

AIM WA **PINNACLE AWARDS**
2019/20

ENTRY KIT

PERDMAN WORKPLACE DIVERSITY
EXCELLENCE AWARD



AIM WA
PINNACLE
AWARDS
REWARDING BUSINESS
LEADERSHIP EXCELLENCE



Australian
Institute of
Management
WESTERN AUSTRALIA

PERDAMAN WORKPLACE DIVERSITY EXCELLENCE AWARD

The PERDAMAN Workplace Diversity Excellence Award recognises organisations that have excelled in promoting diversity in the workplace. Some of the key characteristics of workforce diversity may include race, ethnicity, gender, age, religion, ability, and sexual orientation.

Entry to this Award is open to all organisations across the corporate, government, community and not-for-profit sectors with a significant footprint in Western Australia.

JUDGING CRITERIA:

In preparing entries, organisations should include details of one or more major workplace diversity initiatives, for example:

- Initiatives that demonstrate that the organisation prioritises diversity and recognises the value of an inclusive workplace.
- How diversity is driven and/or supported by the senior leadership team who demonstrate an inclusive workplace.
- Programs that demonstrate a cultural change approach to diversity where principles are embedded in the DNA of the organisation.

In determining the winner of this Award, judges will consider the extent to which initiatives described:

- Represent leadership excellence in workplace diversity,
- Have positively impacted on the organisation and its stakeholders, and
- Demonstrate business leadership for the industry in which the organisation is situated.

JUDGING:

Each Award category will comprise of a judging panel of six business leaders with expertise relevant to the Award. The judges will consider entries against the stated judging criteria and produce a shortlist prior to determining the category winner.

RECOGNITION:

The recipient of this Award will **receive leadership and management training to the value of \$20,000 to donate to a charity of their choice*** as well as an engraved Pinnacle trophy.

*Refer to the Eligibility Criteria and Terms and Conditions.

HOW TO ENTER

Complete and submit your entry by the entry closing date of **Wednesday, 6 November 2019**.

STEP 1:

Please ensure you follow the Entry Guidelines below.

ENTRY GUIDELINES

- A. Complete the online Entry Form via our website: www.pinnacleawards.com.au
- B. Include a 2,000 word (maximum) written statement which:
 - Provides a clear, concise overview of the organisation.
 - Addresses the Awards Judging Criteria and provides measurable achievements, and
 - Explains how the organisation plans to sustain success with the initiatives over the longer term.
- C. Include up to an additional 10 pages of supporting material/additional evidence which can be included to support the written statement. This might include extracts from reports, summaries of written feedback, photographs or graphs.
- D. Entries to be compiled into three parts:
 1. Completed online Entry Form.
 2. A PDF of your written statement, including supporting material/evidence (if applicable).
 3. A zip file of the organisation's logo (EPS, TIFF or JPEG format at 300 dpi – high resolution) and style guide (if applicable).
- E. Entries can only be made via our website: www.pinnacleawards.com.au

Entries must be in by 5:00pm Wednesday, 6 November 2019 WST

Hardcopy entries will not be accepted.

Shortlisted organisation will be contacted in the lead up to the Awards Ceremony to ensure their attendance on the evening.

STEP TWO:

Book your table via our website: www.pinnacles.com.au

KEY DATES

Entries Open:	Monday, 16 September 2019
Entries Close:	Wednesday, 6 November 2019
Judging:	Tuesday, 26 November - Tuesday, 10 December 2019
Awards Ceremony:	Thursday, 12 March 2020

ENTRY CHECKLIST

- i Completion of the online entry form
- i Addressed the Award's Judging Criteria within a 2,000 word limit
- i Addressed the Award's Entry Guidelines
- i Provided your organisation's logo, and style guide (if applicable)
- i Read and accepted the Eligibility Criteria and Terms and Conditions
- i Kept a copy of the complete Award entry
- i Submitted the entry by 5pm Wednesday, 6 November 2019 WST
- i Booked to attend the Awards Ceremony on Thursday, 12 March 2020

CONTACT US

Phone: (08) 9383 8051
pinnacleawards@aimwa.com

ELIGIBILITY GUIDELINES/ TERMS AND CONDITIONS

- a) To be eligible to enter the Pinnacle Awards, organisations must have WA based operations.
- b) Entries must be submitted and received by Wednesday, 6 November 2019 WST.
- c) Submission of an online entry form indicates acceptance of the Eligibility Criteria and Terms and Conditions.
- d) Entries in multiple categories will be accepted as long as a separate entry for each Award category is provided.
- e) Entries will not be accepted from Award partners.
- f) Entries will only be accepted from Award Category Sponsors if the entry is for a category the company is not a sponsor for.
- g) An organisation cannot apply for any Award category for which an employee or board member is a judge.
- h) The judges' decision is final and no correspondence will be entered into.
- i) No responsibility from Australian Institute of Management Western Australia Limited can be accepted for lost or misplaced entries.
- j) Australian Institute of Management Western Australia Limited have the right to disregard any incomplete entries.
- k) Changes cannot be made to any submitted applications.
- l) Australian Institute of Management Western Australia Limited reserve the right to vet and substantiate information contained in entry applications and conduct any corporate due diligence as required.
- m) By entering you agree for your organisation to be part of any media publicity as part of the Awards judging process if required.
- n) The assessment, conduct and results of the Awards will not create any legal obligations between entrants and Australian Institute of Management Western Australia Limited.
- o) Entries and supporting materials will not be returned to entrants.
- p) The leadership and management training prize is to be donated to a charity of the recipient's choice. No part of the prize is exchangeable for cash or any other prize.
- q) The charity that receives the prize from an Award winner must be:
 - Registered as a charity as defined by the Charitable Collections Act 1946
 - Have tax deductible status as defined by the Australian Tax Office.
- r) Australian Institute of Management Western Australia Limited reserve the right to cancel the program or individual Award categories within the program.
- s) Australian Institute of Management Western Australia Limited will not be liable for any loss, injury or bad publicity directly or indirectly as a result from the Awards.
- t) All entry submissions are the property of Australian Institute of Management Western Australia Limited and no feedback on individual submissions will be given.
- u) Australian Institute of Management Western Australia Limited have the right to cancel or disqualify entries as a result of non-compliance with the Eligibility Criteria and Terms and Conditions.
- v) Australian Institute of Management Western Australia Limited reserves the right to change the program timeline including the Awards dinner/ ceremony date.

PRIVACY POLICY

- w) The entrant consents to the use by Australian Institute of Management Western Australia Limited of the entrants' details and acknowledges that Australian Institute of Management Western Australia Limited, may, at its discretion disclose and use those details for the purpose of providing you with goods or services, communicating with you, planning, research, product and business development and sales, the promotion and marketing (whether target, direct or indirect) of their businesses, services or products or those of a third party which we believe may be of benefit to you. The details will also be used to investigate complaints, as required or permitted by any law, to enable Australian Institute of Management Western Australia Limited to perform its obligations to you under this or any other agreement and to ensure that you perform your obligations under this or any other agreement.
- x) If you do not want the details to be used for the purposes stated in the above clause please write to Australian Institute of Management Western Australia Limited (attention Privacy Officer), 76 Birkdale Street, Floreat WA 6014 and Australian Institute of Management Western Australia Limited will ensure that the details are not used for that purpose.
- y) For details of the Australian Institute of Management Western Australia Limited Privacy Policy, please go to: aimwa.com/privacy-policy or contact the AIM WA Privacy Officer to obtain a copy.