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**COFFS COAST BUSINESS AWARDS 20201**

 **ENTRY FORM**

**Category –** **EXCELLENCE IN WORKPLACE INCLUSION**

***Business Details***

*To be completed by all entrants including those entering into the individual categories*

1. Trading name:
2. Registered ABN:
3. How is your business structured?

Choose from drop down list - Choose an item.

1. Is your business classified as a not for profit?

 *Yes* [ ]  */ No* [ ]

1. Main office address:
2. Business trading commencement date:
3. What industry does the business operate in?

Choose from drop down list - Choose an item.

1. Number of employees on payroll in Australia.

 Choose from drop down list - Choose an item.

1. Is your business primarily business to business or business to consumer?

Choose from drop down list - Choose an item.

1. Please provide a 100 word biography for your business to be used for promotional purposes.
2. Please indicate the main reason/s you are entering into the Business Awards
* To raise the profile of my business
* To recognise my staff and our achievements
* To build business networks
* To reflect on the goals, strategies and vision that led to the success of your business and to use those insights to drive even greater success in the future.
1. Website:
2. Twitter:
3. Instagram:
4. LinkedIn:
5. Facebook:

***Contact Details:***

*To be completed by all entrants*

**Entry Contact Details:**

First Name:

Surname:

Position:

Email:

Phone:

Mobile:

**Media Contact Details**

**Tick box if same as above**

First Name:

Position:

Email:

Phone:

Mobile:

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**Excellence in Workplace Inclusion**

This Excellence in Workplace Inclusion award recognises businesses that address the needs of a diverse community, including seniors, people from Culturally and Linguistically Diverse (CALD) backgrounds, and people with disability. An inclusive business facilitates the needs of all its employees and customers.

 For example, for people with disability, there are multiple elements of inclusion that go beyond regulatory compliance to create a functional and welcoming environment. These strategies or initiatives must have a positive impact on employees, the organisation and the customer as a whole.

***Award eligibility check box***

* The organisation has been trading for a continuous period of two years or more, not bankrupt or trading insolvent at the time of entry.

**Questions**

1. Outline your current staff level and diversity – include employees with disability, seniors (over 55) and people from CALD backgrounds – Maximum word count: 200
2. Identify and describe your positive and/ or proactive inclusive practices within the business that go beyond regulatory compliance – Maximum word count: 350
3. Describe your HR and employment hiring practices that demonstrate your commitment to being an inclusive employer. Maximum word count: 350
4. Identify and describe how your business has created an accessible and inclusive environment that is welcoming for customers with disability, seniors and people from CALD backgrounds. Maximum word count: 400
5. Explain why your business embarked on being more accessible and inclusive and describe what further actions you will take in the future to becoming more accessible and inclusive to employees and customers. Maximum word count: 400

I declare that the information I have provided in this entry form is true and correct at the time of completing this form and that I agree to all conditions of entry listed under the “Conditions of Entry” section of the website. www.coffscoastbusinessawards.com.au

Once you complete this form you should save it on your computer using the file name EXCELLENCE IN WORKPLACE INCLUSION. Then return to the Coffs Coast Business Awards Website [www.coffscoastbusinessawards.com.au](http://www.coffscoastbusinessawards.com.au)

* Go to the application upload section and follow the instructions.
* You will use your email account to upload your completed Entry Forms.
* You **must** also submit 4 high resolution landscape images in JPG format.

**Video options:**

To help you in making a video please see the video options section on the upload page

* **ALL** entries must submit a **maximum** 20 second video (in MP4 or MOV format). The video clip will be about your business, staff and tell your story as to your reasons for entering the
* category/s. The video clip and images will be seen by the judges and used as part of a multimedia presentation on the awards night
* **For each category you enter – you must submit a different video clip about your business, staff and tell your story as to your reasons for entering the category.**