



The Responsible Business Awards 2019

Terms and Conditions of Entry

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1. Eligibility

General

- a. The Responsible Business Awards 2019 are open to Business in the Community (BITC) member organisations and private sector companies, firms, LLPs or partnerships.

By “private sector” we mean companies that make a profit through the provision of goods or services. The awards are **not open to voluntary sector organisations or public-sector bodies**, unless you are a BITC member.

- b. Entries are welcome from small, medium and large businesses. Individual business units of larger organisations are also eligible so long as the name and content of the entry reflects the business unit and not the parent organisation.
- c. Individual categories will stipulate in the eligibility section whether the focus is on UK impact or international impact.

Primary Purpose

- d. Activities described in the entry should go above and beyond any legal/statutory/regulatory requirements placed upon the business/organisation.

Previous winners

- e. The overall Winner in a category from the previous year is not permitted to submit an entry to the same or equivalent category in the Responsible Business Awards in the following year.

For example, if a company was a Winner in 2018 they will not be able to submit a new entry to the same category in 2019. However, during this period, previous winners are strongly encouraged to enter other unrelated categories. Highly Commended, Finalists and previously shortlisted entries can submit full entries in the following year.

Sponsor Companies

- f. Companies sponsoring the awards are eligible to enter any category **except** the one they are sponsoring.

BITC's Responsible Business of the Year Award (RBOY)

- g. Only BITC member companies are eligible to enter the BITC's Responsible Business of the Year Award (RBOY).





2. Submitting Entries

All entries must be submitted through the Eventsforce platform BITC are using to manage submissions. This can be accessed via the BITC website at www.bitc.org.uk/awards

Deadline

- a. The deadline for entries is 17:00 GMT on Friday 08 February 2019 for all categories.
- b. BITC will not accept entries after the deadline. Any entries received after the deadline will not be processed.
- c. If there are any technical issues with the awards platform that prevent applicants from submitting an entry, BITC will extend the deadline for a discretionary period.

Support

- d. Telephone and email support is available 09:00 to 17:00 GMT Monday to Friday. Please contact the Awards team at awards@bitc.org.uk.

Submission criteria

- e. BITC will only recognise entries submitted through our Awards Eventsforce portal.
- f. Entries submitted via email, as a word or pdf-document will not be accepted.
- g. Entries that do not comply with the requirements stipulated on each category page may be disqualified. BITC will check each submission is following the eligibility criteria. All entries must include a statement from the CEO or equivalent. You will be asked to tick a box to confirm senior leadership approval as part of the submission process.
- h. All entries must include a high-resolution version of the company logo (eps / png-file) and 2-3 high-resolution images supporting the entry.
- i. All entrants agree that non-confidential and non-commercially sensitive elements of their submission will be used as examples in BITC marketing collateral including website and social channels to showcase and celebrate examples of responsible business. Entrants who wish to specify elements of their submission, which is commercially sensitive, should contact awards@bitc.org.uk as per clause 2.d.





3. Multiple Entries

Companies may enter more than one category. It is also possible for a company to submit multiple entries for a single category, provided the entries are distinct and separate programmes.

BITC recommend combining separate programmes into a single entry to present a more holistic demonstration of the company's responsible business approach where appropriate.

4. Lost Entries

You will receive an automated email confirming that your entry has been successfully submitted. Please note, this is not confirmation your entry has been accepted for assessment.

- a. If you do not receive an automated email (please check your junk mail inbox), your entry may not have been submitted successfully. Please contact the awards team at awards@bitc.org.uk.

Your entry will have automatically passed onto the assessment stage if you receive the automated email AND do not hear from us within 10 working days of the deadline.

- b. BITC does not take responsibility for entries that are incomplete, lost, delayed, or not submitted for reasons beyond our control.

5. Supporting Image File Limits

- a. Submissions can be, and are recommended to be accompanied by visual content, i.e. images, graphs, or charts.
- b. Total files uploaded including your entry must not exceed 30MB. BITC reserves the right to only process content below the maximum file size for assessment.
- c. BITC recommend limiting the number of images used to directly support the text in the entry.





6. Case Studies

- a. By submitting your entry, you confirm you have the authority and permission to provide personal data, photos and images of third parties used in your submission, and for the use of these materials by BITC in our publications, website, email and social media channels.
- b. If you are successful in reaching the Awards Finalist stage, we will publish a short summary of your programme with your company logo and supporting image on BITC website, in April 2019. We will use the information provided in your submission and may contact you to request additional images / video footage.

7. Word Count

- a. Entries must not exceed the maximum word count stipulated in the entry form.
- b. The word count applies to every/all words in the assessed section of the application form. If you are including images or graphics in your entry form, we recommend keeping wording to a minimum, to allow explanation of these.
- c. BITC will not accept uploaded additional word/PDF documents that increase the written content/word count.

8. Disclosure

BITC is committed to sharing good practice amongst its network of members. If you are selected as a Finalist, your case study may be used by BITC as an example to support our campaigns and programmes.

- a. The information gathered through your submission may be used by our campaign teams and Corporate Advisers and Diversity Advisers to share best practice amongst our member companies. The security of information you submit as part of the awards entry process is our highest priority. Information you do not want to share electronically as part of your submission can be provided to BITC for print ahead of the assessment.
- b. BITC is committed to comply with the highest standards of data security and compliance and we will adhere to the new regulations of the GDPR (General Data Protection Regulation). We take responsibility for protection of your personal data





seriously and will take care in use and handling of your personal data. See Data Policy (section 13)

Confidentiality agreements and access to your information

- c. All assessors and judges sign a confidentiality agreement with BITC in which they agree not to use or disclose any information that they are privy to in their role as an assessor or judge for BITC for their private or commercial gain. All information you provide as part of the online entry process for the Responsible Business Awards 2019 is treated with the strictest confidence and only those individuals external to BITC who are assessing and judging your entry will have access to it for the purposes of their role as an assessor or judge. By submitting an entry, you confirm that the information contained within your submission is a true reflection of your programme/initiative. You also give consent that BITC has a royalty-free license to copy, edit, display and publish the material contained within the entry form.
- d. BITC does not accept any responsibility to any third parties in relation to permissions not sought or received or evidenced by companies entering the awards and providing photos or images of third parties within their submission.

9. Chief Executive or Equivalent Sign off

When submitting your entry form, you will be asked to tick a box to confirm you are authorised to act on behalf of your organisation and its Chief Executive (or equivalent), and the information submitted is a true reflection of your business' programme/initiative, and performance.

10. Assessment of the Entries

The Responsible Business Awards are assessed in a two-stage process.

Stage 1

- a. The first assessment stage will be conducted by a panel of assessors where all entries will be reviewed against the assessment criteria, as outlined in the category Guidance document.
- b. Following the review, the panel of assessors will determine which entries will be a "Finalist" and which are "Unsuccessful".
- c. The Finalists will be invited to present their entry to the panel of judges on either 27, 28 or 29 March 2019.





Stage 2

- d. The judges (up to 5 CEO's/Board level and practitioner level experts) are responsible for deciding which "Finalist" is selected as the overall "Winner" of each category.
- e. The judges can also award a "Highly Commended" and decide if they want to select a small business Winner.

11. Feedback

- a. Top line feedback on the entry will be available to all BITC member companies upon request. The feedback will be available from w/c 11 March 2019.
- b. BITC member companies should contact their Corporate Adviser or Diversity Adviser to obtain and discuss the feedback.
- c. BITC is unable to commit to providing feedback to all entrants that are not members of BITC.

12. Results

All eligible entries will receive a confidential email following the assessment process with the results of their entry w/c 04 March 2019. The Finalists will be informed of the result at BITC's annual celebration event on 9 July 2019. The results will be one of the following:

- Unsuccessful
- Finalist
- Highly Commended
- Winner

1. **Unsuccessful:** Entries that have not scored highly enough in the assessment process will be unsuccessful in obtaining an award accolade this year. BITC Corporate Advisers or Diversity Adviser will be able to discuss the feedback for member organisations.
2. **The Finalists:** Finalist will be selected from the top- scoring entries in the assessment process for each category. Up to 5 Finalists will be selected in each category. These businesses will have demonstrated an excellent example of positive impact to society parallel to a significant business benefit, which will ensure





longevity of the initiative. Management processes, sector leadership, impact measurement and stakeholder engagement, will be exemplary. Finalists will be invited to attend the Judging stage (27, 28 or 29 March 2019) to deliver a presentation followed by a Q&A session with the panel of judges. A full brief will be provided prior to the judging days to make travel arrangements and prepare the presentation. Finalists will be announced publically in w/c 29 April 2019. We provide the Finalists with the Finalist logo.

- 3. Highly Commended:** The “Highly Commended” will be selected from the Finalists in each category as a stand out example of excellence, leadership and inspiration of a programme/initiative.
- 4. The Winner:** The highest achievement within each category, Winners will be selected based on exceptional leadership and inspiration, not only for the depth or breadth of their impact on society/environment, but how this is embedded into the heart of their business and beyond. The Winner of the category will be decided by the judging panel at the end of the judging day and announced at BITC’s annual celebration event on 9 July 2019 at a venue in central London. We provide the Winner with communication support; the Winner logo, and other opportunities exclusively open to winners.

13. Data Policy

Our data policy applies to all information you provide about yourself to us via the systems used to manage the awards process, including the entry form.

Collection and Use of Personal Data

During your interaction with us, we collect personal details such as your name, address, email address, and details of your interests to provide you with information or reply to your queries.

We will use personal data collected to:

1. contact you about a submission or content you have provided;
2. provide support to administer your account;
3. send you marketing communications about activities, promotions or events related to the Responsible Business Awards and we feel may be of interest or use to you;





4. analyse your use of our websites, systems and response to our communications to improve the services we offer, including personalising our communications with you.

Sharing Personal Data

We do not sell personal data to third parties. However, we may release personal data if we acquire any new businesses and/or sell or transfer all or part of our business.

For further information on Privacy, please visit [BITC website](#).

Your Rights and Responsibilities

- a. You have the right to access the personal data which we hold about you and to have any errors corrected. It is your responsibility to ensure that we have correct contact information. This will enable us to provide you with the best service possible.
- b. If at any time you wish your personal data to be completely removed from all our systems, or if you just want to update any personal data we have about you, please send an email to Lesley.Wolfenden@bitc.org.uk or write to us at 137 Shepherdess Walk London N1 7RQ marking your letter FAO: Data Protection Officer.

14. Other Terms and Conditions

- a. The Responsible Business Awards are **free to enter** (*exception is the Gender Equality Award 2019*). BITC accepts no responsibility for any costs associated with entering the awards, including attendance of the judging day or awards events.
- b. BITC accepts no responsibility for any damage, loss, liabilities, injury, disappointment incurred or suffered by you as a result of entering the awards or accepting the prize. BITC further disclaims liability for any injury or damage to your or any other person's computer relating to or resulting from participation in or downloading any materials in connection with the awards.
- c. BITC is under no obligation to publish or exhibit any entry.
- d. In consideration of BITC agreeing to consider their entry, each entrant:
 - Grants BITC a royalty-free licence to copy, edit, display, publish, broadcast and make available their entry in any format in connection with the Awards or promotion of the Awards (including at www.bitc.org.uk as necessary);
 - Agrees that BITC may publish their company name, programme/initiative name, CEO name and other information in connection with BITC's use of the entry;





- Warrants that the work submitted with their entry is their own or the relevant team's original work, that it is not defamatory and that it shall not infringe any third-party rights including, without limitation, privacy or data protection;
 - Agrees that BITC may grant to its partners and/or associated companies a sub-licence of the rights licensed to BITC under these terms and conditions on such terms as BITC shall agree in its sole discretion.
- e. BITC reserves the right at any time to modify or discontinue the awards or any feature thereof with or without prior notice in the case of anticipated, suspected, or actual fraud.

Complaints Procedure

- f. Any complaints regarding the Responsible Business Awards can be made directly to BITC's Awards Manager by emailing awards@bitc.org.uk.

Appeal Process

- g. Appeals, in conjunction with grounds outlining the reasons for appeal, must be sent to BITC's Awards Manager awards@bitc.org.uk within 5 working days of receipt of any awards result.

An internal BITC panel comprising of senior colleagues and relevant category experts will consider the appeal. The appeal panel will inform you of their decision within 15 working days after receipt of your appeal.

There is no guarantee that the original result will change, and the decision of the Business in the Community appeal panel is final.

- h. The awards and these terms and conditions shall be governed by English law.

15. Awards Team Contact Details

Email: awards@bitc.org.uk

Phone: +44 (0) 20 7566 8668

05 November 2018

