



IDENTIFICATION MARKER INFORMATION

Please note all submissions require the following items;

- Nominee details;
- Nominee biography;
- **A letter of endorsement** (Please provide a letter of endorsement, please refrain from using any identifying markers, **please see attached a sample letter of endorsement**)
- **A good quality, professional image of the nominee.** (Good quality image of the nominee for use in the Awards Presentation only and this will not be visible to the judges)
- **Submission summary** (To be written in third person for use in the Awards Presentation, please refrain from using any identification markers under this content, see attached an example of submission summary for reference purpose only)

Identifying markers to avoid while answering the criteria questions	Information to provide while answering the Criteria questions
Personal Information to be avoided as below; Full name Address Phone number Email address Social media handles.	Please provide all forms of Professional Information requested and as appropriate to answer the criteria questions; such as and not limited to the following; Current or previous affiliations (organizations, institutions, companies) Titles, positions, or roles held Department names Colleague or supervisor names
Biographical Information to be avoided as below; Age Birthdate Nationality or citizenship Family background	Please use references such as “the nominee” instead of your name/if being nominated by another person, please just address the nominee as “the nominee”
Physical Description of any sort should be avoided such as but not limited to the below;	If cultural diversity and ethnicity is an important factor, please use terms such as “the nominees cultural background has helped shaped their



Appearance details (height, hair colour, etc.) Ethnicity or race Any physical characteristics	work ethic or other characteristics worth mentioning"
References to External Sources: Avoid providing a link to any external sources, websites, or publications that could lead to the discovery of the nominee's identity	Criteria questions that revolve around complexities/challenges at workplace/details of project/technical difficulties/design outcomes/ are all important to be answered as required, with as much organisation-based information required to be provided as appropriated by the nominee.
	Criteria questions that also revolve around organisational details/ structure/ budgets/management of stakeholders/team influence are all important information that is required to judge these categories, please provide all relevant information as seen as appropriate by the nominee.

Remember that the goal of blind nominations is to ensure a fair and unbiased evaluation process. The focus should be on the quality and impact of the work itself, without any influence from the nominee's identity or reputation.



SAMPLE SUBMISSION SUMMARY

This is an example only

Title of the Safety Initiative: "SafeSteps: "Enhancing Workplace Safety Culture"

Category: Workplace Safety

Summary of the Safety Initiative:

"SafeSteps" is a comprehensive safety program that has successfully transformed our organization's safety culture. By fostering a proactive approach to identifying and mitigating risks, the initiative has significantly reduced workplace accidents and injuries. Through a combination of training, communication, and innovative safety measures, SafeSteps has created a safer and more secure work environment for our employees.

Originality and Innovation:

What sets SafeSteps apart is its innovative integration of technology and behavioral psychology principles. The initiative employs a user-friendly mobile app that encourages employees to report potential hazards, near misses, and safety suggestions. This real-time reporting system empowers employees to play an active role in shaping safety protocols.

Relevance to Award Criteria

SafeSteps directly aligns with the award's criteria for excellence in workplace safety. The initiative's comprehensive approach, from interactive safety training modules to the continuous improvement feedback loop, reflects a commitment to creating a sustainable safety culture that extends beyond compliance. Since the implementation of SafeSteps, workplace accidents have decreased by 45%, resulting in a substantial reduction in lost workdays and associated costs. The improved safety culture has also boosted employee morale and engagement, fostering a sense of ownership in maintaining a safe environment.

Methodology or Approach

SafeSteps' success hinges on a multi-faceted methodology. It includes regular safety training sessions, interactive workshops, and ongoing safety assessments to identify potential hazards. The app's gamified reporting system has incentivized employees to actively participate in safety discussions.



Collaborations

The development of SafeSteps was a collaborative effort between our safety team, technology experts, and psychologists. This interdisciplinary collaboration ensured that the initiative effectively addressed both technical and behavioral aspects of workplace safety.

Thank you for considering "SafeSteps" for the [Name of Safety Award].

Adapt the above example to suit the specifics of your award's criteria. The focus should be on its alignment with the award's purpose, while avoiding any details that could lead to the identification of the submitter.



SAMPLE REFERENCE LETTER

Example of a reference Letter

[Your Name]

[Your Title or Position]

[Your Organization]

[Your Contact Information]

[Date]

[Name of Awards Committee]

[Name of Award]

Dear Members of the Awards Committee,

I am writing to provide a reference for the Nominee in the context of the [Name of Award] blind nomination process. While I understand that the nomination is blind and the nominee's identity is concealed until the selection is made, I am pleased to offer my insights into the exceptional qualities and contributions of the nominee.

I have had the privilege of interacting with [Nominee] professionally for [duration of your interaction], and I have been consistently impressed by their dedication, expertise, and impact in the field of [relevant field or context]. The work that [Nominee] has undertaken demonstrates a deep commitment to [mention specific aspects of their work, such as innovation, research, creativity, etc.].

Furthermore, [he/she/they] possess an exemplary combination of [mention specific skills, qualities, or attributes that stand out, such as leadership, collaboration, problem-solving, etc.]. [His/Her/Their] ability to [mention a specific achievement or project] showcases [his/her/their] capacity to make a meaningful and lasting contribution.

I believe that [Nominee] embodies the values and criteria of the [Name of Award], and [he/she/they] would be a worthy recipient of this recognition. I appreciate the blind



nomination process as it ensures that nominations are based purely on merit and quality, and I am confident that [Nominee] will shine through in this regard.

Please feel free to contact me if you require any further information or elaboration on [Nominee's Identifier]'s qualifications and achievements. I appreciate the opportunity to contribute to this nomination process and support the principles of fairness and objectivity it upholds.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title or Position]

[Your Contact Information]

Remember to adapt this letter to your specific context and the award you're writing for. It's important to focus on the nominee's qualities, achievements, and how they align with the award's criteria without revealing their identity.