



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

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## 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. We ask that nominees meet at least one of the stated criteria, however different examples of significant work related to disability inclusion can be accepted.
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](mailto:DINawards@ofm.wa.gov) or submit via the [online application form](#).
8. Submit your RADD award nomination application **NO** later than **Tuesday, May 16<sup>th</sup> 2023**

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 [Linda Lohdefinck](#)

# 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

**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 disabilities. **Recipients of this award will have demonstrated a significant contribution in at least one of the following ways:** (Please see the “Specific Award Tips” section for examples of this criteria)

- a. Leading trainings in areas of accessibility for staff/faculty (including following any updates to policies such as ICIO 188)*
- b. Providing continual educational opportunities for employees/staff*
- c. Achievement of improvement in one or more of the following categories: recruiting, hiring, and retaining employees and/or students with disabilities*
- d. Achievement of pro-equity and anti-racism actions to increase inclusion and belonging of people with disabilities in the workplace/campus*

## Manager/Supervisor/Faculty Disability Inclusion Award

**A significant contribution to disability awareness and inclusion from a manager(s), supervisor(s), or faculty. Recipients of this award will have demonstrated contribution(s) in one or more of the following ways: (Please see the “Specific Award Tips” section for examples of this criteria)**

- a. *Leading by example by attending trainings and professional development in the areas of access, inclusion and belonging for people with disabilities and actively including those with disabilities in discussions in the workplace/campus*
- b. *Demonstrated achievements in inclusion and belonging, in their leadership position, by supporting accessibility, professional development, and leadership opportunities for persons/students with disability*
- c. *Actively removes systemic and structural barriers for employees/students with disabilities in the workplace/campus such as ensuring individualized accommodations*
- d. *Works collaboratively with all employees/students in the pro-equity, anti-racism work to improve the workplace culture to one of acceptance, inclusion, and belonging for persons/students with disabilities*
- e. *Promotes, encourages, and supports full employee participation in Business Resource Groups; in the creation and participation in Employee Resource Groups for people with disabilities; and in allowing employees to bring their experiences in these groups back to the workplace*

## Team Disability Inclusion Award

**A significant contribution to improving disability awareness and inclusion in the workplace by an individual or team. Recipients of this award will have demonstrated contribution in the following ways:** (Please see the “Specific Award Tips” section for examples of this criteria)

- a. Actively ensuring people with disabilities and lived experiences are fully included and involved in work groups, process improvements, software development and other actions that affect the workplace/campus by actively including people with disabilities and providing individualized accommodations necessary for full participation*
- b. Active commitment to promoting pro-equity and anti-racism by investing time and resources to building empowering relationships and respect within the workplace/campus, and state and community partners, to promote access, belonging and inclusion in the workplace/campus for people with disabilities*
- c. Actively engaging in the identification and removal of systematic and structural barriers in the workplace/campus for people with disabilities*
- d. Engages with Business and Employee Resource Groups to ensure full participation, access, and belonging for people with disabilities in the workplace/campus*

## Individual Award

**A significant contribution to improving disability awareness and inclusion in the workplace by an individual or team. Recipients of this award will have demonstrated contribution in the following ways:** (Please see the “Specific Award Tips” section for examples of this criteria)

- a. Willingness and dedication to bringing forth their own lived experience, and/or providing space for others to do so, to further inclusion, access, and belonging in the workplace/campus for people with disabilities*
- b. Active commitment to building empowering relationships and respect within the workplace/campus, and state and community partners, to*

*promote access, belonging and inclusion in the workplace/campus for people with disabilities*

- c. Actively engaging in the identification and removal of system and structural barriers in the workplace/campus for people with disabilities*
- d. Active participation in established Business and/or Employee resource groups or in the creation of such groups, for people with disabilities and bringing their experiences in these groups back to the workplace to further enhance pro-equity and anti-racism work for access, inclusion, and belonging for people with disabilities in the workplace/campus*

### **Advocate of the Year Award**

**To an individual who has shown an outstanding contribution to disability awareness, inclusion, belonging, and accessibility significantly above the expectations of their job description. Recipients of this award will have demonstrated their contribution in the following ways: (Please see the “Specific Award Tips” section for examples of this criteria)**

- a. Exemplifies the disability community value of “Nothing about us without us” by actively advocating for change, and for people with disabilities and those with lived experiences to be fully included and involved in activities and actions that affect state enterprise and communities*
- b. Actively works to identify and remove systematic and structural barriers across state enterprise for persons with disabilities including compliance with state and federal laws*
- c. Achievements in increasing pro-equity and anti-racism values of access, inclusion, and belonging by bringing awareness across state enterprise of disability culture, and the history, contributions, and communities of people with disabilities*

# 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(s) 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
  - What specific actions have been taken to become compliant with policies such as ICIO188, and 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
- Provide specific examples of how interview processes, job announcements, and the hiring process has become more inclusive
- Announcements for events, activities, or other documentation showing actions to achieve pro-equity and anti-racism values of inclusion and belonging for people with disabilities

## Manager/Supervisors/Faculty Category:

- Provide examples of how the nominee has 'lead by example' in the areas of access, inclusion, and belonging for people with disabilities
  - Trainings the nominee has attended
  - Projects/work groups the nominee has participated in and the outcome of these
- Emails, announcements, or other documentation of how the nominee supports accessibility, professional development, and leadership opportunities for people with disabilities

- Evidence of the removal of systemic and structural barriers or the providing of individualized accommodations. Examples can include:
  - ASL/CART services
  - Paddle buttons on all doors
  - Rearranging furniture, lighting, cubicle spaces
  - Providing written materials, meeting agendas, accessible documents
  - Individualized safety evacuation plans
  
- Emails, workgroups, announcements, or other actions taken to work with employees/students to increase workplace culture
  
- Emails, announcements, or other actions encouraging participation in BRG activities and/or evidence of ERG creation for people with disabilities

### 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 outcome
  - 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 identified and/or 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

### Individual Category:

- Examples of bringing forth their own lived experiences, and/or making spaces for others to do the same such as:
  - Speaking out at meetings
  - Hosting trainings or other talks
  - Creating and/or participating in regular monthly meetings for communities of people with disabilities
- Evidence of commitment to building empowering relationships such as:
  - Meeting with management and other stakeholders
  - Treating others with respect in all encounters
- Emails, meeting agendas, or other documents that show evidence of the identification and/or removal of systemic and structural barriers
- Evidence of participation in BRGs and/or the creation of and participation in ERGs for people with disabilities

### Advocate of the Year Category:

- Specific instances/situations when the nominee ensured the inclusion of persons with disabilities and those persons lived experiences (“Nothing about us without us”)

- Specific actions taken above and beyond normal job duties to identify and/or remove systemic and structural 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 accessible
  - Emails, meeting agendas, or other evidence in which the person seeks out the removal of systemic and structural barriers
  
- Examples of achievements in increasing the pro-equity and anti-racism values of including and belonging such as:
  - Trainings held
  - Meeting agendas, emails, announcements, newsletter articles/write ups

# 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

<b>Name of nominated: individual/agency/Team member(s)/faculty/sub-agency</b>	
<b>Nominee state or higher education email &amp; Phone number</b>	
<b>Nominee agency, sub-agency, or higher education</b>	
<b>Name of nominee's supervisor &amp; supervisor(s) email</b>	
<b>Agency HR Manager email</b>	
<b>Submitter name, state or higher education email, phone number</b>	

**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.**