



## Awards Policy

### 1. Purpose

This policy sets a framework of how Women in the Fire Service UK (WFS) awards scheme operate. The policy ensures WFS operates the scheme in a fair and inclusive way in order to demonstrate transparency, accountability when recognising achievement and success.

### 2. Scope

This policy applies to all WFS nominees under the scheme and WFS awards committee.

### 3. Award committee

3.1 WFS have established an awards committee to oversee the scheme and act as judges of the nominations. The committee consists of WFS Chair, WFS Vice Chair, WFS Patron, HR Director and will be supported by the WFS Administration Manager and the Marketing and Communications Officer.

3.2 The awards committee will undertake the following responsibilities;

- Declare any conflicts of interests
- Consider all applications against the criteria, determine the winner and runner up (or runners up in certain circumstances)
- Make any decisions relating to additional recognition as are appropriate and relevant to the nominations submitted

### 4. Award categories

4.1 There are 5 award categories, listed below with the associated criteria. If the number of awards categories are to be limited due to prevailing circumstances, then either the NEC or Directors will make the decision.

**'Exceptional Allies'** to recognise someone who has gone the extra mile to promote gender equality in their organisation or made a tangible contribution in supporting colleagues\* to be the best they can be\* This award is open to women and non-binary gender identities.

**Bright Light Award** - To recognise an individual who has made a notable contribution in supporting our aims and/or led the way in their role in the fire service, acting as a shining example to others. This could be through recruitment, retention or progression of women or enabled women to develop through access to opportunities and resources (training, events etc). No age restrictions. This award is open to everyone, regardless of gender identity.

**Dany Cotton Inspiring Leader Award** - To recognise an outstanding leader who champions equality and diversity, who delivers real change, inspires the fire service community and by doing so brings out the best in the people they work with. No age restrictions. This award is open to everyone, regardless of gender identity.

**Firefighter Rising Star Award** – 'Firefighter Rising Star' To recognise a firefighter who has demonstrated a determination to succeed in their role and/or been an advocate and ambassador on gender equality and empowerment issues. This award is open to women and non-binary gender identities.

**Young Person Role Model Award** - To recognise a young person in the fire and rescue service who demonstrates being an excellent role model. Who has engaged in, and inspired conversations, actions and outcomes around equality and diversity issues and actively embodies the motto "if you can see it, you can be it". Aged 11-24 years. This award is open to everyone, regardless of gender identity.

4.2 In addition, WFS recognises the British Fire Services Association Commendation Medal.

This medal is a gold Commendation Medal that has been created by the British Fire Services Association to recognise deeds of outstanding and noteworthy service to all members of the Fire Service industry and will be solely available from the British Fire Services Association. The medal individually recognises acts of selfless deeds or other outstanding levels of service carried out



This medal is available on application from the General Secretary of the BFSA.

## **5. Award Process**

At the September or December NEC meeting each year, it will be decided

- When the scheme will be launched and the time parameters against each stage of the process
- Which of the categories will feature?
- Whether there are any special circumstances/events to be considered i.e. pandemic
- How and when the award winners will be recognised and
- Award gifts, sponsorship opportunities and budget for the annual process.

## **6. Awards Nomination**

6.1 Any individual or organisation may be nominated for an award in the relevant category and there is no requirement for the proposer to be a member of WFS.

6.2 Nominations will be submitted electronically and include the following details;

- Name, FRS or organisation email and contact number of the proposer
- Name, FRS or organisation email and contact of the nominee
- Category they are being nominated for
- Submission of no more than 250 words of how the nominee meets the criteria and no more than 250 words on why they should win their category and
- Attach any documents or images to accompany the submission.

## **7. Awards deliberation and decisions**

7.1 The awards committee will be convened as soon as possible after the closing date to consider all the nominations. The information provided will then be collated by the Marketing and Communications Officer 7 days in advance of the scheduled meeting.

7.2 A record of the decisions will be maintained by the Administration Manager and made available for viewing by the Directors or NEC.

7.3 All nominees and proposers as well as the respective Chief Fire Officer will be advised via email of the outcomes.

## **8. Award presentations and communications**

8.1 The NEC will determine each year the presentation means and communications strategy. Wherever possible WFS would want to make the presentations at an actual event but this may not always be achievable. However, the overriding principal would be to maximise coverage (with the individual's consent) as far and as wide as possible.

