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M **meliora**
Georgia's Responsible
Business Awards

GEORGIA'S RESPONSIBLE
BUSINESS AWARDS 2024



TERMS AND CONDITIONS

Table of Contents

1. Eligibility	3
2. Submitting Entries	4
3. Disclosure and Confidentiality	5
4. Assessment	6
5. Other Provisions	7
6. Awards team contact details	7

1. Eligibility

General

- The Awards are open to the **private companies registered in Georgia**. By “private sector” we mean companies that make a profit through the provision of goods or services. The Awards are not open to civil society organizations, public-sector bodies or state-owned enterprises (by “state-owned we mean company where 50% or more shares are owned directly by State or State established entity or/and where the control over company is otherwise exercised by state, or state-owned entities - for instance through Chief Executive Officer appointed, or through legal stipulations or corporate articles ensuring continued state control over an enterprise or its board of directors in which it holds a minority stake).
- The Awards **are not open** to the companies, representing industries with potential or actual negative impact on the environment and society, such as: gambling (including online gambling, casinos and other types of gambling); tobacco industry; weapons (production and/or trade); as well as companies engaged in activities prohibited by Georgian legislation or international conventions.
- Entries are welcome from **small, medium and large businesses**. Companies, operating in Georgia, which are part of the multinational companies, are also eligible so long as the name and content of the entry reflects the local activities and not those of the parent organization.
- In accordance with the standard of the National Statistics Office of Georgia¹, Georgia’s Responsible Business Awards defines a **small and medium business** as a business with no parent company and less than 250 employees. **Large business** is defined as a company with more than 250 employees. Multinational company with less than 250 employees in Georgia would be considered large company if the number of employees globally exceeds 250.
- The programs/projects/initiatives which **took place in 2023** could be entered for the Contest. The nominated program/project/initiative should be already completed, or well in progress, with some results already in place, and others clearly on track. If the nominated program or project has started earlier than 2023, specific results achieved and activities implemented during the eligible period (i.e. 2023) could be submitted.

Primary Purpose

- Activities described in the entry should go **above and beyond any legal/statutory/regulatory requirements** placed upon the company or **regular business activity**. The submitted projects/initiatives **should fit into Contest categories and reflect company’s responsible actions**

Previous participants

- The Georgia’s Responsible Business Awards would take place annually. Previous participants can enter any category next year. **Submissions from the previous year** may be resubmitted only if they can clearly demonstrate tangible new results, achievements, and developments since the last submission.

¹ <http://www.geostat.ge>

Previous winners

- The **Grand Prix Winners** from the previous year would not be permitted to submit an entry to the same category in Meliora Awards in the following year. However, they are allowed to enter any other category/categories.
- The **winner in a thematic or special category** from the previous year would not be permitted to submit same project in the following year, even if it can demonstrate tangible developments and new results. The Winner in a thematic or special category from the previous year is allowed to submit again to the same category only if this is a totally different programme/project. Previous winners also can submit new initiatives to any other category.

Sponsor Companies

- Companies sponsoring the Awards are not eligible to enter any category to avoid the conflict of interests.

2. Submitting Entries

General

- All entries must be submitted via e-mail, as a word document, along with the requested attachments, to the following e-mail: csrawards@meliora.ge

Deadlines

- The deadline for the entries is on **Tuesday, February 20, 2024**. Any entries received after the deadline will not be processed.

Submission criteria

- The entry can only be submitted once you have **completed all mandatory sections**. Incomplete applications will not be considered.
- Entries must not exceed the maximum **word count** indicated in the entry forms.
- Entries that do not **comply with the eligibility requirements** may be disqualified. Awards team will check each submission following the eligibility criteria outlined in this document.
- If your entry does not pass eligibility check, you would be notified. Whenever feasible, you might be given few days additionally to complete the application and/or provide requested documentation.

Supporting materials

- Entrants are requested to provide **brief quotation from CEO** (or equivalent). This requirement is not obligatory, but highly recommended. If submitted, quotation could be published in various communication materials related to the Contest (such as web-page, information brochures etc.).
- All entries must include a high-resolution version of the **company logo** and at least one **high-resolution photo** depicting the project activity, which will be published in contest-related communication materials
- Submissions can be, and are recommended to be, accompanied by **supporting materials** - documents, photos and videos that provide further insights into your activities and can highlight

the impact of your nomination. No additional scores will be given for supporting materials or visual content, however, entries submitted without supporting materials would have very little chances to win. Entrants are requested to add reference to the supporting materials, indicating to which part of their entry refers each supporting file (photo, video or document).

- Company logo and supporting materials should be **uploaded on the google drive** and the links should be indicated in the entry form, in the relevant fields.
- Entry must be accompanied by **Declaration of the Company**, signed by CEO (or equivalent) or person responsible for the application, stating that information submitted is a true reflection of your business' programme/initiative, and performance; if the entry mentions a significant partnership with a different organization in the nomination, it should also be accompanied by **Declaration of a Partner**. Declaration of the Company and Declaration of a Partner (if any) should be submitted as an attachment to you filled entry form, via e-mail: csrawards@meliora.ge

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 are related to different themes under mentioned category. One entry could not be submitted twice to two or more different categories.

Lost Entries

- After submitting the application, you will receive from the Awards Team a mail, confirming the receipt. If you do not receive a notification email within 3 business days (please check your junk mail inbox), please contact the Awards team at: csrawards@meliora.ge or: 551906090.

Further Support to the applicants

- Telephone and email support are available 11:00 to 18:00 Monday to Friday. Please contact the Awards team at: csrawards@meliora.ge or: 551906090
- Awards organizers would conduct the **consultations** for all interested parties concerning application procedures and evaluation criteria. The date and place of the consultation will be announced on the Contest webpage.

3. Disclosure and Confidentiality

- By entering the Awards, entrants confirm they have the authority and permission to provide data, photos and images of third parties used in the submission, and for the use of these materials by Contest organizers (CSR DG) in their publications, website and social media channels.
- CSR DG is committed to sharing good practice. By entering the Awards all entrants agree that non-confidential and non-commercially sensitive elements of their submission, will be used as examples in contest-related communications 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 or confidential, should clearly indicate this in the relevant field of the Entry form. Any matters that

are highlighted will be treated as strictly confidential and will not be disclosed outside the Awards judging process.

- If the nomination is successful, a short summary of your programme/project will be published on the Contest website and publicized through other media channels. We may contact you to request additional images / video footage.
- Personal details provided in the entries, such as name, address, email address of the person responsible for the application will be used to provide you with information or reply to your queries. It is your responsibility to ensure that we have correct contact information. If you want to update any personal data we have about you, please contact us via mail.

4. Assessment

- Georgia's Responsible Business Awards are assessed in a two-stage process: eligibility check and assessment of entries by the Jury.
- Eligibility check is conducted by the Awards Team from CSRDG and independent assessors are responsible for scoring each entry. Contest organizers engage leading Georgian and international experts in the subject area to undertake the assessment process.
- No representative from CSRDG (Contest organizer) sits on Jury. Awards Team is responsible for the facilitation of this process but does not influence the results.
- Each entry is assessed individually by several assessors according to the scoring guidance (provided at the Contest webpage: www.meliora.ge). Entries to each category would be assessed by CSR experts and thematic experts of the relevant sphere (such as: environmental experts, community development experts, experts of the labour-related issues etc.). This substantiates the robustness of the Georgia's Responsible Business Awards and increases the quality of feedback.
- After reviewing the materials, Jury may have questions and reserve the right to request additional information from the nominees. Members of Jury do not address entrants directly - the questions and information requests would be redirected to the nominees via Contest organizers.
- For the Categories Grand Prix and CSR Manager of the Year shortlisted applicants would be invited to make personal presentations before the Jury. The Jury is responsible to decide which "shortlisted" company is selected as the overall "Winner" of these categories.
- Companies whose applications attain a cumulative average score of 60 points or higher will be placed on the '**Long List.**' A concise overview of entries from these long-listed companies will be featured in the Contest Catalogue. Additionally, the 'long list' companies will be publicly announced across the Contest's communication channels prior to the Awards Ceremony.
- A minimum of three entries is required in a category for a winner to be announced. If the number of entries in a category is fewer than three, outstanding applicants will receive a certificate of recognition; however, a winner will not be determined.
- The Jury can choose not to give an award if the entries are not deemed to be of a suitable standard.
- The Jury reserves the right to confer two prizes in each thematic category for Large company and the SME.

- After the Awards ceremony, Contest organizers would provide all eligible entrants with a brief feedback from the assessors on their entry (in writing). Contest organizers and the Jury are unable to commit to providing in-depth feedback to all entrants.
- The Jury's decision will be final and no correspondence will be entered into concerning the judging process or the decisions made.
- No lobbying of the assessors will be allowed. The information about Jury members from Georgia would be kept confidential. All assessors will sign the confidentiality agreement and declare any conflict of interests prior to assessing any entries.
- The Awards' winners will be announced at the Awarding Ceremony in June 2024

5. Other Provisions

- The Georgia's Responsible Business Awards are **free to enter**.
- Contest organizers reserve the right at any time to discontinue the Awards or any feature thereof in the case of suspected, or actual fraud.
- The Contest and these terms and conditions shall be **governed by Georgian law**.

6. Awards team contact details

Email: csawards@meliora.ge

Phone: 551906090