

IWEI 2020 FAQ

How do I submit to the 2020 Index?

All submissions are created on IWEI Submit. Through IWEI Submit, you can complete 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 also do not need to fill it all in yourself. You can share the login credentials with relevant team members for them to fill different sections.

To make a submission to the 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 2020 Workplace Equality Index is midnight IST Thursday 15 October 2020. We will not be able to review any submissions received after this date.

Using IWEI Submit

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

[Login](#)

[Register Here](#)

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

Registration

Name

Email

Phone Number

Company Name

Designation

Password

Confirm Password

- Once you have filled this form, hit **“Register”**
- IWEI Team will send a confirmation email of your registration, please allow for 24 hours for this.
- Once you receive the registration email, you can login with the email id & password used to register to access the IWEI Survey. Login here:
<https://survey.workplacequalityindex.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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Logout

Section 1 Section 2 Section 3 Section 4 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 15 October 2020.

Final Submission:

- Once you have filled all the sections and reviewed them for final submission, you may now hit Submit

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

Submit Your Answers

Please ensure you have reviewed all the entries before submitting, you cannot edit the entries after submitting

Submit

- There will be a pop-up message to confirm your submission. If you need more time to review your entry you can choose “cancel”. To proceed with the submission, click on “Confirm”. You will not be able to edit the entries once it is submitted.

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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.

Confirm Submission ×

Please confirm your submission. Once Submitted, you cannot edit your entries again.

Confirm Cancel

Submit Your Answers

Please ensure you have reviewed all the entries before submitting, you cannot edit the entries after submitting

Submit

- On clicking “Confirm” you will have successfully made a submission to IWEI 2020. Congratulations!

Thank You!

Your answers were submitted successfully!

I cannot remember my password for IWEI Submit

- You may reset your password by following the below steps.
- Click on Reset Password

Reset Password

Please Enter Your Email

Submit

- You will receive an OTP on your registered email address.
- Please enter the OTP and the new password

Reset Password

Please Enter The OTP

Please Enter a New Password

Please Re-enter the Password

Submit

Filling out your submission

Who 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.
 - Corporate – Chief Operating Officer, HR Director, Strategic Directors.
 - Colleges – Departmental Directors or Heads of Department.

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 nikita@thepridecircle.com