# 2017 Disability-smart Awards entry form

# Category: Workplace adjustments innovation of the year

## Section A: About organisation

Name of organisation: Type name of organisation here

Approximate number of staff employed: Type approximate number of staff here

Organisation sector (select one):

### Nominator contact details

### Primary contact

Name: Type name here

Job title: Type job title here

Email address: Type email address here

Telephone: Type telephone number here

### Secondary contact

Name: Type name here

Job title: Type job title here

Email address: Type email address here

Telephone: Type telephone number here

## Section B: Entry details

Title/name of your entry: Type name of entry here

In no more than 500 words, please summarise your award entry, providing background detail and contextual information that might help our judges better understand the basis for your entry:

Type your entry statement here.

## Section C: Criteria statements

Please provide statements of **no more than 250 words per criterion** for each of the following questions:

a) How can you demonstrate that adjustments, on average, are delivered in a more timely manner?

Type your answer here

b) How can you demonstrate improvement in adjustments being delivered in a cost effective and consistent manner?

Type your answer here

c) How can you demonstrate disabled employees’ experience of using the end-to-end adjustments process has improved?

Type your answer here

d) How do you ensure people who may need adjustments are aware of the adjustments process and the support available?

Type your answer here

e) How are extended, more complex cases managed (for example, when adjustments prove ineffective or unsustainable)?

Type your answer here

f) How do you communicate the role and value of adjustments to all employees?

Type your answer here

## Section D: Supporting evidence

You must attach **at least three** pieces of evidence to support your entry, **up to a maximum of five** pieces of evidence. These can be, for example, links to webpages, policy documents, PowerPoint presentations or news articles. Please ensure your evidence is accessible and in a format in which we can easily circulate to judges.

Please explain briefly what each piece of evidence is and why the evidence is relevant:

Type your answer here

## Section E: Publicity

One of our objectives in running this scheme is to be able to promote examples of disability-smart business practice and therefore we may want to highlight details of your entry, whether or not you win in a category. If any of the information provided in this form needs to remain confidential, please let us know here and we’ll only make those details available to members of the Business Disability Forum team and the judges.

Type details here

## Section F: Submitting your entry

Please email this form plus relevant supporting material via email to **dsawards@businessdisabilityforum.org.uk**.

If the file size of your entry and supporting evidence is too large to email, you can also post a USB to:

ATT: Ashley Teaupa

Business Disability Forum

Nutmeg House

60 Gainsford Street

London SE1 2NY