



RESPECTFUL WORKPLACE® AUDIT & CERTIFICATION 2026

Company Application & Organisational Self-Assessment Form

TLM UK & UK Qualification Network Certified

Evaluated against International Finance Corporation (IFC) Respectful Workplace Standards

An Initiative by Women in Management (WIM) in partnership with Diversity Collective (DCLK)

SECTION A — ORGANISATION DETAILS

1. Organisation Name:

2. Registered Company Name (if different):

3. Business Registration No.:

4. Industry / Sector:

- ☐ Banking & Finance
- ☐ Manufacturing
- ☐ Apparel
- ☐ Hospitality
- ☐ Retail
- ☐ Professional Services
- ☐ Technology / IT
- ☐ Healthcare
- ☐ Education
- ☐ Government / Public Sector
- ☐ NGO / Institution
- ☐ Other: _____

5. Year Established:



6. Number of Employees:

Male: _____

Female: _____

Other / Prefer not to disclose: _____

Total: _____

7. Number of Branches / Locations:

8. Head Office Address:

9. Website:

SECTION B — AUTHORISED CONTACT PERSON

Name:

Designation:

Department:

Email:

Telephone / Mobile:

Alternative Contact Person:

SECTION C — ORGANISATIONAL COMMITMENT

Please nominate the senior executive responsible for overseeing the Respectful Workplace[®] certification process.

Name: _____

Designation: _____

Email: _____

Has senior management formally endorsed participation in this certification?

- ☐ Yes
☐ No
☐ In progress

If yes, please attach supporting evidence where available.

SECTION D — FIVE-PILLAR SELF-ASSESSMENT

Please complete each section based on your organisation's **current practices**.

For each assessment area, select the most appropriate response and provide supporting details/evidence where applicable.

Assessment Status

- 4 — Fully Implemented:** Established, documented and consistently implemented
3 — Substantially Implemented: Implemented with some areas requiring improvement
2 — Partially Implemented: Some practices exist but are not consistently applied
1 — Not Yet Implemented: Practice is absent or at an early stage
N/A — Not Applicable
-

PILLAR 01

ORGANISATIONAL COMMITMENT & POLICIES

1. Leadership Commitment

Does senior leadership demonstrate a clear commitment to maintaining a respectful workplace?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Please provide details:

Supporting Evidence / Documents:

2. HR Policies & Governance

Does the organisation have documented HR policies addressing respectful workplace practices, employee conduct and related matters?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Please provide details:

Supporting Evidence:

3. Workplace Conduct Standards

Does the organisation have clearly communicated standards governing workplace behaviour and professional conduct?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Please provide details:

Supporting Evidence:

4. Zero-Tolerance Approach to Misconduct

Does the organisation have clearly defined procedures for addressing harassment, discrimination, bullying, retaliation or other workplace misconduct?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Please provide details:

Supporting Evidence:

5. Policy Communication & Implementation

Are relevant policies communicated effectively to employees and implemented consistently?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Please provide details:

Supporting Evidence:

PILLAR 1 — ORGANISATIONAL REFLECTION

What are the organisation's key strengths under this pillar?

What areas require improvement?

Planned actions:

PILLAR 02

AWARENESS & TRAINING

1. Employee Education

Does the organisation provide employees with education or awareness programmes on respectful workplace practices?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

2. Leadership Capability Building

Are managers and leaders trained to recognise and address workplace conduct and culture issues?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

3. Orientation & Induction

Are respectful workplace expectations included in employee induction or orientation programmes?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

4. Regular Awareness Initiatives

Does the organisation conduct regular campaigns, communications or activities promoting respect, inclusion and appropriate workplace behaviour?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

5. Continuous Learning

Are employees provided with ongoing opportunities to develop knowledge and skills related to workplace respect, inclusion and ethics?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

PILLAR 2 — ORGANISATIONAL REFLECTION

Key strengths:

Areas requiring improvement:

Planned actions:

PILLAR 03

REPORTING & COMPLAINT MECHANISMS

1. Safe Reporting Channels

Does the organisation provide safe and accessible channels for employees to report concerns?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

2. Accessibility

Are reporting mechanisms accessible to employees across different levels, locations and work arrangements?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

3. Confidentiality & Protection

Are confidentiality, privacy and protection from retaliation incorporated into the complaint-handling process?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

4. Fair Investigation

Does the organisation have a defined process for conducting fair and appropriate investigations?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

5. Resolution & Follow-Up

Are complaints appropriately resolved, documented and followed up?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

PILLAR 3 — ORGANISATIONAL REFLECTION

Key strengths:

Areas requiring improvement:

Planned actions:

PILLAR 04

WORKPLACE CULTURE & ETHICS

1. Inclusive Workplace Practices

Does the organisation actively promote inclusion and equal opportunity?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

2. Respectful Leadership Behaviours

Do leaders and managers demonstrate respectful, ethical and inclusive leadership behaviours?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

3. Employee Engagement & Trust

Does the organisation regularly assess employee engagement, trust and workplace experience?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

4. Workplace Relationships

Does the organisation promote positive and professional relationships between employees, teams and management?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

5. Ethical Conduct & Accountability

Are employees and leaders held accountable for ethical conduct and respectful workplace behaviour?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

PILLAR 4 — ORGANISATIONAL REFLECTION

Key strengths:

Areas requiring improvement:

Planned actions:

PILLAR 05

MONITORING & CONTINUOUS IMPROVEMENT

1. Data Collection & Reporting

Does the organisation collect relevant workplace data to identify trends and areas requiring attention?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

2. Workplace Monitoring

Are workplace culture and employee experience monitored through appropriate mechanisms?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

3. Regular Audits & Reviews

Does the organisation conduct periodic reviews or audits of relevant policies and workplace practices?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

4. Corrective Action Plans

Does the organisation establish corrective actions when gaps or concerns are identified?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

5. Measurable Progress

Does the organisation use measurable indicators to monitor improvement over time?

☐ 4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A

Details / Evidence:

PILLAR 5 — ORGANISATIONAL REFLECTION

Key strengths:

Areas requiring improvement:

Planned actions:

SECTION E — DOCUMENT & EVIDENCE CHECKLIST

Please indicate which documents are currently available.

Evidence / Document	Available	Under Development	Not Available
Employee Handbook / HR Policies	☐	☐	☐
Code of Conduct	☐	☐	☐
Anti-Harassment / Anti-Bullying Policy	☐	☐	☐
Grievance / Complaint Procedure	☐	☐	☐
Reporting Mechanism	☐	☐	☐
Investigation Procedure	☐	☐	☐
Employee Training Records	☐	☐	☐
Leadership Training Records	☐	☐	☐
Employee Induction Materials	☐	☐	☐
Awareness Campaign Records	☐	☐	☐
Employee Engagement Survey	☐	☐	☐
Workplace Culture Assessment	☐	☐	☐
Relevant Workplace Data / Reports	☐	☐	☐
Previous Audit Reports	☐	☐	☐
Corrective Action Plans	☐	☐	☐
Other Supporting Documents	☐	☐	☐

SECTION F — ORGANISATIONAL STATEMENT

What does a Respectful Workplace mean to your organisation?

Please describe in **maximum 250 words** how your organisation defines and promotes a respectful workplace.

What are the three most important areas your organisation wishes to strengthen?

1. _____
2. _____
3. _____

What initiatives has your organisation already implemented to improve workplace culture?

SECTION G — DECLARATION

I confirm that the information provided in this application and self-assessment is, to the best of my knowledge, accurate and complete.

I understand that:

- Submission of this application does not automatically guarantee certification.
- The information provided may be subject to documentary verification and external evaluation.

- Additional evidence may be requested during the evaluation process.
- The final certification recommendation will be determined through the established assessment and independent review process.
- Certification is subject to meeting the applicable requirements of the Respectful Workplace[®] Audit & Certification framework.

Authorised Representative

Name: _____

Designation: _____

Organisation: _____

Signature: _____

Date: _____

Company Stamp:

SECTION H — APPLICATION FEE & PAYMENT

Application & Certification Processing Fee

The **Respectful Workplace[®] Audit & Certification 2026** application processing fee is:

LKR 250,000 + applicable taxes

The fee includes:

- **Application Processing Fee (non refundable)**
- **Internal Audit & Assessment Process**
- **WIM Orientation & Certification Preparation**
- **TLM UK Certification Process**

Important Note

All organisations that submit a completed application and participate in the assessment process will receive a **Respectful Workplace[®] Submission Certificate** upon completion of the submission and initial process.



Where an organisation does not yet meet the required standards for full certification, the **Submission Certificate will be issued to acknowledge participation in the assessment process.** The organisation may subsequently be required to implement corrective actions or improvements before qualifying for the applicable certification.

The Submission Certificate should not be considered equivalent to the final Respectful Workplace® Certification.

Final certification is subject to the successful completion of the required evaluation, evidence verification and independent review process.

Payment Terms

The application processing fee must be paid **at the time of application submission.**

Applications will be considered complete only upon receipt of the completed application form and the applicable payment.

Payment Details

Account Name: _____

Bank: _____

Branch: _____

Account Number: _____

Bank Code / Branch Code: _____

Payment Reference: _____

Proof of Payment

Please upload or attach the payment confirmation with your application.

Payment Confirmation:

☐ Attached

☐ Uploaded

Payment Date: _____



CONFIDENTIALITY & INFORMATION HANDLING

Your Information Remains Confidential

All information, documents and evidence submitted by an organisation as part of the **Respectful Workplace® Audit & Certification 2026** application and assessment process will be treated as **strictly confidential**.

The information submitted will be accessible only to the authorised **Panel of Judges and designated WIM / DCLK assessment representatives** involved in the evaluation process.

The detailed information and supporting documents provided by the organisation **will not be shared or handed over to any external party**.

Application Confirmation

By submitting this application, the organisation confirms that it has:

- ☐ Completed the organisational self-assessment
- ☐ Provided accurate information to the best of its knowledge
- ☐ Agreed to participate in the Respectful Workplace® evaluation process
- ☐ Agreed to provide supporting evidence when requested
- ☐ By submitting this application, the organisation acknowledges and agrees to the above confidentiality and information-handling process.
- ☐ Understood the application fee and payment terms
- ☐ Made the applicable payment at the time of submission

Authorised Representative

Name: _____

Designation: _____

Organisation: _____

Signature: _____

Date: _____



IMPORTANT NOTICE

Please ensure that your completed application includes **all relevant supporting evidence, documents, policies and other required information** to facilitate the assessment process.

Completed applications and supporting documents must be submitted by **20 October 2026** to:

 wimadminglobal@gmail.com

For inquiries and further information, please contact:

 **077 748 1990**

 **077 730 2503**

 **077 738 6333**

Please ensure your application is complete and submitted before the closing date.



FOR OFFICIAL USE ONLY

Application Received Date: _____

Application Reference No.: _____

Orientation Completed: ☐ Yes ☐ No

Self-Assessment Received: ☐ Yes ☐ No

External Evaluation Date: _____

Evaluator: _____

Independent Panel Review Date: _____

Recommended Certification Level: _____

Final Decision:

- ☐ Certified
- ☐ Certification Subject to Corrective Action
- ☐ Further Evidence Required
- ☐ Not Certified

Certification No.: _____

TLM UK Listing: ☐ Completed ☐ Pending

Auditor / Panel Remarks:
