

# Call for Nominations: 2019 Workplace Diversity and Inclusion Champion Award

Electricity Human Resources Canada (EHRC) is pleased to issue a call for nominations for the Workplace Diversity and Inclusion Champion Award. This award was established to recognize and celebrate professionals who champion diversity and inclusion, are role models for developing and cultivating diversity strategies in their organization, in addition to communicating the rationale for these strategies to employees.

This can be an individual or team award.

This award category examines a range of diversity initiatives, including:

- Women;
- Indigenous peoples;
- Members of visible minorities;
- Persons with disabilities
- Sexual orientation
- Other

## Nomination Process and Eligibility

Any employer with its head office or principal place of business in Canada's electricity workforce is eligible to receive this award. Candidate organizations may be nominated by anyone active within the individual's organization or Canada's electricity workforce at large. Employers of any size may apply, whether private or public sector.

## Selection Process

Based upon the nominations that best meet the overall criteria, Electricity Human Resources Canada's Selection Committee will select the winner.

## Award Ceremony

The recipient of the 2019 Emerging Leader Award will be announced at EHRC's Forum and Awards of Excellence Luncheon to be held February 19th at Vantage Venues, 150 King Street West, 16<sup>th</sup> Floor, Toronto, Ontario

Please note: not all categories may be awarded each year.

## Nomination Criteria

Submissions must draw on building a culture of diversity and diversity of thought. Being able to leverage diversity of thought is key to creating an organizational culture of inclusion. When judging this category, key accomplishments and attributes will be considered, including how the individual or team has;

- Demonstrated leadership in championing aspects of diversity within their organization or
- Developed recruitment or retention strategies or campaigns that are being used by the nominated organization to engage diverse and under-represented groups or
- Built internal communications and education campaigns and/or programs that promote diversity in the workplace or
- Developed or supported policies supporting equal opportunities and how they are employed.

Submissions must satisfy one (1) of the above elements within the last 4 years.

## Deadline for Nomination

Electricity Human Resources Canada must receive complete nomination submissions **no later than 8pm (EST) Thursday November 21st, 2019**. All submissions must be sent electronically to [mould@electricityhr.ca](mailto:mould@electricityhr.ca)

## Nomination Submission

To ensure nominations are judged on a comparable basis, **please include the following in your nomination package:**

- Cover page (see sample at the end of this document):
  - Name, title, work contact details for nominee
  - Name, title, work contact details of nominator submitting the application
  - Signature of the nominator and the date
- Rationale addressing one or more of the award's criteria as outlined above, **(in 500 words or less)**
- Optional (but highly recommended): A collection of supporting files and web addresses to support your entry and provide more background information to the judges
- Optional: List of Additional Supporters of the nomination
- Optional: Additional comments you'd like to mention about your nominee, if any.

For help on completing your application please reference the tip sheet which can be found below.

If selected as a finalist, nominees must:

- Consent in writing to the nomination and publication of both name and photo in connection with the EHRC Awards
- Provide a professional biography and photo to be used for publicity purposes in relation to the awards
- Be available to attend or send a company representative to the Awards Luncheon on February 19, 2020.

## Questions? For more information please contact:

Marie Mould, Manager of Stakeholder Engagement  
(613) 235-5540 Ext: 222  
[mould@electricityhr.ca](mailto:mould@electricityhr.ca)

## 2019 Workplace Diversity and Inclusion Champion Award Nomination Form

### Nominee

(or Team Leader if this is a group submission)

Name (s):

Title:

Department:

Company Address:

City:

Province:

Telephone:

Email:

### Nominator

Name:

Title:

Department:

Company Address:

City:

Province:

Telephone:

Email:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## EHRC Awards of Excellence Tip Sheet

You'd like to nominate a colleague, staff member or organization leader for an EHRC Awards of Excellence? Here are some tips and information to help you in drafting a nomination that will help the nominee shine.

By following these tips, you will help ensure consistency amongst all our applications as an organization. You'll also be providing us with the necessary information, so we do not have to follow up with you at a later date for further clarification.

Thank you.

Please include the following information in the commentary addressing one or more of the award's criteria as outlined above. There is a 2500-character limit.

**Rationale:** Why the nominator believes this person, team or organization deserves to be recognized as the 2019 recipient.

- If possible, demonstrate impacts in terms of numbers, facts, and statistics. Examples:
  - *Last year, the rate of retention was 95%, a number that is outstanding within the company and the overall electricity industry. This number represents a 10% increase since the introduction of the (relevant program or initiative).*
  - *For the last two years the college has partnered with five electricity employers to provide 50 co-op opportunities for Aboriginal students during the summer months. As a result of this initiative the companies have hired 5 of those students into apprenticeship programs and 7 into other departments.*
  - *In 2019, Jane developed a bursary program for grade 12 secondary school students in the local community whereby 4 students who will be attending a recognized Canadian college or university were awarded \$1000 each.*
- When you are listing one of their strengths or their qualities, please provide an example(s) that illustrates that. Show don't tell. Examples:
  - *Jane is regarded as a HR manager who is highly competent in the field of training and development. In fact, she is often asked to speak at (name of event) as a keynote speaker which attests to her level of expertise.*
  - *Jane demonstrates our company's corporate values in her daily work. She's made several company-wide contributions and has an extremely positive reputation among our senior leadership team, as evidenced by the many cross-functional project teams for which she's been recruited (provide examples of successes and impact on the business)*
  - *Our President has worked tirelessly over the last 10 years to support the workforce of the electricity industry (provide example of how – leaders are welcomed from all related instructions including employers, labour, colleges, universities, manufacturers, suppliers)*
- Don't assume that everyone reading the nomination understands what you're referring to. Names of campaigns, internal projects or local community groups that are not self-evident (i.e. anyone could understand them) require an explanation. Examples:
  - *The HR team participates every year in "name of event," a local event that raises awareness of mental health issues in an effort to end the stigma associated with mental illness.*
  - *John volunteers for Saint John 225, the official anniversary celebrations of the City of Saint John and its incorporation as Canada's original city.*

## Additional Documentation

- If you can, provide 2-3 brief (3-5 sentences) testimonials in the overall nomination from colleagues and/or management that provide additional support (this is in addition to the 500-word rationale).
  - Example: *I've had the opportunity to work with John for 10 years now through my role as Director of HR. He's an excellent instructor and colleague. He is always willing to mentor and guide new staff in terms of organizational workings, policies and procedures. John is well respected by both colleagues and management alike.*  
Jane Doe, Director of HR, Company x
- When including support documentation to support your entry and provide more background information (e.g. collection of supporting files and web addresses):
- Please ensure the links work
- Limit any additional links to five website links and five documents