



APPLICATION FOR THE 2019 CORPORATE SOCIAL RESPONSIBILITY AWARD

Corporate Social Responsibility (CSR) is demonstrated through the discretionary activities undertaken by a company to operate in an economically, socially and environmentally sustainable manner. More than charitable support and waste reduction programs, at its best it is embedded in the company through a number of elements: governance, measurement, transparency, employee experience, community engagement, environmental stewardship, supply chain management, and charitable donations & sponsorships. This year, London Chamber of Commerce and Pillar Nonprofit Network are pleased to partner again for the CSR Award.

ELIGIBILITY CRITERIA

To be eligible, the nominated business must have been operating for at least 2 years, in the London area. Non-profit organizations are not eligible. Businesses who have received this award in the last 10 years (in the same category), Business Achievement Award Sponsors or companies, which employ members of the Business Achievement Award Task Force are not eligible.

A business may be an awards finalist a maximum of twice per five year period. There is no limit to how often a company may stand for nomination if they have not been named a finalist.

NOMINATION PROCESS

1. **NOMINATION DEADLINE:** The Nominees to go online and submit their full nomination package by **Friday, November 30, 2018 by 12:00 noon.**

Please Note: If you have been nominated in more than more award category, you may only stand for one award.

2. **JUDGING:** All applications will be reviewed early December and evaluated by a team of judges from a cross-section of local business organizations. Scores are awarded for each of the criteria, and the individual judges' scores are averaged. The two top ranked companies will be considered finalists and will be visited by the team of judges in early January.

Please note that the London Chamber of Commerce is strongly committed to protecting the confidential nature of all information included in the nomination package, scoring process and information shared during the site tours.

3. **FINALIST ANNOUNCEMENT:** All nominees will be informed of their nomination status mid December 2018. The BAA nominees that make it through to the finalist stage will be required to participate in all media coverage of the awards and attend the finalist presentation scheduled in early February.
4. **AWARD RECIPIENT ANNOUNCEMENT:** The final recipients in each category will be announced at the Business Awards Gala on Wednesday March 20th, 2019.
5. *Please see Step #5 for the listing of key dates.*

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STEP 1 TELL US ABOUT YOURSELF

BASIC INFORMATION

Company Name: _____

Street Address: _____

Mailing Address: _____

Postal Code: _____

Telephone: _____ Fax: _____

Website: _____

CEO/President: Name: _____ Title: _____

Email: _____

Contact Person: Name: _____ Title: _____

Email: _____

General Information:

Year Founded: _____

Number of employees*: _____

***Full Time Equivalent Employees:** for each Part Time employee, divide their regular weekly hours by the 'normal' full time weekly hours (e.g. 37.5 hours or 40 hours); the amounts calculated for each Part Time employee are totaled and then added to the number of Full Time employees to provide the Total Headcount.

Please attach this page to the front of your application.

STEP 2

TELL US ABOUT YOUR BUSINESS ACHIEVEMENTS

Prepare an application to the London Chamber of Commerce that tells us how your company meets the awards criteria and gives an overview of the nature and scope of your company's achievements. **Be as brief as possible. Point form is encouraged.** Each criterion is described below.

** Note: If you have offices outside the London area, please answer the questions below based on what your business is doing here in the London community.*

1. Governance & Transparency

What CSR goals or priorities have you set as an organization? What considerations did you put into defining these CSR goals and/or priorities? How do you communicate these goals and results to your external and internal stakeholders?

2. Measurement

How does your company measure CSR results? Does it attempt to measure the impact of its efforts? Does your CSR plan change over time in response to your measurements of impact?

3. Employee Experience

Please describe what people-focused policies, procedures, programs and initiatives you have initiated to help enhance your employee experience. Examples might include: formalized policies and governance structures; coaching; professional development; work-life flexibility initiatives; diversity and inclusion agenda; employee health, safety and wellness; or reward and recognition programs.

4. Staff Community Engagement

Please describe the ways you engage your employees in CSR efforts through volunteer and community engagement.

5. Environmental Stewardship

Describe how your company creates value for its business and society by respecting the environment and reducing its environmental impact. Please describe any environmental policies, energy and carbon reduction strategies, environmental building certifications, or ways in which you're engaging your employees and the marketplace in environmental awareness activities.

6. Supply Chain Management

In what ways does the organization support or consider local vendors, the environment, or the community, in its supply chain management decisions?

7. Charitable Donations & Sponsorships

Do you have a formal giving plan in place? Does it include areas of focus and the value of resources to be dedicated to each? This plan can include community grants, sponsorships and gifts in kind given to registered charities or nonprofits.

PLEASE NOTE: (Step 2) of the application is to be no longer than 12 pages. Any pages over this amount will not be viewed by the judges.

Additional Judging Criteria for Site Tours (Finalists only)

8. Presentation: Each finalist will be judged on their site tour in the following areas:

A) Time Management B) Quality of Presentation C) Quality of Q & A
Please refer to the site tour guidelines in Step #6

9. Evidence of Fiscal Responsibility

Please provide profitability ratios from the latest financial statements eg, current ratio, debt to equity ratio, inventory turnover (if applicable) and average day's collections.

STEP 3 PROVIDE DOCUMENTATION

BUSINESS PROFILE:

Please provide a 200 word business profile of your company.

Do not include promotional CD's or videos as the judges will not have an opportunity to view them.

LETTER OF AGREEMENT:

The president or principal of the company or their designate is required to sign a release statement enabling that if your company is selected as an award finalist, you will participate in any activities leading up to the awards gala, attend the ceremony on March 20th, and participate in the media coverage generated around it. See Step #7 for an example.

COMPANY LOGO:

As part of the program, The London Chamber of Commerce produces a video profiling the finalists, as well as written profiles for the award night using information provided by the nominees. We require an electronic copy of your **logo** in both **EPS** and **JPG** formats.

TESTIMONIAL: Provide at least one testimonial from a local community organization.

STEP 4 SUBMIT YOUR APPLICATION

Upload an electronic copy of your complete application to <http://lcoocbaa.ca>
Forward company logos to julia@londonchamber.com.

Or drop off an electronic copy at: London Chamber of Commerce
101-244 Pall Mall Street
London, Ontario N6A 5P6

STEP 5 KEY DATES FOR FINALISTS

If your company is chosen as a finalist, please keep the following dates open:

- Site Tours: Monday January 14, 2019 (site time will be advised mid December)
- Finalist Presentation: Thursday February 7, 2019 (4pm to 6pm)
- Business Achievement Awards Gala: Wednesday March 20, 2019

APPLICATION DEADLINE IS FRIDAY NOVEMBER 30, 2018 AT 12 NOON.

STEP 6 GUIDELINES FOR NOMINEES' SITE VISIT

These guidelines are for the two companies that the judges have chosen as a finalist. For the next stage, the judges will be arranging site tours and the following points will help guide you in planning for the visit.

- There will be 5 judges attending. **Each visit will be exactly 90 minutes.** If, for any reason the team gets behind schedule and will be more than a few minutes late in arriving, they will call to let you know. You will still have your full 90 minutes.
- The judges want to see your company as it is on a "normal" day. If you have other off-site facilities, you may wish to use photographs, or a short video. A suggested agenda would be to first present an overview of the business and key points from the submission, followed by a tour of your facility, then closing questions and wrap-up. This of course is variable depending on the size of the facility to be toured. It is suggested that you involve the person who worked on the submission, and other key staff/management. The judges would also like the option for impromptu stops during the site tour to ask questions of your employees.
- The judges will have reviewed the submission, but everyone starts with a zero score. You will be scored on each of the same criteria during the visit. ***This is an important point in that the overall winner will be the business who does the best job of convincing the judges they are most deserving during their 1 1/2 hour visit.***
- If your company is part of a large corporation, please highlight **local** initiatives rather than corporate initiatives. This is a local competition and the judges will be looking for this distinction.
- Plan with your team ahead of time what you will cover in the visit, and make sure everyone "knows their stuff". The judges will be asking questions.
- *We will also be doing some filming for the video presentations to be used at the banquet. Wizards of Video will be calling to make arrangements with you. Our producers will write a script based on the submission. There is no need to prepare for a speaking opportunity on the video – it is all done in a voice-over.*

These are basic guidelines. Each business is different, some do not have a lot to show – small offices, and others may have additional facilities, where it can be difficult to show everything!!

If you have any questions, please contact Andre Vashist at socialfinance@pillarnonprofit.ca

STEP 7 SAMPLE LETTER OF AGREEMENT

On company letterhead with logo & full address

Date

The London Chamber of Commerce
Business Achievement Awards Committee
101-244 Pall Mall Street
London, ON
N6A 5P6

Dear Business Achievement Awards Committee Members:

It is our pleasure to submit this application for the London Chamber of Commerce's Excellence in Human Resources Award.

Please accept this letter as our agreement that we will participate in any activities leading up to the awards gala & also attend will the awards ceremony in March should our company be selected as a finalist. Furthermore, we agree to allow the London Chamber of Commerce to provide the media with our company contact information.

Sincerely,

Signature

Title