



**ENTRY FORM FOR THE AWARD IN PRIVATE SECTOR ENVIRONMENT, SOCIAL AND GOVERNANCE (ESG) CHAMPION OF THE YEAR 2023**

**Category: Private Sector Social (ESG) champion of the year 2023**

This award recognizes a Business Membership Organization or a Company that through its ESG program has continually promoted and improved the welfare of communities it works in. Only Business Membership Organizations and Corporate companies that have been in existence for more than three years will be eligible for this category.

**NB: Please complete all questions without leaving any spaces giving as much detail as possible. Insert 'N/A' if information is not applicable.**

<b>Organisation name</b>	
<b>Name of contact person</b>	
<b>Position</b>	
<b>Email address</b>	
<b>Phone number</b>	
<b>Address</b>	
<b>Number of full-time-employees</b>	

This entry form has 5 (five) core areas.

- 1) Organisational Profile
- 2) Approach to Governance
- 3) Approach to Environment Sustainability
- 4) Approach to Social Factors
- 5) ESG KPIs and Results

**Submission Requirements**

- For Sections 1 to 5 a maximum of 10 pages is allowed at Calibri font size 10.
- For Section 1, half to a maximum of 1 page is recommended.
- Pictures/graphs/diagrams are encouraged to supplement your response but need to be included as part of the 12-page requirement.

## SECTION 1: ORGANISATION PROFILE

Provide a brief overview of your organization, its purpose, products and services, key stakeholders/key markets, major challenges/opportunities, and size and location of organisation.

## SECTION 2: YOUR GOVERNANCE APPROACH

**Describe why your organisation is a leader in terms of its Governance approach from an Environmental and Social perspective.** You are advised to answer the question using the headings below to formulate your response and only respond to those that are applicable to your organization. The question prompts underneath the headings are designed to guide you in your response. You may either respond to each question individually or write a response that responds to all questions at once.

### Policy and Strategy

- Does your organisation have a Policy on ESG endorsed at the highest level of the organisation?
- Is your organisation's vision and/or mission related to sustainability, or do you have a separate sustainability vision/mission?
- What strategies/actions plans/initiatives does your organisation have related to sustainability (and do these relate to the United Nation's Sustainable Development Goals)?
- How do you integrate ESG considerations and values into core corporate strategy and your business and operations?
- What sustainability policies and commitments does your organisation adhere too and how are these enforced?

### Governance Structure & Risk

- Does your organisation have an officer at a senior management level with overall accountability for ESG?
- Does your governance structure support the leadership of sustainability within your organisation, if so, how?
- Is progress against your sustainability policies and goals closely monitored by top management/board of directors?
- Are ESG-related risks included in risk assessment and internal control mechanisms?
- Has your organisation in the last three years been found in non-compliance with national ESG policies and standards?
- How does your governance system drive ethical behaviour and counter bribery, extortion, fraud and money laundering?

### Reporting Standards

- Do your disclosures / public reports include environmental and social performance results?
- When reporting sustainability performance how do you ensure the principles of balance, transparency, materiality, consistency, quantitative, accuracy, reliability, comparability, and clarity are followed?
- How can your stakeholders be assured that your sustainability reporting is accurate? Are supporting materials and case studies provided to substantiate your initiatives and action plans?
- What independent assurance is provided on your sustainability reporting (e.g. the verification of KPI data)?

### SECTION 3: YOUR ENVIRONMENTAL APPROACH

**Describe why your organisation is a leader in terms of its approach to the Environment.** You are advised to answer the question using the headings below to formulate your response. The question prompts underneath the headings are designed to guide you in your response and only respond to those that are applicable to your organization. You may either respond to each question individually or write a response that responds to all questions at once.

#### Use of Resources

- Can your products be broken down easily into components and recycled through local waste infrastructure and take-back schemes?
- Do you have an environmental management system?
- Do you monitor your use of energy, water and other raw materials?
- Does your service/product design take into account such issues as recycling and repair/reusability?
- How do you protect, conserve, and enhance biodiversity and land use, ecosystems and other natural resources?
- Is sustainability-related innovation prioritized in your product and service design and delivery?
- What efforts have been made to use clean tech, green buildings and renewable energy?
- What systems and processes do you have in place to achieve a sustainable and efficient use of energy, water and other raw materials?

#### Climate Change and Pollution/Waste

- Do you calculate the environmental impact of your operations from a financial perspective?
- Do you monitor and mitigate carbon emissions?
- How do you identify and mitigate significant climate-related issues?
- What steps are undertaken to monitor, manage and mitigate emissions, hazardous and non-hazardous waste, spills and sewage?

#### Supply Chain

- Do you have a sustainable procurement policy?
- Do you monitor and record sustainable procurement purchases?
- Do you work with suppliers to improve the sustainability of the supply chain? (e.g. promoting environmentally-preferable products & services or production technologies & processes, resource-efficient packaging and distribution along your supply chain)
- How do you identify ESG-related risks along your supply chain?
- What approaches do you use along the supply chain to encourage or enforce the sustainable use of resources?
- What processes are in place to examine purchasing decisions on whether they are necessary?

### SECTION 4: YOUR SOCIAL APPROACH

**Describe why your organisation is a leader in terms of its Social approach to sustainability.** You are advised to answer the question using the headings below to formulate your response. The question prompts underneath the headings are designed to guide you in your response and only respond to those that are applicable to your organization. You may either respond to each question individually or write a response that responds to all questions at once.

#### Human Capital

- Are ESG factors taken into consideration when recruiting staff? If so, how?

- Do you actively obtain employee feedback on employment conditions, pay and benefits, job security, disability provisions and equal opportunities?
- Do you have senior management diversity targets and an anti-discrimination policy?
- Do you monitor and record whether you pay your employees at least a living wage?
- Do you support your staff with bonuses, profit sharing and/or ownership opportunities and a pension?
- How do you encourage your staff to be aware of ESG issues and practice these at work and at home?
- What is your organisation's approach to anti-discrimination, diversity, equal opportunities, training and development, and prevention of child and forced labour and does your organisation's approach also extend to your relationships with your suppliers and customers?
- What processes and systems are in place to ensure that your employees act in an ethical manner?

### **Employee Wellbeing**

- Do you encourage healthy eating and physical activity at the workplace and at home?
- Do you have policies, practices and programs that support mental wellbeing, including condemnation of workplace bullying and harassment?
- Do you obtain relevant and timely performance data to monitor and improve the workforce climate?
- How do you create a happy and engaged workforce? How do you provide best practice work conditions and social protections concerning rest periods, family responsibilities, maternity protection and remote working?

### **Health and Safety**

- Are there goals and strategies in place for improving employee safety, and ergonomics?
- Do you record, investigate, and minimize work-related injuries and does your approach on health and safety extend to your suppliers?
- What policies do you have in place to maintain a safe work environment for all employees? (e.g. Health and Safety programme, workplace assessments, and risk assessments)

### **Responsible Operations, Products and Services**

- Are customers fully informed about the ESG status of your products/services and operations?
- Do you ensure accurate, complete, fair and responsible marketing and labelling?
- Have you established management systems on product recall policy and complaint handling to ensure customer welfare?
- How are customers/consumers/your stakeholders influencing your approach to sustainability? And how are you influencing them?
- How do you ensure quality and customer health and safety in the provision of products and/or services?
- How do you protect customer privacy and data security and property rights?
- How is your approach to sustainability affecting your brand image and/or changing product/service demand?
- What systems are in place to ensure that your organization does not work with or invest in other organisations whose policies, actions, advocacy, products or services undermine progress toward sustainability goals?

### **Community Contributions and Development**

- Are environmental, public safety, health and other risks to the community considered as a normal part of your decision-making process?
- Do you identify and monitor your potential negative impacts on the community? (e.g. noise, pollution, environmental and ecological impact issues)
- How do you contribute (time, money and other resources) in the areas of environmental protection, employment opportunities, education, health, culture and heritage, sport and technology development and access?
- How do you engage with local community to understand their needs and concerns with an aim to prevent and solve problems?

- What initiatives have you undertaken to assist other organisations or the community at large in reducing waste, reducing energy or water use, encouraging recycling and reduce emissions?

## SECTION 5: YOUR ESG RESULTS

**What are your Key Performance Indicators for ESG and what results have you achieved? Share results, trends, and performance against comparators for Environmental, Social and Governance KPIs and include any peer reviewed recognition you have received for your sustainability approach** (e.g. enhanced corporate reputation, brand image, changing demands of consumers for sustainable products/services, years of publishing sustainability reports, recognition for sustainability performance, reducing energy and water consumption, reusing waste and packaging materials, reduced emissions, adoption of or investment in renewable energy infrastructure and technology to reduce carbon emissions, costs arising from environmental tax or payments for offsetting carbon emissions, satisfaction of stakeholders (employees, customers, community) with your organisation’s sustainability approach, diversity measures, work related injuries, technological advancements/innovations for sustainability).

### Governance Results

### Environment Results

### Social Results

### Terms and conditions

1. The comments made on your application form and any supporting evidence should be accurate to the best of your knowledge.
2. The judges’ decision is final.
3. Entrants must be available for consultation with the judges should the need arise.
4. By entering the PSD Awards 2023, you agree to participate in publicity for the awards including the use of any images taken.

**DEADLINE FOR SUBMISSION IS 03<sup>RD</sup> NOV 2023**