



ევროკავშირი
საქართველოსთვის
The European Union for Georgia



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

2018

TERMS AND CONDITIONS

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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 or public-sector bodies.
- 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.
- The programs/projects/initiatives which **took place in 2017-2018** 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.

Primary Purpose

- Activities described in the entry should go **above and beyond any legal/statutory/regulatory requirements** placed upon the company

Previous winners

- The Georgia’s Responsible Business Awards would take place annually. The overall Winner in a category from the previous year would not be permitted to submit an entry to the same or equivalent category in the following year. For example, if a company wins in 2018 it will not be able to submit a new entry to the same category in 2019.

Sponsor Companies

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

¹ <http://www.geostat.ge>

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: csawards@meliora.ge

Deadlines

- The deadline for the entries is 18.00 on Friday, 5 October 2018. Any entries received after the deadline will not be processed.
- Deadline for submitting Intention to Enter is 18.00 on Monday, 10 September 2018. Submitting Intention to Enter is not Obligatory. Entry still can be submitted without submitting intention to Enter.

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**.
- 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: csawards@meliora.ge

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
- Awards organizers would conduct the **group consultation** for all interested parties concerning application procedures and evaluation criteria. The date and place of the consultation will be announced on the Contest webpage. Applicants, who submit the Intention to Enter, would be eligible to receive **individual consultation** from the Awards team on filling the entry form.

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: 599690969

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.
- CRDG 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.
- 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 December 2018

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: csrawards@meliora.ge

Phone: 599690969 (Elene Chkheidze); 599099511 (Gvantsa Patsatsia).