

India Workplace Equality Index (IWEI) Submission Client Guide

How do I submit to the Index?

All submissions are created on the IWEI portal. Through the IWEI portal (website), you can complete all the nine sections of the Index. You do not have to complete it all in one go. You can log in and out, save changes and make amendments where needed before the submission deadline. You can also share the login credentials with relevant team members for them to fill in different sections.

To make a submission to the India Workplace Equality Index, you should use the sign-up function to create an account for yourself. Once the account is activated, you will be able to make a submission to the Index.

When is the submission deadline?

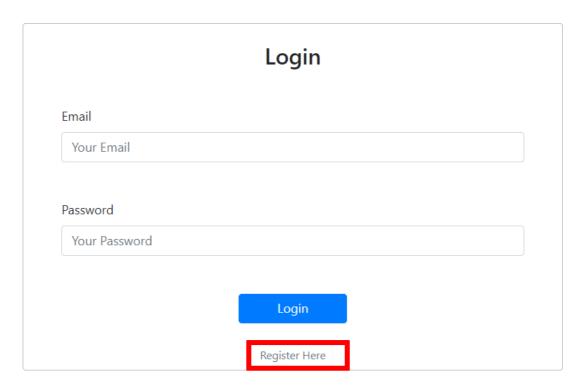
The submission deadline for the India Workplace Equality Index is 31st July midnight IST. We will not be able to review any submissions received after this date.

Using the IWEI Portal

How to create an account & make a submission:

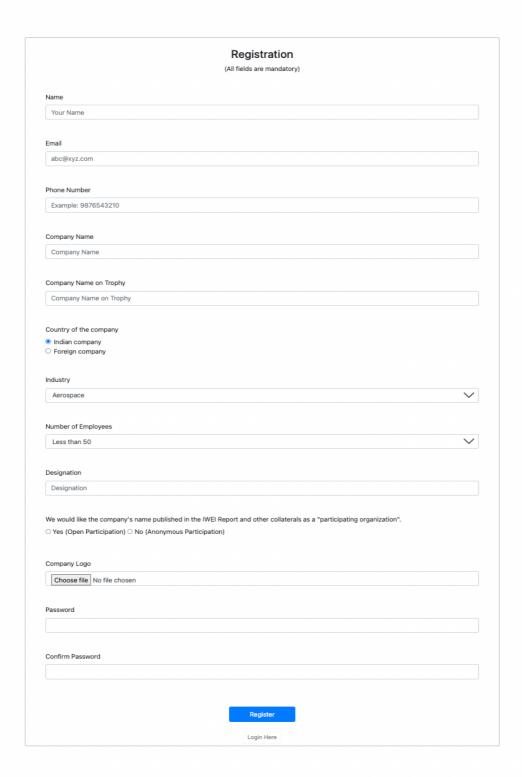
- Go to: https://survey.workplaceequalityindex.in/company-login/.
- Create an account using your work email address.





- When signing up for the first time, click on **Register Here**,
- You will see the below form; all fields are mandatory.

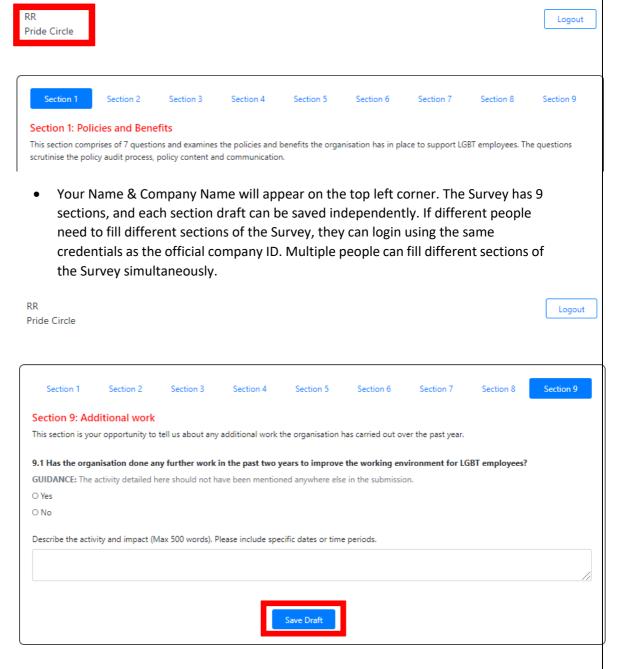




- Once you have filled this form, hit "Register".
- Pride Circle Team will send a confirmation email of your registration, please allow at least 24 hours for this.



 Once you receive the registration email, you can login with the email ID & password used during registration to access the IWEI Survey. Login here: https://survey.workplaceequalityindex.in/company-login/



 Once all Sections are complete, you can Submit the form. The deadline to Submit the form is 31st July.

I do not remember my password to the IWEI Portal

Write to nikita@thepridecircle.com to reset your password.



• Please allow 24 hours to receive the password reset email.

Filling out your submission

What do we mean by 'senior management'?

- By senior management team we refer to the highest day-to-day decision-making body within an organisation, e.g. directors and chief executives. All individuals mentioned must be on the senior management team.
- Examples:
 - o Legal sector partnership organisations Partner.
 - o Colleges Departmental Directors or Heads of Department.
 - o Local government Chief Operating Officer, HR Director or Strategic Directors.

How do I know which sector my organisation is in and whether we have clients or customers?

This is self-defined, and so depends on how you label your organisation internally.

Top tips

- When uploading evidence, please only include or highlight the relevant information.
- When answering questions, please include all relevant information for each question, rather than writing 'see further information under X'.
- The submission will only be completed and sent to us when you press the green 'submit your application' button on the submission overview screen.

For any queries, please write to iwei@thepridecircle.com



IWEI Employee Feedback Survey

Frequently Asked Questions (FAQs)

What is the Employee Feedback Survey?

The Employee Feedback Survey is designed to gather valuable insight into the lived experiences and awareness of all the employees at participant organizations, regarding LGBT+ inclusion and associated initiatives.

Who should take the Survey?

We urge all employees (LGBT+ or not) based in India to participate. The survey will ask about the respondent's identity – LGBT+ (out or closeted) or Non-LGBT+, so that the IWEI team knows which questions about LGBT+ inclusion make most sense to ask and contextualize responses to gain deeper insights into LGBT+ inclusion.

The more responses you get as an organization, the better you will get at understanding the needs and solving for the challenges faced. **All questions are optional**, but we encourage the respondents to answer as many of them as they can.

The survey is completed online.

What personal data is captured during the survey?

The IWEI team will not be capturing any identifier like an employee's name, employee ID or email ID during the survey.

All responses are anonymous & confidential. The organization (if they opt for a customized debrief) will only get insights from their employees' responses in aggregate, **each respondent's personal data and answers will be strictly kept private.**

You can also refer to the Pride Circle's <u>Data Protection & Privacy Policy</u> if you'd like to learn more. Please note that no data will be stored beyond a year.

How are the survey responses going to be used?

The data submitted by the respondents will be used for Analytical Purposes as below:

- Reporting to the Participating Organization average scores, and trends on key indicators of LGBT+
 inclusion at the workplace (if for any organization the number of LGBT+ respondents < 8, only trends
 will be shared with them, if they are opting for the customized debrief)
- Trends on LGBT+ inclusion at the Workplace may be included in the IWEI Top Employers Report & Associated Publications.

How does the Employee Feedback Survey responses affect my IWEI score?

The Employee Feedback Survey is optional however it will earn you additional two points towards participation in 2024.



How do I send the Survey to my colleagues?

You can access the survey link from your IWEI account.

Once you log into your account, you will see an 'Employee Survey' button. Please click on this to get your organization's unique survey link.

You can distribute this through all your channels: email, instant message, intranet, or QR code on a physical message board.

Please ensure that you share this link only with employees based in India.

How do I motivate employees to participate in the Survey?

You will receive an email which would have some template copies you could use to communicate and roll-out the survey to your employees.

Please contact your POC at Pride Circle in case you don't receive it.

How many responses have we go so far?

You will be able to see the total count of employees that have answered the survey. This is available under the 'Employee Survey' button which you can access after logging into your IWEI account.

What's the deadline for the Survey?

The survey closes midnight IST on 31st August.