



# 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.



## Login

Email

Password

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



## Registration

(All fields are mandatory)

Name

Email

Phone Number

Company Name

Company Name on Trophy

Country of the company

- Indian company  
 Foreign company

Industry

Number of Employees

Designation

We would like the company's name published in the IWEI Report and other collaterals as a "participating organization".

- Yes (Open Participation)  No (Anonymous Participation)

Company Logo

Password

Confirm Password

Register

Login Here

- 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/>

RR  
Pride Circle

Logout

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

### Section 1: Policies and Benefits

This section comprises of 7 questions and examines the policies and benefits the organisation has in place to support LGBT employees. The questions scrutinise the policy audit process, policy content and communication.

- Your Name & Company Name will appear on the top left corner. The Survey has 9 sections, and each section draft can be saved independently. If different people need to fill different sections of the Survey, they can login using the same credentials as the official company ID. Multiple people can fill different sections of the Survey simultaneously.

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Pride Circle

Logout

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Section 5

Section 6

Section 7

Section 8

Section 9

### Section 9: Additional work

This section is your opportunity to tell us about any additional work the organisation has carried out over the past year.

#### 9.1 Has the organisation done any further work in the past two years to improve the working environment for LGBT employees?

**GUIDANCE:** The activity detailed here should not have been mentioned anywhere else in the submission.

Yes

No

Describe the activity and impact (Max 500 words). Please include specific dates or time periods.

Save Draft

- Once all Sections are complete, you can Submit the form. The deadline to Submit the form is 31<sup>st</sup> July.

## I do not remember my password to the IWEI Portal

- Write to [nikita@thepridecircle.com](mailto: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:
  - Legal sector partnership organisations – Partner.
  - Colleges – Departmental Directors or Heads of Department.
  - 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](mailto: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 [Data Protection & Privacy Policy](#) 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 31<sup>st</sup> August.