



Tea Break

Tea Break Application Form Questions

For any queries please email - info@raceequalitymatters.com

1. Name of organisation
2. Your name (or the name of the contact person)
3. Contact phone number
4. Contact email
5. Sector
6. Size of organisation (number of employees)
 - a. 1-10
 - b. 11-100
 - c. 101-250
 - d. 251-500
 - e. 501-1000
 - f. 1001-2000
 - g. 2001-5000
 - h. 5001-10000
 - i. 10001+
7. How do you collect ethnically diverse employee data?
8. Do you have a race network or equivalent?
9. If "Yes", please share the race networks you currently have within your organisation.
10. If "No", please share if your organisation would benefit from having a race network.
11. Do you have a dedicated Diversity and Inclusion resource or role equivalent?
 - a. A D&I team
 - b. One full-time equivalent post
 - c. One part-time equivalent post
 - d. Part-time post (3 or more days per week)
 - e. Part-time post (less than 3 days per week)
 - f. None

12. If you submit your application before February 19th 2024 you may receive a light review. Please tick below if you would like a light review before your application is sent to the independent judging panellists.
- a. No
 - b. Yes

Evaluation Questions

13. Tea Break: When did your organisation run Tea Break?
14. Why did your organisation choose to run Tea Break?
15. Inclusive: Please provide information on how running Tea Break was inclusive. How was action approved by those with lived experience? Have ethnically diverse colleagues endorsed that this was the case? How have you measured this?
16. Maximise Ethnically Diverse Engagement: How did you maximise ethnically diverse engagement? comms reflect a safe, encouraging and inclusive environment for ethnically diverse colleagues
17. Voice: How have ethnically diverse colleagues been given a voice?
18. Voice: Has there been an increase in ethnically diverse colleague voices or greater engagement post Tea Break?
19. Voice: If "Yes", can you please provide an example to demonstrate.
20. Engagement: How has Tea Break led to an increase in engagement in addressing race inequality?
21. Learning and understanding: How have colleagues gained a better understanding of the lived experience of their ethnically diverse colleagues and the challenges they face (in and outside of work)?
22. Brave: Why was running Tea Break brave for your organisation?
23. Future: How has Tea Break prompted any future action on race inequality?