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FAQs



Bombay Chamber **DEI Awards 2025**

Celebrating a Diverse,
Equal & Inclusive World

#bombaychamberDEIAwards

Greetings!

Thank you for registering for the Bombay Chamber DEI Awards. We are excited to have you on board and look forward to seeing your submission. With the deadline fast approaching, we want to equip you with all the necessary resources to ensure your nomination shines. Our FAQ document has been carefully curated to address various enquiries you might encounter while completing the nomination form. It provides detailed responses to a wide range of possible questions, clarifying any uncertainties. However, we acknowledge that you may have unique questions not covered in the FAQs. If that is the case, please do not hesitate to reach out to at shruti.rathod@bombaychamber.com and we shall get back to you at the earliest.

All the best!

Warm regards,
Bombay Chamber Team

Eligibility and Participation

1. Which types of organisations are eligible to apply (e.g., nonprofits, corporations, educational institutions, startups)?

- Organisations based in India are eligible to apply for the Awards
- Organisations with multiple legal entities in different sectors should apply as separate applicants
- Organisations coming on board as a sponsor cannot participate in the awards
- Both MSMEs and large enterprises are eligible to apply for all the Award categories where MSMEs are organisations registered as an MSME* as defined by the Indian Government as on July 1, 2020:
(*MSME: Any Manufacturing Enterprise and Enterprise rendering Services with Investment in Plant and Machinery or Equipment: Not more than Rs.50 crore and Annual Turnover: not more than Rs. 250 crore.)

2. Which organisations are not eligible to apply for the DEI Awards?

NGOs, Foundations, Educational Institutes, Hospitals, Schools, and Trusts are not eligible to participate in the DEI awards.

3. Can multinational organisations apply, or is the award limited to specific regions or countries?

Multinational organisations having an office in India can apply for the Bombay Chamber DEI Awards. However, answers to the questions in the nomination form must focus solely on practices and initiatives relevant to the Indian context, avoiding global-level initiatives with limited or no significance in India.

4. How is an organisation categorized as an MSME?

As of July 1, 2020, an organisation is recognised as an MSME based on the Indian Government's definition: A manufacturing or service enterprise with an investment in plant and machinery or equipment not exceeding Rs. 50 crores and an annual turnover not exceeding Rs. 250 crores.

(Refer to this link for more information on which organisations are categorised as MSMEs:

<https://udyamregistration.gov.in/docs/Udyam%20Registration%20Booklet.pdf>)

5. Should the employee count include both blue-collar and white-collar employees?

Yes, we request that applicants include the total number of employees, encompassing all categories/types of employment, in their submission.

Membership and Affiliation

6. How can one verify if their organisation is a member of the Bombay Chamber?

For membership verification with the Bombay Chamber, please contact Shruti Rathod at shruti.rathod@bombaychamber.com.

7. What is the procedure for becoming a member of the Bombay Chamber, and how long does it take?

Organisations interested in acquiring membership with the Bombay Chamber should reach out to Shruti Rathod at shruti.rathod@bombaychamber.com. The membership process typically concludes within one week.

Application Guidelines and Requirements

8. How do I determine which category is most appropriate for my organisation's initiatives?

Please refer to the table below for an overview of the award categories. This should help you determine which category is appropriate for your organisation's initiatives.

Sr. No.	Award Category	Description	Additional Remarks
1	DEI Champion Award	This Award is for the ultimate DEI powerhouse! It recognises organisations that go all-in on every aspect of Diversity, Equity, and Inclusion (DEI). From gender equality to disability inclusion, LGBTQIA+ inclusion, and more, these champions don't just check a few boxes — they check them all! Companies that win this Award make DEI a way of life. They create workplaces where every person, no matter their background, feels seen, heard, and valued. Think bold actions, big impact, and lasting change across policies, practices and processes. If they're doing it all and doing it right, they're a DEI Champion!	<p>This Award covers multiple DEI themes (Gender, LGBTQIA+, PwD, Neurodiversity, etc.) at once.</p> <p>If your company is doing everything — Gender, PwD, LGBTQIA+, and beyond — apply for DEI Champion.</p>
2	Gender Equality Champion	This Award goes to organisations that are driving balance between men and women in the workplace. It's for companies that are closing pay gaps, ensuring equal representation at all levels, and creating pathways for both men and women to thrive. From boardrooms to entry-level roles, these organisations are making sure men and women are on equal footing. If they're building bridges to true gender balance, this Award is theirs!	
3	LGBTQIA+ Inclusion Award	This Award celebrates those who are creating workplaces where everyone can bring their whole, fabulous selves to work. If a company's got rainbow flags flying year-round (and not just in June), they're probably on this list. It's for the organisations that champion LGBTQIA+ rights, promote representation, and ensure everyone is respected and valued.	
4	Disability Confidence and Inclusion Award	This Award is for the companies that say "disability is just another word for possibility." They're building accessible workplaces, offering support systems, and making sure no one is left behind. From accessible tech to flexible workspaces, these organisations are rolling out the welcome	

		mat for people of all abilities.	
5	Impactful DEI Program Award (Underrepresented DEI groups other than Gender, LGBTQIA+ and PwD)	This one is for the game-changers with a laser focus on inclusion. We're talking about companies championing groups often overlooked in DEI conversations — like ethnic and tribal communities, caste-based diversity, linguistic inclusion, neurodiverse individuals, and veterans transitioning into civilian roles. If a company's breaking new ground with fresh ideas for underrepresented groups, this Award's got their name on it.	This Award spotlights one standout initiative aimed at a specific, underrepresented group (like tribal communities, veterans, survivors of violence, neurodiverse individuals, migrants and refugees, health related categories among other unique categories). If you've created a single, standout initiative for a specific, underrepresented group, apply for this award.
6	Special Award for MSMEs	Small but mighty, this Award is for MSMEs that are leading the way in DEI. These companies might not have the big budgets, but they've got big hearts and even bigger ideas. They're making inclusivity a core part of their DNA, proving that you don't have to be big to make a big impact. If they're small but fearless, they're a DEI Trailblazer!	<p>Are you an MSME?</p> <p>An enterprise shall be classified as a micro, small or medium enterprise (Manufacturing Enterprises and Enterprises rendering Services) based on the following criteria defined by the Government of India:</p> <p>1) a micro enterprise, where the investment in plant and machinery or equipment does not exceed one crore rupees and turnover does not exceed five crore rupees;</p> <p>2) a small enterprise, where the investment in plant and machinery or equipment does not exceed ten crore rupees and turnover does not exceed fifty crore rupees;</p> <p>3) a medium enterprise, where the investment in plant and machinery or equipment does not exceed fifty crore rupees and turnover does not exceed two hundred and fifty crore rupees.</p>

9. Can I apply for multiple categories, and if so, do I need to submit separate applications?

There is no limit to the number of Awards one organisation can apply to. Registration is required only once, after which you will receive an email from Bombay Chambers with links to the nomination forms for each selected category. Each category of awards has a separate, focused application form to ensure relevance and specificity, that must be filled out by the participating organisation.

10. Should the budget and timeframe details be specified for each initiative or project?

Applicants are required to provide distinct budgets and timelines for each mentioned initiative or project. Wherever required, applicants can provide an indicative range for the budgets and timelines.

11. What are the file size and format restrictions for supporting materials?

Any supporting document provided by the participating organisation as proof for initiatives or policies should be added to the wireframe document available in each nomination form. Screenshots or relevant evidence should be pasted in the designated placeholders within the wireframe. Once completed, convert the document into a PDF, ensuring the file size is under 20 MB, and upload it in the attachment section of the respective form.

12. Is the fee applicable per nomination, or does it cover multiple award categories?

The fee structure is designed as a one-time payment, enabling applicants to nominate their organisations for one or more categories. Below is the fee schedule based on organisational type:

S.no.	Type of Organization	Bombay Chamber Member	Non-Member
1.	MSME	Rs. 3,500*	Rs. 4,000*
2.	Large Enterprise	Rs. 9,000*	Rs. 11,000*

**Note: An additional 18% Goods and Services Tax (GST) is applicable.*

13. Is there a specific time frame for the initiatives to be considered (e.g. activities from the past year)?

For any DEI initiative being considered, please ensure it is restricted to the FY24, i.e., from 1st April 2024 to 31st March 2025.

Submission Process

14. What does a good submission look like?

- Clearly outline the DEI initiatives and practices focusing on the problem statement, specific actions taken and their direct outcome/impact on the key stakeholders and your organisation
- Highlight innovative or unique approaches used that set your organisation apart
- Make sure to submit any supporting collaterals added into the wireframe document attached for each nomination form and submit it as a PDF in the form attachment section

15. How can you make your submission powerful?

Applicants can elaborate on the problem statement, the process employed to deal with the same and the payoff in the form of outcomes and impact. Provide additional supporting attachments added into

the wireframe document attached for each nomination form and submit it as a PDF in the form attachment section.

16. In the event of space limitations within the response section, is it permissible to submit supplementary documents?

For each question in all nomination forms, a specified word limit has been provided, and participating organisations are requested to adhere to it. However, please note that the evaluation of applications will not be based on the number of words used but rather on the quality of the responses and the real-time impact of the initiatives or policies highlighted. We encourage organisations to provide concise, specific answers within the word limit, focusing on the substance and effectiveness of their initiatives.

17. What are the indicators listed beneath some of the questions exhaustive?

The indicators listed beneath some of the questions serve as examples and are not intended to be exhaustive. Please consider them solely as a guide for reference.

18. Is there an option to save and continue the application later?

Yes, you can save your application and log in later to continue from where you left off. This feature allows you to complete the application at your convenience without losing any previously entered information.

19. Can I edit my application after it has been submitted?

No, you cannot edit your application once it has been submitted. But you can review the application before submitting. Therefore, participants are strongly advised to thoroughly review and verify their answers, making any necessary edits before submission. Once the application is submitted, no further changes can be made, so please ensure all details are accurate and complete before submitting.

20. Can previous applications be resubmitted with updates for consideration? No, previous applications cannot be resubmitted with updates, as there are changes in the nomination forms compared to last year. Additionally, participants are required to provide the latest initiatives and updated versions of their policies in response to the questions in the nomination forms. Therefore, all participants must submit fresh applications for each nomination category and form.

21. What is the date to submit the filled nomination forms for the DEI Awards?

The deadline for DEI Awards nomination form is 5 pm on March 10, 2025. Any information regarding extension in deadlines will be communicated via email.

Post-Submission and Communication

22. Will I receive a confirmation email upon submission?

Yes, you will receive an email confirmation from Bombay Chambers upon successfully submitting your application.

23. How will I be notified if my organisation is shortlisted or wins?

Top 3 shortlisted organisations will receive e-mail invitations to attend the Award Ceremony in June 2025. Final Winners will be announced only at the Awards Ceremony.

24. Who can I contact if I encounter technical issues while completing the application?

For technical queries encountered while completing the application, please contact Shruti Rathod at shruti.rathod@bombaychamber.com

Judging Criteria and Confidentiality

25. What are the key factors the judges will consider?

A three-tiered approach will be used to gauge the efficacy of the DEI initiatives, across the following criteria:

1. **Innovation**: the extent to which an organization has introduced novel ideas, methods or approaches to promote diversity, equity, and inclusion
2. **Impact**: the extent to which the initiative has made a profound and positive difference in the lives of individuals, organizations, or communities
3. **Industry Leading**: the extent to which the initiatives set a high standard/serve as a model for others and demonstrate a commitment to drive change.

26. How will the information submitted in the application be used?

Each application will be exclusively shared with the Jury members solely for evaluation purposes. The Jury will employ a scientific approach to analyze the data and identify organizations that implement innovative and impactful initiatives to effectively influence DEI factors, which will help in fair evaluation of the nominations received.

27. Will sensitive data or internal policies shared in the application be kept confidential?

Each application will be exclusively shared with the Jury members solely for evaluation purposes. The Awards' team is committed to maintaining confidentiality and will neither share nor discuss any information provided by participating organizations.

Awards Announcement and Recognition

28. When will the awards be announced?

The awards will be announced in June 2025. The top 3 shortlisted organisations will receive email invitations to attend the Awards ceremony in Mumbai. The final winners will be announced only during the Awards ceremony.

29. What does the Award include (e.g., certificate, trophy, monetary prize, publicity)?

- Winners in all DEI Award categories will be presented with an engraved award as a token of acknowledgment for their accomplishments
- Applicants receiving special mentions in all DEI Award categories will be honored with a commendation certificate in recognition of their efforts
- Beyond accolades, the rewards are tangible: the ability to attract top talent, deepen employee engagement, and establish your brand as one that champions fairness and equity

30. Who were the winners of the 2024 DEI Awards?

- **DEI Champion Award:**
Winner – InterGlobe Enterprises
1st Runner Up – Godrej Properties
2nd Runner Up – Shell India/Capgemini
- **Award for Gender Equality Champion:**
Winner - Capgemini
1st Runner Up – The Federal Bank
2nd Runner Up – Khaitan and Co.
- **LGBTQIA+ Inclusion Award:**
Winner - Godrej Properties
1st Runner Up – Deutsche Bank Group India/Shell India
2nd Runner Up – Khaitan and Co.
- **Disability Confidence and Inclusion Award:**
Winner - LTIMindtree
1st Runner Up – Shell India
2nd Runner Up – Capgemini
- **Award for Best DEI Program:**
Winner – Standard Chartered Bank
1st Runner Up – Tata Communications
2nd Runner Up – TVS Motors
- **Special Award for MSMEs:**
Winner – Shashi Natural and Organics
1st Runner Up – NICHEM SOLUTIONS
2nd Runner Up – Juris Corp

Additional Notes:

- Ensure the verification code is entered correctly at the end of the application form. Incorrect entry will necessitate re-completion of the form.
- For inquiries, please contact Shruti Rathod at shruti.rathod@bombaychamber.com.



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