

Disability Inclusion Network Respect, Acceptance, and Dignity of Persons with Disabilities (RADD) Award Nomination Application

**Instructions:**

1. Please fill out the application to the best of your ability. If field is unknown, please leave blank
2. One person can nominate multiple teams/people/agencies etc.… Fill out a separate form for each award nomination.
3. See attached categories below, and the “Tips for a Successful Nomination” at the end of the document, to use as a guide
4. No more than **750** words on why you are nominating the person/agency/team/division/supervisor
5. You may use additional pages to write about your nominee(s)
6. You may attach any documentation to help your support your nominee(s), however this is **NOT** required. Nomination evaluators will review accuracy of nominations, and this can also include agency data
7. Submit your nomination form to DINawards@ofm.wa.gov. Submit your RADD award application **NO** later than **May 16, 2022**

Award ceremony will be held on **July27th, 2022, from 12:00-1:00pm** and will be virtual

If you have any questions about the nomination process, categories, and what the DIN RADD Awards are about. Please feel free to reach Sarah Norton or Joslyn Nelson

Disability Inclusion Network: Respect, Acceptance, and Dignity of Persons with Disabilities (RADD) Award

Categories and Criteria



The DIN Disability Inclusion Awards are awarded to state agencies, higher education institutions, divisions, managers, teams and/or individuals working in state employment that have shown exemplary leadership in Disability Inclusion.

Agency/Division/Higher Education Disability Inclusion Award

1. **A significant contribution to the advancement of accessibility and Inclusion from an agency, division or higher education** that has shown dedication and commitment to employees with disabilitieswhich can consist of, but is not limited to:
	1. *Leading trainings in areas of accessibility (which also means following any updates to polices such as ICIO 188)*
	2. *Providing continual educational opportunities for employees, including but not limited to: Guest speakers on disability issues; encouraging participation in events and trainings on disability issues; creation of Employee Resource Group and/or encouragement of participation in Business Resource Group meetings and events*
	3. *Improvement in one or more of the following categories****:*** *recruiting, hiring, and retaining employees with disabilities*
	4. *Increase in employee’s disclosure rates of disability*

Manager/Supervisor/Faculty Disability Inclusion Award

1. **A significant contribution to disability awareness and inclusion from a manager(s), supervisor(s), or faculty** which can consist of, but is not limited to:
	1. *Promote inclusion, in their leadership position, by supporting accessibility, professional development, and leadership opportunities for persons with disability*
	2. *Champion for awareness and inclusion of employees with disabilities in the workplace*
	3. *Continuous contributions to improve the workplace culture to one of acceptance and inclusion*

Individual or Team Disability Inclusion Award

3. **A significant contribution to improving disability awareness and inclusion in the workplace by an individual or team** which can consist of, but is not limited to:

* 1. *Ensuring the representation and full participation of all people with disabilities through contributions to improving disability awareness and inclusion in the workplace*
	2. *Building respectful and empowering relationships in the workplace for disability and inclusion*
	3. *Assisting in the removal of systematic barriers for persons with disabilities*
	4. *Continued participation in Employee Resource Groups/ Business Resource Groups, or other work groups to further inclusion of those with disabilities in the workplace*

Advocate of the Year Award

4. **To an individual who has made an outstanding commitment to disability awareness, inclusion, and accessibility** which can consist of but is not limited to:

1. *Lives by/exemplifies the disability community value of* [*“Nothing about us without us.”*](https://www.huffpost.com/entry/nothing-about-us-without-us-mantra-for-a-movement_b_59aea450e4b0c50640cd61cf#:~:text=To%20quote%20James%20Charlton%20who,of%20Persons%20with%20Disabilities%20and)
2. *Assists in helping to remove systematic and structural barriers for persons with disabilities.* ***Example****: Consistently promotes and reminds people about accessibility; advises on best practices about inclusive interviewing, includes disability in all Diversity, Equity, and Inclusion etc.*
3. *Brings awareness about all thing’s disability related and what is needed to be more inclusive in the workplace and across state enterprise*
4. *Willing to perform beyond expected duties to support employees with disabilities and further disability inclusion in the workplace*

Tips for a Successful Nomination

**Overall Tips:**

* Give specific, concrete examples of the work done by the nominee, or situations, that speak to the award criteria (ex: if the nominee has encouraged participation in events – what actions did they take to do this)
* Use description language and say it like is
* Avoid sweeping generalities (ex: avoid such statements as “Nominee has worked hard to make sure everyone feels included.” Explain the actions taken by the nominee to create an inclusive workplace)
* Before writing the nomination think about:
* What did the nominee(s) do?
* How did the nominee(s) do it?
* What were the results and/or impacts?
* If available provide data
* Make the narrative clear and easy to understand
* Assume the reviewer does not know your candidate or their work
* Review and if needed ask clarifying questions about the award criteria

**Specific Award Tips:**

**Agency/Division/Higher Education Category:**

* List specific information (name and topics covered) about trainings/events attended or hosted about accessibility
* State specific education opportunities/events provided for employees such as:
* Name of guest speakers and topic on disability issues
* Excerpts of emails/announcements encouraging participation in events and/or how often these are sent out
* Type of employee resource groups/affinity groups created, and the work being done by them
* Provide specific examples of how interview processes, job announcements, and the hiring process has become more inclusive

* What specific actions have been taken to become compliant with policies such as ICIO188, and accessibility

**Manager/Supervisors/Faculty Category:**

* Provide examples of how the nominee has supported accessibility such as:
* Ensuring webpages are 508 compliant
* Making sure all building spaces are physically accessible
* Trainings held or attending on creating accessible documents
* Give specific situations/examples showing a commitment to increasing awareness and inclusion such as:
* Excerpts from emails
* Discussions or trainings held
* Specific groups/committees involved in and the work being done

**Individual/Team Category:**

* Provide specific actions taken to increase representation and participation of people with disabilities such as:
* Ensuring all committees/panels have a person with a disability
* Creation of a workgroup and the work done
* Halting a meeting or event if an interpreter or captioning is not available
* Give specific examples of interactions and relationships that speak towards respect and empowerment for persons with disabilities
* Explain what systemic barriers have been removed for persons with disabilities such as:
* Providing training on creating accessible documents
* Showing excerpts from emails or examples of web content about accessibility issues
* Examples of forms or processes created/improved for accessibility and/or understanding
* State the workplace/state level groups, committees, or other involvement and the work done to further inclusion of persons with disabilities in state employment

**Advocate of the Year Category:**

* Specific instances/situations when the nominee ensured the inclusion of persons with disabilities (“Nothing about us without us”)
* Specific actions taken above and beyond normal job duties to remove barriers for persons with disabilities such as:
* Examples of ensuring persons with disabilities are included in workgroups/or in discussion about Diversity, Equity, and inclusion
* Reaching out to a supervisor to help an employee to ask for accommodations
* Teaching/explaining why accessibility is important and showing how to be more accessible
* Provide examples of situations or work done above and beyond normal job duties to create an inclusive workplace for persons with disabilities
* Explaining what actions were taken to assist in providing or obtaining interpreters or assistive technology
* Creating informational pamphlets/emails/web content about disability inclusion practices

DIN RADD Award Nomination Application

**Type of award. Please check only ONE box per application:**

[ ]  **1. Agency/Division/Higher Education Disability Inclusion Award**

[ ]  **2. Manager/Supervisor/Faculty Disability Inclusion Award**

[ ]  **3. Individual or Team Disability Inclusion Award**

[ ]  **4. Advocate of the Year Award**

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| **Name of nominated: individual/agency/team member(s)/faculty/sub-agency** |  |
| **Nominee state or higher education email & phone number** |  |
| **Nominee agency, sub-agency, or higher education** |  |
| **Name of nominee's supervisor & supervisor(s) email** |  |
| **Agency HR Manager email** |  |
| **Submitter’s name, state or higher education email, phone number** |  |

**Please provide examples of how the nominee supports employees with disabilities and promotes accessibility and inclusion in the workplace in the section below.**

**See the above award criteria for ideas on types of examples to give.**

**In 750 words or less tell us why this person/agency/division/team/faculty/supervisor is being nominated.**