

## GLOBAL DUTY OF CARE AWARDS

### Awards Entry Form

Please refer to the Terms and Conditions of entry on page 6 of this form before submitting your entry.

### SECTION 1 – PERSONAL DETAILS

Contact details: Please enter the details of the person who will be responsible for the awards entry.

TITLE:      Mr       Mrs       Miss       Dr       Prof.       Other

Surname / Family name:	
First name:	
Employer name:	
Job title:	
Email:	
Sector:	
Website address:	
Address (line 1):	
Address (line 2):	
Postcode:	
Town/ State:	
Country:	
Telephone:	

### SECTION 2 – AWARDS CATEGORY

Please tick ✓ one box for the category you are entering. Organisations may submit applications in up to two categories. Each application must be on a separate Entry Form.

AWARD CATEGORY	DEFINITION	SELECT ONLY ONE CATEGORY (✓)
<b>Innovation</b>	This award recognises new and novel approaches to identifying, managing and mitigating risk, including through utilisation of advancements in technology.	<input type="checkbox"/>
<b>Thought Leadership</b>	This award recognises the creation, understanding and application of leading edge thinking to mitigate risk, including that which is generated through formal research.	<input type="checkbox"/>
<b>Resilient Care</b>	This award recognises the developing and strengthening of organisational robustness in the face of risk in extreme workplaces, high-risk activities or work areas – such as within designated war zones and remote worksites, in a way that demonstrates good Corporate Social Responsibility.	<input type="checkbox"/>
<b>Communication</b>	This award recognises the creation, promotion and communication of effective risk prevention messages to identified stakeholders.	<input type="checkbox"/>
<b>Partnership</b>	This award recognises the power of collaboration and reflects partnership working to mitigate risk, for example between a commercial organisation and an institution.	<input type="checkbox"/>

**SECTION 3 – ENTRY INFORMATION**

Please complete the information below.

<b>Entry title/ Project name:</b>	
<b>Area / Region of delivery</b> (e.g. Global, Europe, Asia, Americas, etc.)	

**Part 1 - Executive Summary**  
 (High-level description of your project, campaign initiative or programme. Maximum 100 words.)

**Part 2 – Description of project, campaign, initiative or programme.**  
 (Refer to the definition of each category and explain how your project has helped fulfil your organisation’s Duty of Care responsibilities to ensure the health and safety of employees, travellers or workers abroad.)  
 Consider:

- How you gained leadership commitment to the project and engaged stakeholders?
- What processes, systems or methodology did you set up as it relates to your category?
- What challenges (e.g. culture, geography, etc.) you encountered? Maximum 750 words.

*Part 2 – Description of project, campaign, initiative or programme continued.*

A large, empty rectangular area with a light green background, intended for the description of the project, campaign, initiative, or programme.

<b>Part 3 – Specific criteria</b>	
Each entry should provide an answer to the following questions:	
<p>A. What is the organisational vision or aspiration with regards to Duty of Care?</p> <p>Does this go beyond what is currently required under law? How?</p> <p><i>Maximum 100 words.</i></p>	
<p>B. What challenge does this project address?</p> <p><i>Maximum 100 words.</i></p>	
<p>C. What benefits has this project brought to the organisation?</p> <p><i>Maximum 100 words.</i></p>	
<p>D. What are the longer term impacts and lessons learned for your organisation as a result of this project?</p> <p><i>Maximum 100 words.</i></p>	
<p>E. How was success measured?</p> <p><i>Maximum 100 words.</i></p>	

<p><b>Part 4 – Supporting Documents</b></p> <p>You may include up to two supporting documents up to 10 MB in total to further support your entry.</p> <p>Each supporting document may be up to 10 pages. Supporting documents beyond this limit will not be considered. Video clips and photographs are permitted. Email to <a href="mailto:info@internationalsosfoundation.org">info@internationalsosfoundation.org</a>.</p>	
<p><b>Document 1</b></p> <p>(Provide title and description)</p>	
<p><b>Document 2</b></p> <p>(Provide title and description)</p>	

<p><b>Part 5 – Company Logo</b></p> <p>Email your company logo to <a href="mailto:info@internationalsosfoundation.org">info@internationalsosfoundation.org</a>.</p> <p>(High resolution JPG format)</p>	<p><b>Tick (✓)</b></p> <p><input type="checkbox"/></p>
---	--

<p><b>Part 6 – Declaration</b></p> <p>I declare that all information given on this Entry Form is factually correct.</p>	
Name	Date
Signature	Date

**AWARDS TIMETABLE:**

- **Monday, January 25, 2016:** Entries open
- **Monday, April 11, 2016:** Entries close
- **Monday, April 25, 2016:** Shortlist announced
- **Thursday, June 16, 2016:** Winners announced at our gala dinner in Hong Kong

## TERMS AND CONDITIONS

The International SOS Foundation's Duty of Care awards are free to enter.

### 1. Definitions

*Applicant* – any organisation that submits a formal *Entry* in pursuit of a *Duty of Care Award*, as defined within this document.

*Entry* – a formal, written submission made by the Applicant, on the appropriate Entry forms, and in accordance with the *Terms and Conditions* of submission.

*Awards* – the *Duty of Care Awards*

*Jury / Judging Panel* – a group of individuals, appointed by, but independent of International SOS and the International SOS Foundation, to evaluate entries, shortlist submissions, and select *Award* winners.

*Finalist / Nominee* – Any *Entry* that is shortlisted by the *Jury*.

*Owner of the Awards* – International SOS Foundation.

*Terms and Conditions* – Pages 6 - 8 of this document.

### 2. Objective of the Duty of Care Awards

The Global Duty of Care Awards recognise and honour organisations and individuals with a proactive approach to travel risk management. The awards recognise those who design, implement and improve processes and systems that mitigate travel, health and security risks and contribute to effectively protecting workers overseas.

### 3. Award Categories

There are five categories of *Awards*:

i) **Innovation** – recognising new and novel approaches to identifying, managing and mitigating risk, including through utilisation of advancements in technology.

ii) **Thought Leadership** – the creation, understanding and entry of leading edge thinking to mitigate risk, including that which is generated through formal research.

iii) **Resilient Care** – developing and strengthening organisational robustness in the face of risk in extreme workplaces, high-risk activities or work areas – such as within designated war zones, and remote worksites, in a way that demonstrates good Corporate Social Responsibility.

iv) **Communication** – the creation, promotion and communication of effective risk prevention messages to identified stakeholders.

v) **Partnership** – recognising the power of collaboration, this category will reflect partnership working to mitigate risk, for example between a commercial organisation and an institution.

### 4. Call for Entries

A Call for *Entries* to the *Duty of Care Awards* shall commence on Monday 25<sup>th</sup> January 2016 and will be announced in one or more relevant leading publications, online through the *Awards* website, using social media, and through direct communications with potential *Applicants*. A period of not less than two months will follow the *Call for Entries* in order to provide sufficient time for *Applicants* to prepare and submit an *Entry*.

### 5. Participation

An *Applicant* may enter up to two *Awards* categories, providing each submission reflects different initiatives, in line with the *Terms and Conditions* contained in this document.

Where an *Entry* is duplicated and submitted for more than one category, it shall only be considered for the first category in which it was received.

The *Jury* has the right to reclassify *Entries* from one category to another at its discretion.

### 6. Eligibility

The *Duty of Care Awards* are open to all companies, institutions, non-government organisations as well as the government sector. The *Awards* are global in nature and open to all organisations whether operating in the Americas, Europe, Africa & Middle East and Asia-Pacific.

Each *Entry* should cover one site, business unit, or organization, except in the category *Partnership* where collaboration between two or more organizations or business units is expected.

The initiative, activity, project or programme of work described within the *Entry* should have been implemented or operated within the period 1<sup>st</sup> January 2014 – 31<sup>st</sup> December 2015.

From 1<sup>st</sup> January 2015 until submission of the *Entry*, *Applicants* must not have suffered any work-related fatalities; been subject to any prohibition notice, or received formal notice by a regulatory body to cease any or certain work activities; or have been the subject of any convictions with regard to health and safety at work. In addition, there must be no ongoing criminal investigations or prosecutions pending in relation to the site, business unit or organisation submitting the *Entry*.

The *Jury* holds the right to disqualify any *Entry* which does not meet the eligibility criteria.

The *Jury* and *Owner of the Awards* retain the right to modify the eligibility criteria from time to time, with retrospective effect.

### **7. Receipt of Entries**

Participation in the *Awards* will constitute acceptance of the *Terms and Conditions* contained within this document.

A person submitting the *Entry* on behalf of any other person or entity warrants that such other person or entity has provided its approval for such submission and the use of any relevant materials as provided herein.

All *Entries* must be submitted in the English language.

*Entries* must be received by midnight GMT on Monday 11<sup>th</sup> April 2016. *Entries* received after this date may not be considered.

Any *Entry* that is deemed by the *Jury* to be incomplete, incomprehensible, or received in any other format than the official *Entry* form may be disqualified.

Should it be found that information submitted within an *Entry* is incorrect, inaccurate or misleading the *Entry* will be removed from the *Awards* application process. The *Jury* has the right to request further information, evidence or data to supplement or confirm submissions made during the application process. Where such a request is made and the *Applicant* does not provide further details, the *Entry* may be disqualified.

*Applicants* should not make any attempts to personally contact any members of the *Jury* with reference to their involvement with the judging process. This will be viewed as an attempt to influence their impartiality and is not deemed as appropriate by the *Jury* or the *Owners of the Awards*.

### **8. Entry assessment**

*Entries* received will be collated according to each *Award* category for assessment by the *Jury*.

The *Jury* will assess all *Entries* received and nominate up to five Finalists per category.

One Winner per category will be selected. The *Jury* may decide to not award a Winner in any category.

The *Jury's* decision is final and binding on all *Applicants*.

### **9. Confidentiality**

As the purpose of the Duty of Care Awards is to promote and propagate best practices regarding the subject matter of the awards, information submitted by an *Applicant* will be used for (i) the purposes of assessing the entries and (ii) placing information regarding the winning, runner up and other *Entries* on the Foundation's website.

The International SOS Foundation shall notify the *Applicant* of its intention to post any specific materials provided by the *Applicant* on its web site, and in the event that the *Applicant* requests that certain information therein be withheld or redacted, such request shall be addressed in good faith by the parties, if necessary by de-identifying such materials or as otherwise agreed. Subject to the provisions of this document, ownership of the materials submitted by *Applicants* shall remain with the *Applicant*.

The International SOS Foundation may also repurpose entry materials submitted by *Applicants* for case study usage or educational purposes, provided that in such event, (a) the International SOS Foundation will give the *Applicant* prior notice, and allow the *Applicant* an opportunity to comment on such materials, and (b) attribute relevant materials to the *Applicant(s)* who have submitted the same.

### **10. General**

Participation in these awards is considered as acceptance of the *Terms and Conditions* contained within this document.

*Applicants* to the *Duty of Care Awards* understand and agree that application to the awards does not entitle them to a prize or any other form of consideration.

The decisions of the *Jury* are final and binding on all *Applicants* and *Nominees*.

*Award* Nominees and Winners may state in advertising and promotional material that they have won or have been shortlisted, but they must state the year of the Award.

#### **11. Consent**

An *Entry* constitutes the Applicants consent to the International SOS Foundation using the name of the Applicant Company and each individual referenced in the *Entry* in conjunction with the Foundation's activities, and to use the materials submitted as outlined herein.