­

**HIGHWAYS ENGLAND**

**SUPPLIER RECOGNITION SCHEME**

**Inclusion**

**ENTRY FORM**

|  |  |
| --- | --- |
| Title of Submission\* |  |
| Supplier Name\* |  |
| Name & company details providing an endorsement to the submission\*  **(see guidance)** | **ALL SUBMISSIONS MUST INCLUDE AN ENDORSEMENT** |
| Tier 1 / Direct HE Contract Supplier Entrant\* | **YES / NO Please mark as applicable** |
| Extended Supply Chain\* | **YES / NO Please mark as applicable** |
| SME entrant\*\* | **YES / NO Please mark as applicable** |
| joint entrant\* – consider including any other company that has contributed to the entry | **YES / NO Please mark as applicable** |

\* All of the above are mandatory.

\*\* Definition of an SME: The European **definition** of **SME** follows: "The category of micro, small and medium-sized enterprises (**SMEs**) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro." (this includes the whole company structure including parent companies)

**Inclusion**

##### Company name & address (expand if necessary):

**Contact name & Position/Grade:**

**Telephone number:**

**Email address:**

**Delete as appropriate**

**For joint submissions please confirm the above company is the main**

**Yes/No**

**point of contact**

Are you prepared for extracts from your submission to be used in a

**Yes/No**

Best Practice Report?

Category Criteria:

Highways England seeks to recognise suppliers that provide evidence of how they are evolving a more inclusive performance culture that leverages the value of diversity

**Within your submission you may wish to include:-**

* Research to understand existing culture and its use in work to develop a more inclusive performance culture
* Targeted action to develop inclusive behaviours and/or accountable leadership

Communications that are positive contributing to a more inclusive performance culture

Submission should be no more than **6 pages, Ariel Font 11**, and can be supported by Motivating Skills Toolkit (MST) Performance Measures evidence and/or references.

Any additional annex/documents (apart from MST and/or references) will not be judged.

Executive Summary

**Provide a short summary / bullet points of the submissions key points (max 150 words)**

PAGE 1

PAGE 2

PAGE 3

PAGE 4

PAGE 5

PAGE 6

COMBINE ALL SUPPORTING ENDORSEMENT, REFERENCES &/OR MST AND ADD AS FINAL PAGES TO THIS SUBMISSION AND SCAN AND CONVERT TO PDF FORMAT SO EACH SUBMISSION IS ONE DOCUMENT

PLEASE TITLE YOUR SUBMISSION AS FOLLOWS –

Supplier name\_title of submission\_category