



Tripartite Alliance for
Fair & Progressive Employment Practices



Application Guide

Tripartite Alliance Award 2023

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About the Tripartite Alliance Award

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About the Tripartite Alliance Award



- The Tripartite Alliance Award (TAA) is **conferred by the tripartite partners** (namely Ministry of Manpower, National Trades Union Congress and Singapore National Employers Federation) and organised by TAFEP.
- It celebrates companies who excel in **building fair and progressive workplaces** and **keep employees at the heart of their progress**.
- The TAA has an **independent judging panel** comprising members of the tripartite partners, academics and industry experts.



Award Categories

- The TAA 2023 has **four categories** and organisations can participate in more than one of these categories:

| Fair and Progressive Employment Practices | Work-Life Excellence | Age Inclusive Practices | Responsible Best Sourcing |
|---|--|--|--|
| <ul style="list-style-type: none">• Adopt fair, responsible and progressive workplace and people practices• Cultivate an inclusive culture• Build strong employee relations | <ul style="list-style-type: none">• Enable employees to better manage their work-life needs• Maximise employee performance and optimise business performance• Embrace work-life harmony as part of their talent strategy | <ul style="list-style-type: none">• Implement age-friendly workplace practices• Removing barriers to employment and allowing a multi-generational workforce to thrive | <ul style="list-style-type: none">• Recognises its extended workforce (e.g., freelancers and outsourced workers) as contributors to their business success• Outsource in a responsible manner |

Recognising the Contributions of Individuals in Exemplary Employment Practices

- Organisations can also nominate individuals for the Leadership and/or Workplace Advocate Awards in each of the four categories.
- Nomination is **optional** and not having a nominee will not impact the organisation's standing in the category(ies).

Leadership Award

- Recognises **senior management** (*Directors/equivalent & above*) who have made exceptional contributions in the category with their deep commitment and outstanding leadership to create an inclusive workplace.

Workplace Advocate Award

- Recognises **middle management and supervisors** who have been effective contributors and change agents and have successfully operationalised and enabled their organisation's strategies, plans and initiatives in the category.

- Only nominees whose organisations are shortlisted will be eligible for the individual award.

Award Process

- Process and Timeline
- Eligibility Criteria
- Assessment Criteria

Award Process and Timeline



Eligibility Criteria

All Singapore-based organisations can take part in the TAA* and participating organisations must:

a) Adopt the required Tripartite Standards (TS):

- TS on the Employment of Term Contract Employees
- TS on Flexible Work Arrangements
- TS on Recruitment Practices
- TS on Grievance Handling



**except the Tripartite Alliance Limited and tripartite partners.*

Eligibility Criteria (Continued)

In addition, please note that some award categories have additional TS that applicants must adopt:

| | |
|---------------------------|---|
| Work-Life Excellence | TS on Work-Life Harmony |
| Age Inclusive Practices | TS on Age-Friendly Workplaces |
| Responsible Best Sourcing | TS on Contracting with Self-Employed Persons |
| | TS on Procurement of Services from Media Freelancers |
| | <i>Note: Applicable if organisations procure services from self-employed persons and/or media freelancers</i> |

Eligibility Criteria (Continued)



Why must organisations adopt TS?

The TS are a series of good employment practices that are important for all employers to implement at their workplaces. Adoption of TS **demonstrates your commitment** to build a better work environment for your employees. Refer to **Annex** for a step-by-step guide to adopting the TS (page 28).

Eligibility Criteria (Continued)

- b) **Complete the Fair & Progressive Employment Index (FPE Index)**, an organisational culture self-assessment survey tool.

The responses provided to the FPE Index will be **validated** with your employees as part of the assessment process should your organisation be shortlisted. It also provides the organisation with national and industry-level benchmarks.

The FPE Index must be completed within 2022 i.e., if you have completed the FPE Index before 1 January 2022, you are required to take the FPE Index for updated results and submit this with your application.

Refer to the **Annex** for a step-by-step guide on taking the FPE Index (page 34).



In addition, participating organisations must ensure that they abide by the [Tripartite Guidelines on Fair Employment Practices](#) which sets out fair employment practices for adoption by employers as the TAA recognises exemplary organisations that have effectively implemented fair, responsible and progressive employment practices.

Assessment Criteria

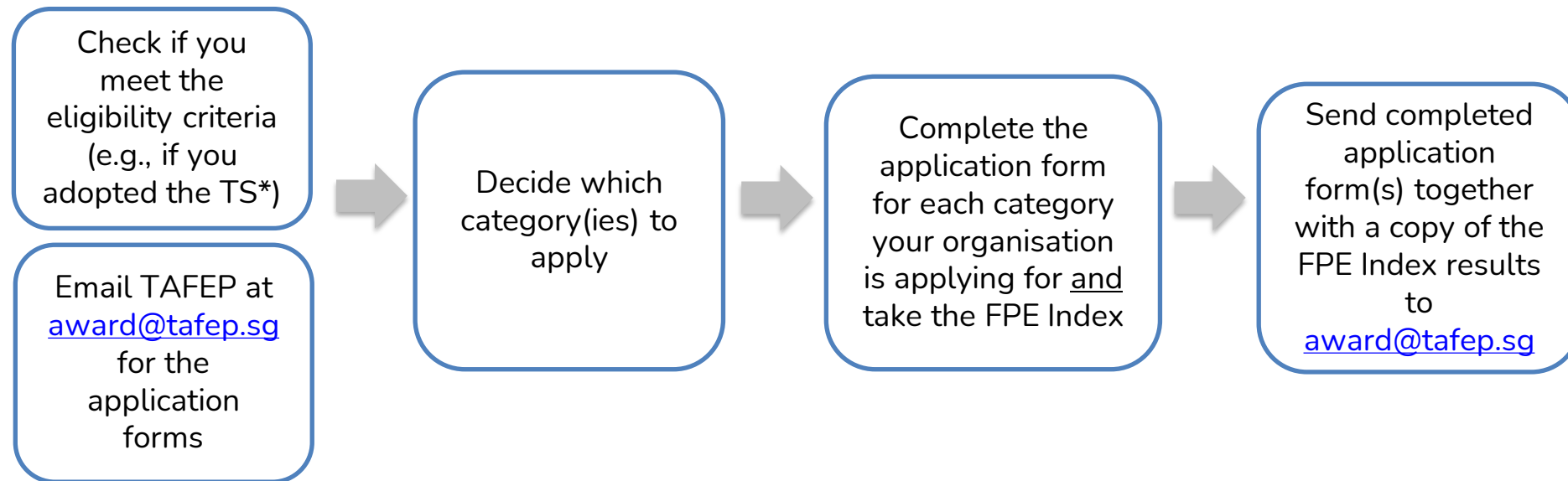
- While the specific criteria vary for each category, organisations should demonstrate how they value their workforce and facilitate the progress of their workforce through their practices in these key areas, namely:
 - **Business case** for implementing the strategies and practices of respective award categories
 - **Management commitment** demonstrated toward enabling the success of implementation
 - Range and extent of the various **policies, programmes and communications** to facilitate consistent implementation and sustainability
 - **Effectiveness** of the strategies and programmes
 - Commitment to **continuous improvement**

Submitting your Organisation's Application

- How to submit applications?
- Things to check before submitting
- Important dates

Submitting your Organisation's Application

- How to submit your application?



*Employers are strongly encouraged to adopt by the application submission deadline.

Things to Check Before Submitting

- Ensure that you have:
 - ☐ Completed **all compulsory questions** in the application form(s) **and** obtained CEO/Managing Director/General Manager/Partner's endorsement.
 - ☐ Completed sections A and B (company details) and Annex A (recognition by other agencies) in the **excel template** provided.
 - ☐ Completed the FPE Index for year 2022 and downloaded a copy of the results (refer to Annex, page 34).
 - ☐ Adopted the required TS. Employers are strongly encouraged to adopt by the application submission deadline. (refer to Annex, page 28).



Important dates

Applications are open from **Monday, 31 October 2022** to **Friday, 16 December 2022, 1800hrs** **(both dates inclusive)** with no exceptions.

Site Visits: Preparing for site visits

Site Visits

- Organisations will be shortlisted for site visits based on strengths of their applications. Shortlisted organisations will be required to host a site visit. During the site visits, the following will be conducted:
 - Employee Opinion Survey (EOS)
 - Focus Group Discussion (FGD) with employees
 - Interviews with Senior Management, HR as well as Individual Awards nominees (if applicable)
- Organisations who applied and are shortlisted for more than one category of the TAA: Separate FGDs will be conducted for each category, while the EOS and interviews with management will be consolidated. This is to ensure that the assessment process retains its robustness. The site visit will be conducted in **one work location/office** and completed within the same day.
- Each site visit will be about 2-2.5 hours for one category of award, depending on the size of the organisation.
- Prior to site visits, Business Leaders and HR Leaders of shortlisted organisations will be required to **complete a questionnaire about their human capital practices** and **submit** a copy of the organisation's results to award@tafep.sg by the site visit.



Important things to note

- Site visits will be held from **March to May 2023**.
- The TAA organiser will contact the shortlisted organisations to schedule the site visits on a mutually convenient date and time, as far as possible.
- **All shortlisted organisations who wish to proceed must meet the requirements of the site visit which are part of the assessment process.**

Site Visits: Preparing for site visits

Employee Opinion Survey (EOS)

- There are 2 ways to administer the EOS: either **online** or **on-site** administration during the site visit. Organisations are encouraged to use online EOS to minimise logistics and facilitate response time and analysis.

Online administration

- To be completed by the week of your organisation's site visit
- A survey link that can be shared with all your employees will be provided

On-site administration

- Before site visit, prepare and provide the consultants appointed by TAFEP with **a list of your employees** including names, designations, departments and basic demographic information for selection*
- Will be informed in advance of the selected employees to ensure that they can participate in the EOS
- Required to look for a replacement with a similar demographic profile if an employee fails to turn up on the actual day

**The information provided will be kept confidential and used only for the purpose of ensuring that the respondent sample accurately represents the different employee groups within your organisation.*

Site Visits: Preparing for site visits (Continued)

Employee Opinion Survey (EOS)

- To ensure that the responses are representative and accurately reflect your employee sentiments, organisations must meet the required number of employees to be surveyed as follows, based on staff strength and mode of administration:

| S/N | Staff Strength | Online administration | On-site administration |
|-----|----------------|--|--|
| | | No. of Employees to be Surveyed. | No. of Employees to be Surveyed. |
| 1 | ≤ 10 | 100% of staff strength | 80% of staff strength |
| 2 | 11 - 20 | 70% of staff strength | 50% of staff strength or 8 pax, whichever is higher |
| 3 | 21 - 100 | 40% of staff strength or 15 pax, whichever is higher | 30% of staff strength or 10 pax, whichever is higher |
| 4 | 101 - 500 | 15% of staff strength or 50 pax, whichever is higher | 10% of staff strength or 30 pax, whichever is higher, capped at 40 pax |
| 5 | 501 - 1000 | 10% of staff strength or 75 pax, whichever is higher | 5% of staff strength or 40 pax, whichever is higher |
| 6 | > 1000 | 120 staff | 60 staff |

Site Visits: Preparing for site visits (Continued)

Focus Group Discussion (FGD)

- Employees across the different demographics will be randomly selected to participate. Depending on your staff strength, between 3-10 employees will be selected.
- You will be informed of the selected employees in advance to ensure that they can participate in the FGD. If an employee does not attend on the actual day, you are required to identify a replacement with a similar demographic profile to ensure that the responses are representative.
- Before the site visit, you need to prepare and provide the consultants appointed by TAFEP with a **list of your employees** including names, designations, departments and basic demographic information.

Site Visits: Preparing for site visits (Continued)

Interview with Senior Management

- The senior management representative should be in a leadership role, e.g., Director and above, preferably in a non-HR role.
- The intent of this interview is to validate information submitted in the application form, as well as to obtain additional information that may be used to determine the winners where required.

Interviews with Individual Awards Nominees

- The shortlisted nominee(s) for the Leadership and/or Workplace Advocate Awards, if applicable, will be interviewed on the day of the site visit.
- The intent of this interview is to validate information submitted in the application form that will be used to determine the winners.

Site Visits: Preparing for site visits (Continued)

Interview with HR Leader

There are 2 components in the interview with HR Leader:

- a) Interview to provide further information on statements made in the application form(s) e.g., to explain and elaborate on intent behind initiatives of the organisation and verify quantitative and/or qualitative data provided.
- b) Document review* to demonstrate organisation's commitment towards fair employment practices.
 - Before the site visit, you are required to prepare *documents such as **job advertisement, job application form, job interview form** and **documents communicating key employment terms to employees** beforehand.
 - If gaps are identified during document reviews, organisations will be required to rectify them by end of site visits period, to proceed with the TAA.

Terms & Conditions

Terms & Conditions

By entering the TAA, the applicants will be deemed to have read and understood the terms and conditions including:

- Applicants must ensure that all compulsory questions are completed in full and that information provided in the application form is true and accurate. Any incomplete submission or failure to provide compulsory information will automatically render the application invalid.
- Applicants must complete the Fair & Progressive Employment Index (FPE Index) and submit a copy of the results together with the application form.
- Applicants must adhere to the award application process and provide any required assistance to the assessors throughout the award process, including the provision of any documents required in support of the submission.
- Shortlisted organisations are required to:
 - a) complete a questionnaire on your human capital practices, and
 - b) undergo a site visit. The site visit comprises an employee opinion survey, interviews with senior management and HR Leader, as well as employee focus group discussion(s). Nominees who have been shortlisted for individual awards (Leadership and/or Workplace Advocate Awards) will also be interviewed during the same site visit.

Terms & Conditions (Continued)

- Applicants must adhere to the assessment requirements and timeline in order to be eligible for and/or proceed with the award process. No exceptions will be made and applicants who are unable to abide by the assessment requirements and/or timeline may be disqualified.
- The Judging Panel's decision on the award winners is final.
- The winning organisations must be open to participate in related publicity activities and media events, and be willing to share their winning practices through platforms such as tripartite partner publications, CEO dialogues and forums, etc.
- **Organisations with any legal infringements and/or outstanding cases related to manpower / employment issues may not be eligible for the TAA.**

For more information on the TAA and past award winners, visit taaward.com

If you have any queries on the TAA, email TAFEP at award@tafep.sg

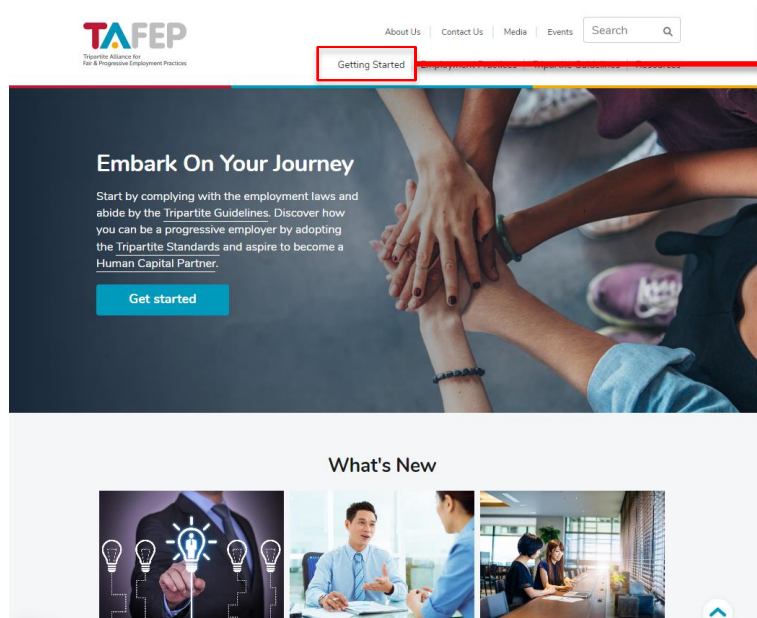
Thank you.

Annex:

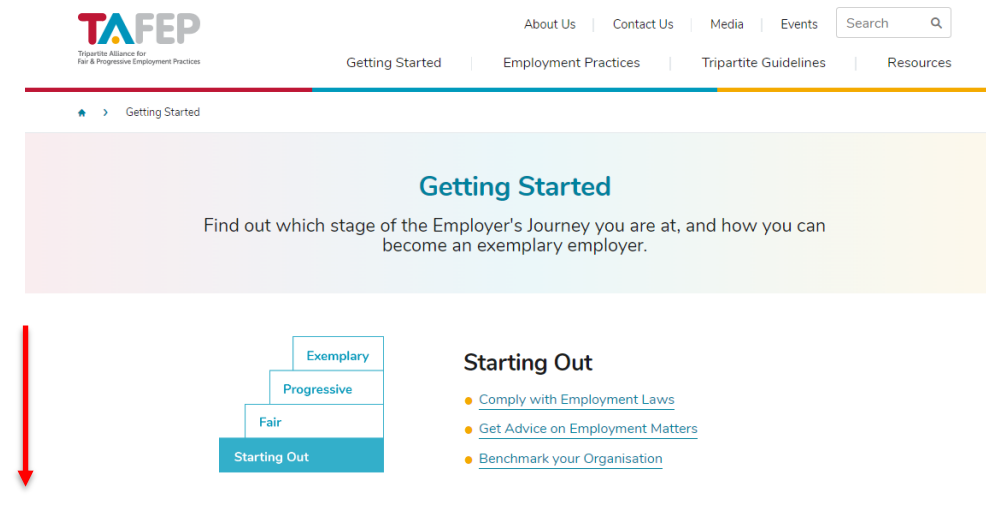
Step-by-Step Guide to Adopting the Tripartite Standards

Adopting the Tripartite Standards (TS)

Step 1: Visit tafep.sg and you will be directed to this page:

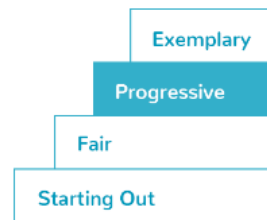


Step 2: Click on 'Getting Started'



Step 3: Scroll down the page to 'Being Progressive'

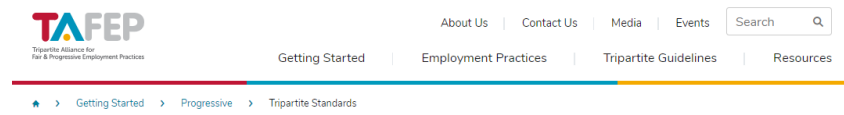
Adopting the Tripartite Standards (TS)



Being Progressive

- [Know the Attributes of Progressive Employment](#)
- [Realise the Benefits of Being a Progressive Employer](#)
- [Learn About the Tripartite Standards](#)
- [Adopt the Tripartite Standards](#)
- [View Adopters of the Tripartite Standards](#)

Step 4: Click on 'Learn About the Tripartite Standards'



Being Progressive

Part of:
[Getting Started](#)

1. [Being Progressive](#)
2. [Realise the Benefits of Being a Progressive Employer](#)
3. [Learn About the Tripartite Standards](#)
4. [Adopt the Tripartite Standards](#)
5. [View Adopters of the Tripartite Standards](#)

Step 5: Scroll down the page to locate the list of TS

3. Learn about the Tripartite Standards

The Tripartite Standards are a set of good employment practices that all employers should implement at their workplaces.

Adopting the Tripartite Standards (TS)

Step 6: Click on the TS you would like to find out more about/adopt

Step 7: Read and review the specifications (i.e. the practices) of the standard you would like to adopt.

Step 8: Check if your practices meet the specifications.

Step 9: You may download the FAQs to find out more about each TS to help you determine if your organisation's practices meet the specifications.

Tripartite Standards

- Age-Friendly Workplace Practices
- Contracting with Self Employed Persons
- Employment of Term-Contract Employees
- Flexible Work Arrangements
- Grievance Handling
- Procurement of Services from Media Freelancers
- Recruitment Practices
- Unpaid Leave for Unexpected Care Needs
- Work-Life Harmony
- Advancing Well-Being of Lower-Wage Workers

[Download Practices](#)

[Download FAQs](#)

[Download Checklist](#)

Age-Friendly Workplace Practices

TS
AGE-FRIENDLY WORKPLACES
Tripartite Standards

The Tripartite Standard on Age-Friendly Workplace Practices specifies a set of good [age management](#) practices that all employers should implement at the workplace.

Employers who adopt this Tripartite Standard treat older workers fairly and provide them with support in areas such as training and workplace health programmes.

Purpose of this Tripartite Standard

1. Many older employees would want to work longer and stay productive if the workplace is conducive and inclusive. Age-friendly workplaces also help employers attract and retain these employees and tap on their wealth of experience.

Practices you need to adopt for this Tripartite Standard

2. Age is not a selection criterion used when advertising for, shortlisting or selecting job candidates.
3. A member of the senior management is appointed to champion age-friendly workplace practices.
4. Older employees are trained to perform their jobs effectively.
5. Workplace health programmes ¹ for older employees are implemented.
6. Jobs and workplaces are designed ² to be age-friendly.
7. Older employees who are not at the maximum of their salary ranges and have satisfactory work performance are given annual increments, if other employees are also given annual increments.
8. Employees are engaged on re-employment issues at least 6 months prior to reaching the retirement age of 63, and for any subsequent extension of the re-employment contract. Employees are offered re-employment contracts at least 3 months before they are to be re-employed, with a duration of at least 1 year.

Glossary

Adopting the Tripartite Standards (TS)

Tripartite Standards

Age-Friendly Workplace Practices

Contracting with Self Employed Persons

Employment of Term-Contract Employees

Flexible Work Arrangements

Grievance Handling

Procurement of Services from Media Freelancers

Recruitment Practices

Unpaid Leave for Unexpected Care Needs

Work-Life Harmony

Advancing Well-Being of Lower-Wage Workers

Download Practices

Download FAQs

Download Checklist

satisfactory work performance are given annual increments, if other employees are also given annual increments.

8. Employees are engaged on re-employment issues at least 6 months prior to reaching the retirement age of 63, and for any subsequent extension of the re-employment contract. Employees are offered re-employment contracts at least 3 months before they are to be re-employed, with a duration of at least 1 year.

Glossary

a. **Older employees** refer to employees aged 60 and above.

b. **Training** refers to work-related structured training which includes classroom training, private lessons, workshops, seminars, structured on-the-job training (e.g. training by supervisors or co-workers), e-learning (systematic training programmes via e-platforms), traineeship programmes, apprenticeship training and mandatory course

c. **Job Redesign** refers to the review and reorganisation of job responsibilities, to improve employee productivity and satisfaction. All companies will need to demonstrate that the design of the jobs and workplace meets the following three criteria for the older employees:

a. **Easy** – makes the work physically easy. These could include the use of larger screen displays, substituting manual strength for mechanical and reducing strenuous activities.

b. **Safe** – minimises the risk of injuries at work. These could include the installation of handrails and lights along travel routes, slip-resistant walking surfaces and ergonomic office chairs.

c. **Smart** – frees up time for knowledge-based activities. These could include the use of technology to automate routine tasks and re-training of employees to operate machines instead.

¹ Examples include implementing ergonomics intervention programme, briefings on choosing healthier food options, exercise programmes and regular body check-ups.

² Companies may tap on the WorkPro grants for funding support or refer to the Job Redesign Toolkit to learn more about job redesign.

4. Adopt the Tripartite Standards

If you have verifiable and actionable practices that meet a standard's specifications, we encourage you to adopt it.

You may adopt a Tripartite Standard through the form below, with no upfront documentation required. Each standard may be adopted independently, and there is no limit or minimum requirement to the total number of standards you may adopt.

If you need help adopting a standard, you may attend our [Tripartite Standards Workshops](#). For any enquiries, please email us at ts@tafep.sg.

Tripartite Standards Form

- ☐ Employment of Term Contract Employees
- ☐ Flexible Work Arrangements
- ☐ Grievance Handling
- ☐ Recruitment Practices
- ☐ Procurement of Services from Media Freelancers
- ☐ Unpaid Leave for Unexpected Care Needs
- ☐ Contracting with Self-employed Persons
- ☐ Age-friendly Workplace Practices
- ☐ Work-Life Harmony*

(*Please ensure that your company has adopted Flexible Work Arrangements before applying for this Tripartite Standard.)

- ☐ Advancing Well-Being of Lower-Wage Workers*

(*Please ensure that your company has adopted Employment of Term Contract Employees before applying for this Tripartite Standard.)

Full name of company

Unique Entity number (UEN) / Registration No. (ACRA) of company

Website address

Step 11: Select the TS you would like to adopt and fill in all the fields on this page. Click 'Submit' when done.

If your online form submission is successful, you would see an acknowledgement note on the web browser.

[Previous:](#)
[Realise the Benefits of Being a Progressive Employer](#)

[Next:](#) [Adopt the Tripartite Standards](#)

Step 10: If your organisation has the required practices and specifications for the TS, click 'Next' to fill in a simple online form to declare this.

Adopting the Tripartite Standards (TS)



What's next after filling the online form?

- The TS team will contact you within 2 weeks with a confirmation note, together with the TS logomarks (download link) for your usage in e.g., job advertisements and collaterals.
- Your organisation will also be listed on TAFEP's website as a TS adopter. To check if your organisation is listed, repeat steps 1 to 3 and click "View Adopters of the Tripartite Standards"
- If you need to urgently check on the status of your sign-up, please contact TAFEP at ts@tafep.sg.

What happens if I identified gaps or require clarifications after checking if my practices meet the specifications (i.e., after steps 8 and/or 9)?

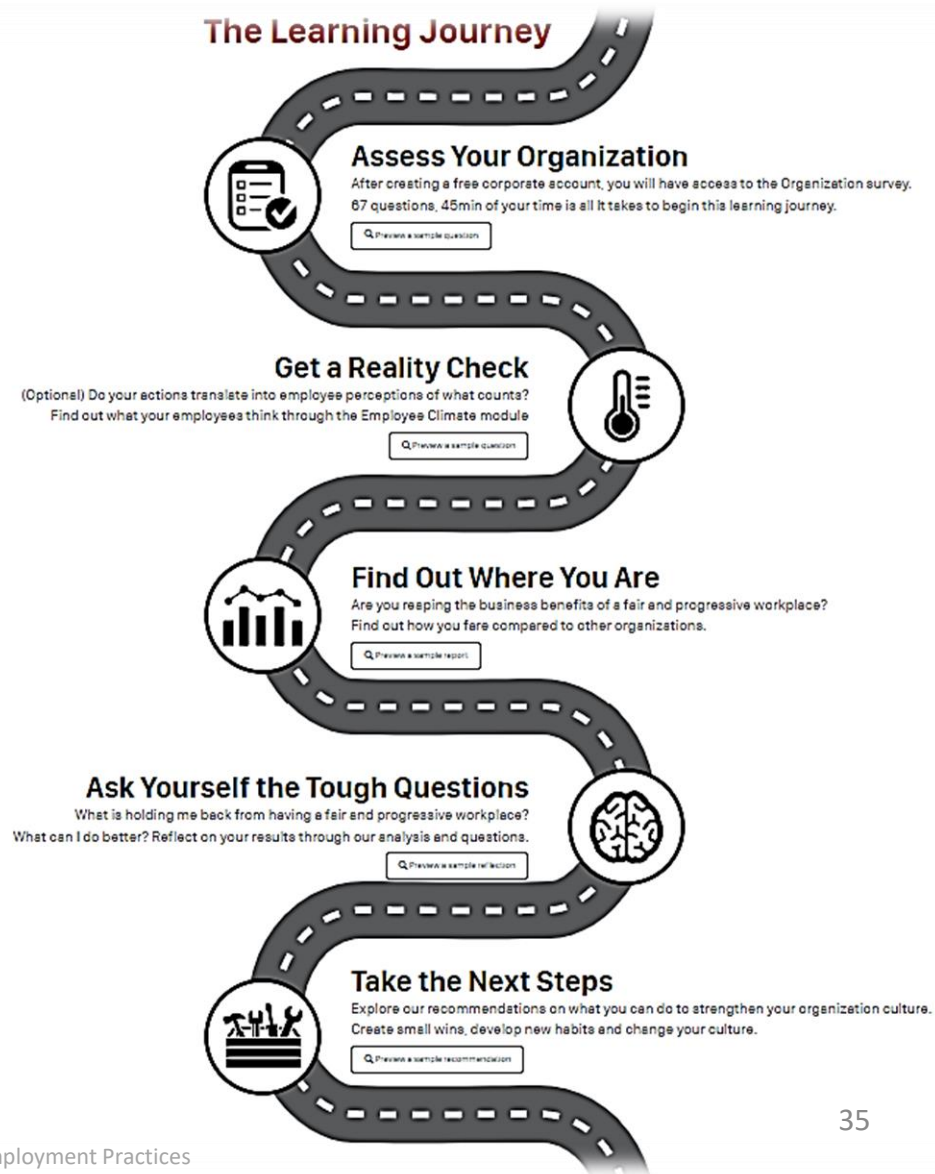
- You can email ts@tafep.sg for assistance.

Annex:

Step-by-Step Guide on Taking the Fair & Progressive Employment Index (FPE Index)

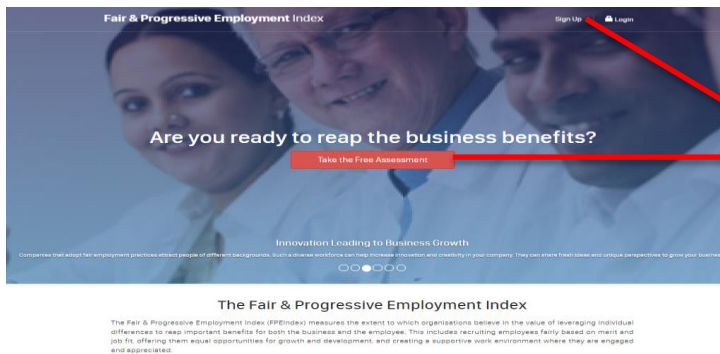
The FPE Index

- Contains 67 questions (Yes/No responses)
- Should be completed by a suitable representative from Human Resources or someone who is familiar with the organisation's policies and programmes



Creating an Account for the FPE Index

Step 1: Visit <https://fairprogressive.sg/> and you will be directed to this page below:

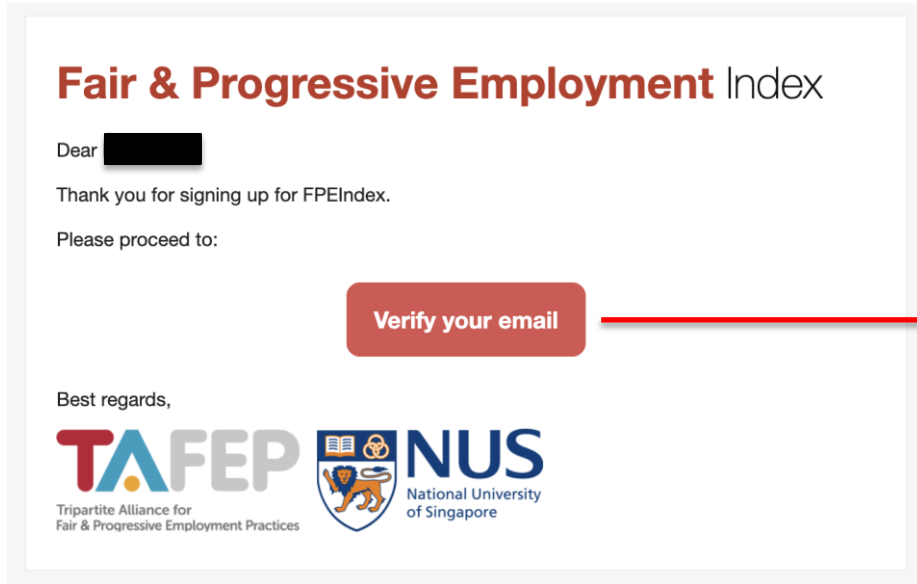


Step 2: Click on either 'Take the Free Assessment' or 'Sign Up' to create the account*

*Employers with an existing FPE Index account, can skip to step 5 and log in directly to take the survey tool for 2022

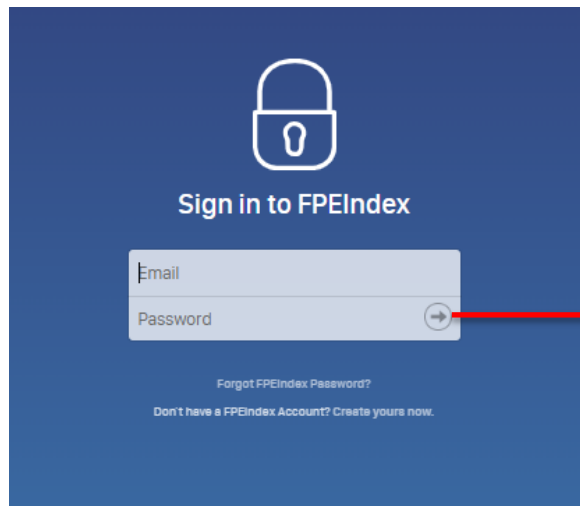
Step 3: Fill in all the fields and click 'Continue'

Creating an Account for the FPE Index



Step 4: Login to your email and click on the e-mail titled 'Account Activated'.

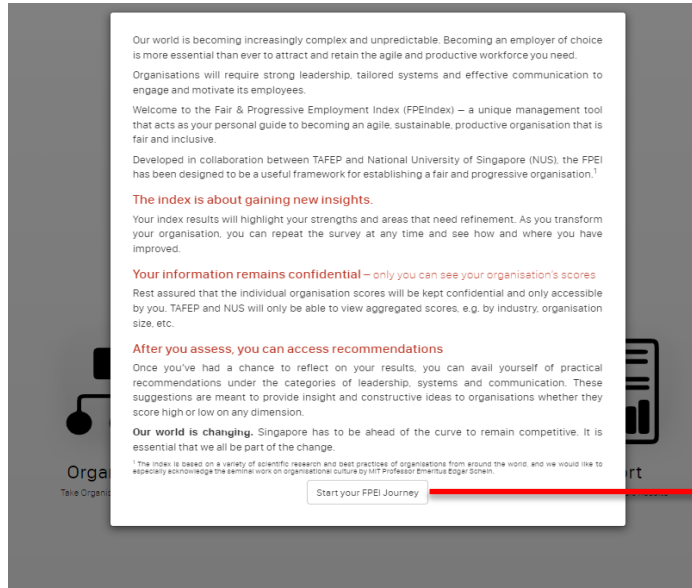
In the email message, click on 'Verify your email'



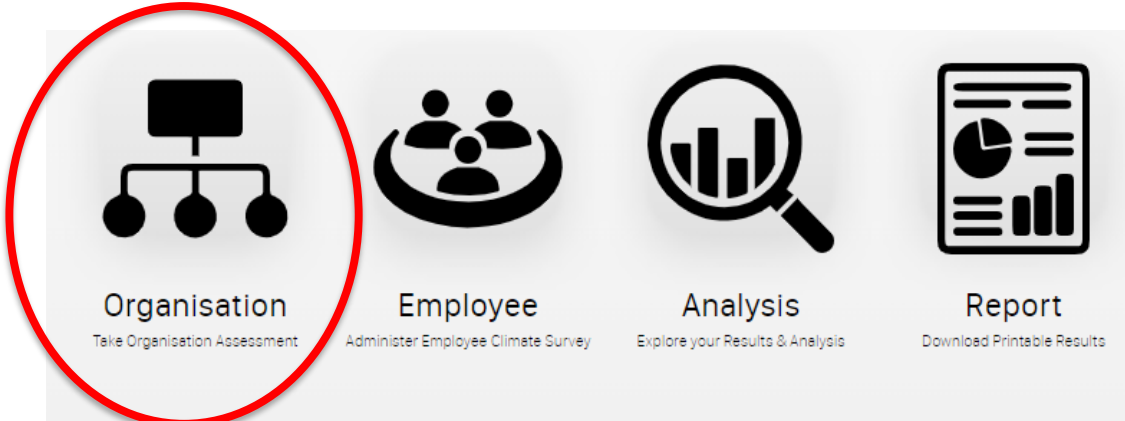
Step 5: Login to the FPE Index with your registered e-mail address and password.

Click on the arrow after you have filled in your login details.

Taking the FPE Index



Step 6: Click on 'Start your FPEI Journey' to continue.



Step 7: Click on the 'Organisation' icon to start the Organisation Assessment.

Note: For purpose of TAA, organisations only need to complete and submit the results for the Organisation Assessment.

Taking the FPE Index

FPEIndex Organisation -

Section A Role Modelling A1 A2 A3 A4 A5 ✓

Section B Resource Allocation B1 B2 B3 B4 B5 ✓

Section C Measurement & Control C1 C2 C3 C4 C5 ✓

Section D Workforce Planning D1 D2 D3 D4 D5 D6 D7 D8 D9 D10 D11 D12

Section E Rewards & Recognition

Section F Employee Relations

Section G Stories & Statements

Section H Symbols & Activities

Fair and progressive organisations aren't created by accident. They are intentionally built upon clear values, which are instilled into the organisation culture through leadership, tailored systems and effective communication.

This Index is designed to guide you in developing your own fair and progressive organisational culture. The FPEIndex measures the essential building blocks of the values that fair and progressive organisations possess. From your Index results, you will see where your organisation stands on its fair progressive journey and learn how to instill these values into your organisation.

So what are these 'fair and progressive' values and how do embed them into your organisation?

The FPEIndex measures the essential building blocks of the values that fair and progressive organisations possess. From your Index results, you will see where your organisation stands on its fair progressive journey and learn how to instill these values into your organisation.

SHARED VALUES OF A FAIR AND PROGRESSIVE ORGANISATION

FAIRNESS. Build a fair organisation in which discrimination is not tolerated, and employees are treated fairly based on their ability, performance, contribution and experience. It is also where policies and practices comply with the relevant employment legislation and abide by the Tripartite Guidelines on Fair Employment Practices.

INCLUSION. Create an inclusive workplace that values the strengths and contributions of each individual and leverages their abilities, skills, knowledge and experiences.

AGILITY. Embrace change and ensure that HR policies and practices stay relevant and effective in engaging the workforce.

PRODUCTIVITY. Cultivate a work environment that encourages learning, innovation and a spirit of continuous improvement, to achieve optimal business results in a manpower lean economy.

SUSTAINABILITY. Develop sustainable employment opportunities anchored in a strong Singaporean Core and a globally competitive, diverse workforce.

Proceed to Organisation Assessment

Step 8: Click on the 'Proceed to Organisation Assessment' to start the assessment.

FPEIndex Organisation -

Section A Role Modelling A1 A2 A3 A4 A5 ✓

Section B Resource Allocation B1 B2 B3 B4 B5 ✓

Section C Measurement & Control C1 C2 C3 C4 C5 ✓

Section D Workforce Planning D1 D2 D3 D4 D5 D6 D7 D8 D9 D10 D11 D12

Section E Rewards & Recognition

Section F Employee Relations

Section G Stories & Statements

Section H Symbols & Activities

INSTRUCTIONS

The Organisation Assessment comprises of 10 Sections, A thru H

To start the assessment, click on any of the circles

C4 Unresponded C4 In Progress C4 Responded

Clear a selected option by clicking on it

You may revise your response options at any time until the section is submitted for processing

Analysis for sections are unlocked when response options for the section are submitted for processing

The submit circle is unlocked after all options in the section are responded to

Locked Unlocked Submitted

Additional Comments are optional; You may revise them after the section is submitted for processing

Begin Assessment

Step 9: Click on 'Begin Assessment' after you have finished reading the instructions.

Taking the FPE Index

FPEIndex Organisation -

| | | | | | | | | | | | | |
|---------------------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|
| Section A Role Modelling | A1 | A2 | A3 | A4 | A5 | ✓ | | | | | | |
| Section B Resource Allocation | B1 | B2 | B3 | B4 | B5 | ✓ | | | | | | |
| Section C Measurement & Control | C1 | C2 | C3 | C4 | C5 | ✓ | | | | | | |
| Section D Workforce Planning | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | D9 | D10 | D11 | D12 |
| Section E Rewards & Recognition | E1 | E2 | E3 | E4 | E5 | E6 | E7 | E8 | E9 | E10 | E11 | E12 |
| Section F Employee Relations | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Section G Stories & Statements | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
| Section H Symbols & Activities | H1 | H2 | H3 | H4 | ✓ | | | | | | | |

Steps 10 & 11: Click on 'A1' to start.

FPEIndex Organisation -

| | | | | | | | | | | | | |
|---------------------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|
| Section A Role Modelling | A1 | A2 | A3 | A4 | A5 | ✓ | | | | | | |
| Section B Resource Allocation | B1 | B2 | B3 | B4 | B5 | ✓ | | | | | | |
| Section C Measurement & Control | C1 | C2 | C3 | C4 | C5 | ✓ | | | | | | |
| Section D Workforce Planning | D1 | D2 | D3 | D4 | D5 | D6 | D7 | D8 | D9 | D10 | D11 | D12 |
| Section E Rewards & Recognition | E1 | E2 | E3 | E4 | E5 | E6 | E7 | E8 | E9 | E10 | E11 | E12 |
| Section F Employee Relations | F1 | F2 | F3 | F4 | F5 | F6 | F7 | F8 | F9 | F10 | F11 | F12 |
| Section G Stories & Statements | G1 | G2 | G3 | G4 | G5 | G6 | G7 | G8 | G9 | G10 | G11 | G12 |
| Section H Symbols & Activities | H1 | H2 | H3 | H4 | ✓ | | | | | | | |

A1: Our senior leaders¹ consistently use their words and actions² to show their commitment to building a fair organisation³.

For example:

- Take appropriate remedial steps to address issues of unfairness, discrimination or abuse to ensure that it does not happen again
- Avoid language that is biased towards or against certain groups of people

Links to additional resources:

- [Tripartite Guidelines on Fair Employment Practices](#)

Yes No

Additional Comments:

1 of 67

NEXT →

Read the statement, and click on: Yes — if you agree with the statement OR No — if you disagree with the statement

You may stop the assessment at any point in time by clicking on the 'X' icon. Your responses will be automatically saved in the system. You can resume in your own time after.

After you have selected either 'Yes' or 'No', click on 'Next' to go to the next question.

Taking the FPE Index

The screenshot displays the 'FPEIndex Organisation' interface for 'ACME CORPORATION'. The interface is divided into sections A through H, each with a set of buttons (A1-A5, B1-B6, etc.). A modal window titled 'Assessment Complete' is overlaid on the interface. The modal contains a green checkmark icon and the text: 'Assessment Complete', 'You have responded to all 67 questions. Would you like to commit your responses?', 'Response options cannot be modified post submission. You may only revise Additional Comments and Reflection Questions after submission.', and two buttons: 'Cancel & Review Responses' and 'Commit & Close Assessment'. A red line points to the 'Commit & Close Assessment' button. The background interface shows a sidebar with sections A-H and a 'Submit for processing' button at the bottom left.

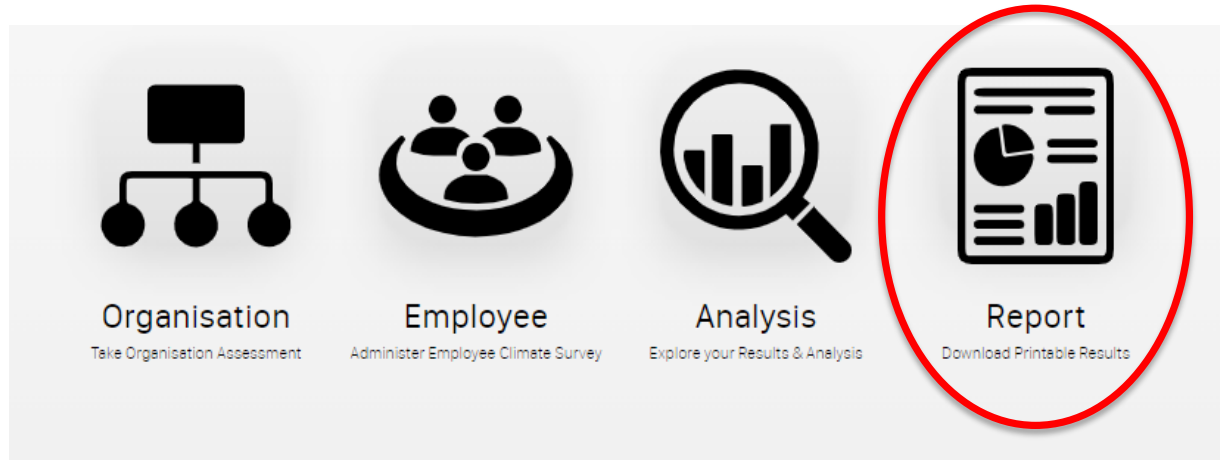
After you have answered all 67 items, a pop-up box will appear informing you that you have completed the Organisation Assessment.

At this point, you may either choose to submit your responses by clicking on the **'Commit & Close Assessment'** button. You will be able to only edit the 'Additional Comments' section once your responses have been submitted.

Alternatively, you may choose to return to the Index page, and review your responses by clicking on **'Cancel & Review Responses'**.

Note: Once you commit & close assessment, you will not be able to amend your responses.

Downloading the FPE Index Results



Step 1: Click on the 'Report' icon to download Printable Results



Step 2: Click on the 'Full Report' to generate and download the report

Step 3: Submit a copy of the 'Full Report' with TAA application form(s) by the application submission deadline.

End