusion (DEI) in their businesses, organizations and in the community. To qualify for an Inclusion Award, organizations must be an Investor or Member of The Partnership.

The work of DEI has never been more important. This is a wonderful opportunity to highlight the years of investment your organization has made in DEI, which allowed you to be responsive to the needs of our community and provide comfort, support and assurance to your employees.

The policies that are implemented, how employees and customers are treated and taken care of, and how the organization contributes to the larger issues in Greater Des Moines (DSM) are all things that will set a new tone for an organization's brand identity in consistently attracting and retaining talent.

This year's Inclusion Awards application reflects what your company has done to ensure DEI initiatives are sustainable and targeted to create a sense of belonging for your employees and community stakeholders. In a time where some are still trying to figure out how to best provide impact through their DEI initiatives, we need to highlight organizations who are providing best practices for others in the region to follow.

Questions are adapted to evaluate the responses organizations provide to demonstrate their commitment to sustainable and intentional DEI initiatives and their overall goals to support the DSM region with these initiatives.

### **Selection Process:**

A selection committee made up of members of The Partnership's Inclusion Council and The Partnership team will evaluate the applications. The winners will be highlighted and celebrated through various communications channels at The Partnership and presented with an award in November.

As part of the award process, The Partnership will create a video featuring the award winners. The video will be shared widely with an Inclusion Award winners' announcement through a variety of communications platforms at The Partnership. People who were instrumental in completing the application or people who are instrumental in driving DEI initiatives within organizations are strongly recommended to be featured in the video. We look forward to highlighting best practices and inclusion initiatives within your organization.

The Partnership will also coordinate a feature of the winners in the *Business Record* which will be published the same week as the awards.

**Timeline (*subject to change*):**

Application open: Aug. 15, 2023

Deadline to apply: Sept. 15, 2023

Finalize winner: By Sept. 29, 2023

Notify applicants: Oct. 5, 2023

Complete video shoot with winning companies: Oct. 26, 2023

Awards Ceremony: Nov. 15, 2023

Please send all completed applications along with attachments to [mdejean@DSMpartnership.com](mailto:mdejean@DSMpartnership.com) and [srobes@DSMpartnership.com](mailto:srobes@DSMpartnership.com).

To ensure formatting issues and integrity of the documents please send them in a .pdf file.

**Contact Information:**

Title:

First Name:

Last Name:

Suffix:

Email:

Contact Number:

Company:

Address Line 1:

Address Line 2:

City:

State:

Zip/Postal Code:

Please select the size of your organization to best determine the award category:

- Small (1-150 employees)
- Medium (151-500 employees)
- Large (More than 500 employees)
- Non-Profit
- Public Entities

Please provide a brief paragraph describing your organization (500 words or less).

Please provide demographic data of your workforce. (Number of males, females, diverse populations, representation of diversity at various levels of leadership, etc.).

Please explain any gaps in the workforce and what you are doing to address those gaps.

Please answer the following questions to the best of your ability in an actual and factual manner.

**1. Attracting and Retaining Talent:**

- 1.1 Describe your organization's practices on creating an environment/culture of belonging to attract and retain diverse talents.

Attach supporting materials as *[Company Name] Attachment 1*.

**2. Inclusive Work Environment:**

- 2.1 Explain your organization's practices and initiatives to create an inclusive workplace. Please provide specific examples of how you create a sense of belonging in the workplace.

- 2.2 What new policies and practices were put in place to ensure all employees feel safe, connected to, and included in the organization during the past year of hybrid, virtual, or in person working conditions?
- 2.3 Please explain your company's commitment to sustainable and intentional DEI initiatives and their overall goals to support the DSM region, create a welcoming region and create a sense of belonging with these initiatives.

Attach supporting materials as *[Company Name] Attachment 2*.

**3. Focused Education/Communication:**

- 3.1 Share your organization's efforts to raise awareness, educate and communicate about DEI.
- 3.2 Were you able to implement new DEI initiatives over the past year in a hybrid, virtual or in person setting that helped to create a sense of belonging? What DEI programs were you able to continue over the past year, that were already focused on creating belonging in your organization's efforts?
- 3.3 What inequities does your company see as a need to address internally/externally? Do you have a plan to address such inequity(ies)?

Attach supporting materials as *[Company Name] Attachment 3*.

**4. Marketplace Strategy:**

- 4.1 Describe how your organization leverages DEI through vendors, products or services.
- 4.2 How were you able to provide support to diverse local suppliers over the past year?
- 4.3 Does your organization provide opportunities for diverse suppliers to engage with your organization outside of the transactional space?

Attach supporting materials that highlight any supplier diversity goals, economic impact, etc. as *[Company Name] Attachment 4*.

**5. Community Support:**

- 5.1 Explain your organization's philosophy for supporting DEI in the community and creating a sense of belonging for community stakeholders.
- 5.2 What specific things did your organization do to support the DSM region over the past year?
- 5.3 What specific things did your organization do to support traditional minoritized communities

over the past year?

Attach supporting materials as *[Company Name] Attachment 5*.

**6. Untapped Talent:**

6.1 What initiatives and strategies does your company have in place to attract and retain talent from any of our identified untapped talent communities: foreign-born/immigrants/refugees, ex-offenders, persons with disabilities and/or military, African-Americans, Latino/Hispanic.

6.2 How does your company provide support to the identified untapped talent groups during the hiring process and after? What steps does your company take to ensure that untapped talent employees are feeling welcomed and have a sense of belonging within your company?

Attach supporting materials as *[Company Name] Attachment 6*.