



The Wales Responsible Business Awards 2020

Terms and Conditions of Entry

1. Eligibility

General

- a. The Wales Responsible Business Awards 2020 (“the Awards”) 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 private sector 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. These terms and conditions should be read in conjunction with the Guidance Notes for the Awards which can be found on our website (“Guidance Notes”).
- d. Individual categories will stipulate whether the focus is on Wales, UK or international impact in the eligibility section of the Guidance Notes.

Primary Purpose

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

Previous winners

- f. 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 Awards in the following year. However, 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

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





2. Submitting Entries

All entries must be submitted through the online platform BITC is using to manage submissions ("Awards Portal"). This can be accessed via the BITC website at www.bitc.org.uk/responsible-business-awards-wales-2020

Deadline

- a. The deadline for entries and other key dates relating to the Awards are provided in the Guidance Notes.
- b. If there are any technical issues with the Awards Portal that prevent applicants from submitting an entry, BITC will extend the deadline for a discretionary period.

Support

- c. Telephone and email support is available, during normal business hours, from the BITC Cymru team at wales.events&comms@bitc.org.uk or 029 2078 0050

Submission criteria

- d. BITC will only recognise entries submitted through the Awards Portal and entries submitted via email, as a word or pdf-document will not be accepted (save in exceptional circumstances agreed with BITC)
- e. Entries that do not comply with the requirements stipulated (for the relevant category(ies)) in the Guidance Notes may be disqualified.
- f. 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.
- g. All entries must include a high-resolution (above 2MB) version of the company logo (eps, png, .ai or svgfile) and 2-3 high-resolution images (above 2MB) supporting the entry.
- h. 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.
- i. Submissions can be, and are recommended to be accompanied by visual content, i.e. images, graphs, or charts:





- Total files uploaded including the entry must not exceed 30MB. BITC reserves the right to only process content below the maximum file size for assessment.
- At the end of the awards questions there is a file upload option. You can upload multiple supporting files if the documents are compressed into a zip. file before uploading. Please refer to Guidance Notes for instructions on how to do this specifically for the Awards Portal.
- BITC recommend limiting the number of images used to directly support the text in the entry.

Word Count

- j. Entries must not exceed the maximum word count stipulated in the entry form.
- k. 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.
- l. BITC will not accept uploaded additional word/PDF documents that increase the written content/word count.





Submission confirmation

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

- m. If you do not receive an automated email within two hours of submitting your entry (please check your junk mail inbox), your entry may not have been submitted successfully. Please contact the awards team within one business day (Monday to Friday 9am-5pm) of submission at wales/events&comms@bitc.org.uk
- n. BITC does not take responsibility for entries that do not progress to the assessment stage due to being incomplete, lost, delayed, or not properly submitted.

3. Information provided by you

By submitting your entry, you

- a. Confirm you have the authority and permission to provide all the material, including case studies, personal data, logos and information about your organisation used in your submission ("Material(s)"), and for the use of these Materials by BITC in our publications, website, email and social media channels in accordance with the Guidance Notes. Entrants who wish to specify elements of their submission as sensitive should contact wales.events&comms@bitc.org.uk
- b. Accept that 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; and
- c. We may edit the information you supply including the case study for the purposes of word count and consistency for publication without prior approval.

Confidentiality agreements and access to your information

- d. All assessors and judges are not permitted to use or disclose any information to which they are privy to in their role as an assessor or judge. All information you provide as part of the online entry process for the Awards is treated with the strictest confidence and only those individuals 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.

- e. BITC shall be entitled to use the Materials as set out in the Guidance Notes. It is your sole responsibility to obtain all necessary permissions, licences and consents for Material you provide to BITC. BITC and its partners and sub-licensees shall not be required to obtain any permissions, licences or consents for use of Material and BITC shall have no liability to any party in respect of its use of such Material save in respect of Material specifically identified as sensitive in accordance with these terms and conditions.

4. Assessment of the Entries

The Responsible Business Awards are assessed by senior judges with knowledge and expertise as necessary from BITC members and partners (e.g. Welsh Government, Third Sector). Judges are responsible for deciding the overall winners and the shortlist for each category.

5. Results

Unsuccessful

Entries that have not scored highly enough in the assessment process will be unsuccessful in obtaining an award accolade this year.

Shortlist

Shortlisted companies will be notified shortly before we publicly announce the list. 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

Winner

Winners of the categories will be decided by the judging panel at the end of the judging day and announced at BITC Cymru's annual gala dinner in June. This is 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. We provide the winners with communication support to help them celebrate their success.

6. Information and data protection

By entering the Awards you are required to provide us with personal information. We will only use any personal information you provide to us as per the restrictions set out in our Privacy Policy. Our Privacy Policy can be viewed at <https://www.bitc.org.uk/privacy-and-cookie-policy/>.

- a. Both parties hereby agree to comply with laws or regulations relating to the processing of Personal Data, as applicable to us or to the Award, including, without limitation (and to the extent to which they are in force in the UK);
 - the General Data Protection Regulation (EU) 2016/679 (“GDPR”) and the Data Protection Act 2018;
 - the Privacy and Electronic Communications (EC Directive) Regulations 2003 (and/or any EU Regulation or other law which replaces it); and
 - all other applicable laws and regulations relating to the processing of Personal Data and privacy, including statutory instruments and modifications or replacements of those laws mentioned above.
- b. We may collect specific information about your organisation through the Awards assessment including, but not limited to, your company name, company registration number, location, business sector, turnover, number of employees and information about your business practices. The purpose of collecting the information listed is to assess and judge the merit of your submission as well as gain insight of leading responsible business practices, performance and any barriers to progressing a responsible agenda – at individual corporate as well as sector level. We may disseminate such analysis and insight on an aggregate or anonymised basis, for the purposes of publicising issues relating to responsibility in businesses and to help other organisations become more responsible. By accepting these Terms and Conditions, you agree that we may publish your information in an aggregated or anonymised form in any insights report we may produce and in such other commentary and analysis as is produced by us.

Your Rights and Responsibilities

- c. 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.





- d. 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 data-protection@bitc.org.uk or write to us at 137 Shepherdess Walk London N1 7RQ marking your letter FAO: Data Protection Officer.

7. Other Terms and Conditions

- a. Any costs associated with you entering the Awards and attendance at any Awards events, shall be borne solely by you. Please note that there is no fee attached to submitting an entry.
- b. BITC accepts no responsibility for any damage or loss (direct, indirect, consequential, loss of opportunity or otherwise), of whatever nature, incurred or suffered by you as a result of entering the Awards including accepting any prizes awarded. In addition, submission of entries via the Awards platform is at your risk and BITC does not accept liability for any loss or damage suffered by you as a result of use of the platform.
- c. BITC is under no obligation to publish or exhibit any entry.
- d. Upon entering the Awards, each entrant:
 - Grants BITC a royalty-free, irrevocable licence to copy, edit, display, publish, broadcast and make available their Material (save for that accepted as sensitive by BITC) in any format in connection with the Awards or promotion of the Awards (including at www.bitc.org.uk as necessary) including through a third-party Awards partner;
 - Agrees that BITC may publish their company name, programme/initiative name, CEO name and other information in connection with BITC's use of the Material;
 - Warrants that the Material 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 rights;
 - 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 including, without limitation, in relation to the publication of Material; and





- Warrants they are authorised to act on behalf of their organisation and its Chief Executive (or equivalent), and the information submitted is a true reflection of their business' programme/initiative, policies, activities and performance.
- e. BITC reserves the right at any time to modify or discontinue the awards or any feature thereof with or without prior notice.

Complaints Procedure

- f. Any complaints regarding the Responsible Business Awards can be made initially to BITC Cymru's Awards Manager by emailing wales.events&comms@bitc.org.uk

Governing Law

The Responsible Business Awards are a Business in the Community, 137 Shepherdess Walk, London N1 7RQ initiative and accordingly these terms and conditions shall be governed by English law.

8. Awards Team Contact Details

Email: wales.events&comms@bitc.org.uk

Phone: 029 2078 0050

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