

## GLOBAL DUTY OF CARE AWARDS

### Awards Entry Form

Please refer to the terms and conditions of entry on page 5 of this form before submitting your entry.

*Contact details: Please enter the details of the person who will be responsible for the awards entry.*

### SECTION 1 – PERSONAL DETAILS

TITLE:      Mr       Mrs       Miss       Dr       Prof.       Other

Surname / Family name:	
First name:	
Employer name:	
Job title:	
Email:	
Sector:	
Website address:	

Address (line 1):	
Address (line 2):	
Address (line 3):	
Town/ State:	
Country:	
Telephone:	

### SECTION 2 – AWARDS CATEGORY AND CRITERIA

#### INNOVATION

**Description:** This award recognises new or novel approaches to identifying, managing and mitigating risk, including utilising advancements in technology.

**Assessment criteria:** There are **four core assessment criteria** common to each award. Judges will assess each award for completeness, depth and how clearly they how well meet the criteria below.

1. **Performance Improvement** – What results were achieved?
2. **Leadership and Management Commitment** – What role did leaders and managers play in the project?
3. **Stakeholder Engagement** – How were internal (and external where applicable) stakeholders involved and engaged in this project?
4. **Longevity** – How will this project continue to deliver value / benefits to the health and safety of workers?

### SECTION 3 – ENTRY INFORMATION

*Please complete the information below.*

Entry title/ Project name:	
Area / Region of delivery (e.g. Global, Europe, Asia, Americas, etc.)	

**Part 1 - Executive Summary**

*(High level description of your project, campaign initiative or programme. Maximum 100 words.)*

**Part 2 – Description of project, campaign, initiative or programme.**

*Tell us about your innovative project, initiative or programme. Answer the questions below. Please remember the assessment criteria as you complete your entry. Maximum 1000 words.*

- What is your organisation's vision or aspiration with regards to fulfilling its Duty of Care responsibilities?
- What innovative applications, technology or methodology did you set up as it relates to the category?
- What challenges does your innovation or new approach address?
- How was success measured? Please provide evidence of the effectiveness of your innovation.

**Part 2 – Description of project, campaign, initiative or programme continued**

A large, empty rectangular area with a light green background, intended for the user to provide a detailed description of their project, campaign, initiative, or programme.

<p><b>Part 3 – Supporting Documents</b>          You may include up to 2 supporting documents up to 10 MB in total to further support your entry. Each supporting document may be up to 10 pages. Supporting documents beyond this limit will not be considered. Video clips and photographs are permitted. Email to <a href="mailto:info@internationalsosfoundation.org">info@internationalsosfoundation.org</a>.</p>	
<p><b>Document 1</b>          (Provide title and description)</p>	
<p><b>Document 2</b>          (Provide title and description)</p>	

<p><b>Part 4 – Company Logo</b>          (High resolution JPG format)</p> <p>Email your company logo to <a href="mailto:info@internationalsosfoundation.org">info@internationalsosfoundation.org</a>.</p>	<p><b>Tick (✓)</b></p> <p><input type="checkbox"/></p>
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<p><b>Part 5 – Declaration</b>          I declare that all information given on this Entry Form is factually correct</p>	
<p><b>Name</b></p>	<p><b>Date</b></p>
<p><b>Signature</b></p>	<p><b>Date</b></p>

**AWARDS TIMETABLE:**

- **Monday, December 5:** Entries open
- **Friday, March 10:** Entries close
- **Monday, April 10:** Shortlist announced
- **Thursday, June 29:** Winners announced at gala dinner in Germany

## TERMS AND CONDITIONS

The International SOS Foundation's Duty of Care awards are free to enter.

### 1. Definitions

*Applicant* – any organisation that submits a formal *Entry* in pursuit of a *Duty of Care Award*, as defined within this document.

*Entry* – a formal, written submission made by the Applicant, on the appropriate *Entry* forms, and in accordance with the *Terms and Conditions* of submission.

*Awards* – the *Duty of Care Awards*

*Jury / Judging Panel* – a group of individuals, appointed by but independent of International SOS and the International SOS Foundation, to evaluate entries, shortlist submissions, and select *Award* winners.

*Finalist / Nominee* – Any *Entry* that is shortlisted by the *Jury*.

*Owner of the Awards* – International SOS Foundation.

*Terms and Conditions* – Pages 5 & 6 of this document.

### 2. Objective of the Duty of Care Awards

The Global Duty of Care Awards recognise and honour organisations and individuals with a proactive approach to travel risk management. The awards recognise those who design, implement and improve processes and systems that mitigate travel, health and security risks and contribute to effectively protecting workers overseas.

### 3. Award Categories

There are nine categories of *Awards*:

- i) **Innovation** – recognising new and novel approaches to identifying, managing and mitigating risk, including utilising advancements in technology.
- ii) **Resilient Care** – developing organisational robustness to protect the health, security and safety of people working in challenging, extreme or remote environments.
- iii) **Communications** – effective communications campaigns or programmes that mitigate travel, health or security risk to mobile workers.
- iv) **Partnership** – the power of collaboration and partnership to mitigate risks to mobile workers. For example, this relationship could be between a commercial organisation and an institution.
- v) **Thought Leadership** – recognising the best survey, research or analysis to better understand or mitigate risks linked to working abroad.

- vi) **Remote Healthcare** – recognising healthcare initiatives that prevent or reduce accidents, illness and injuries and achieve good clinical outcomes in challenging or remote locations.
- vii) **ROI for Travel Risk Mitigation** – recognising cost effective programmes that mitigate risk to people travelling or working abroad. Programmes should demonstrate a return on investment for travel risk mitigation. For example, this programme contributed to a decrease in insurance claims, or enabled a business to operate in a challenging location.
- viii) **Ambassador for Duty of Care** – an individual who has made a significant impact in protecting people travelling and working abroad.
- ix) **German Mittelstand: European Duty of Care Programme** – recognising German Mittelstand organisations as well as those with up to 5,000 employees who best demonstrate creating a culture of Duty of Care (Fürsorge) for their people travelling or working abroad. It shows Mittelstand businesses promote and implement a Duty of Care agenda, pragmatically despite limited resources. Entries should describe holistic programmes and include how risk assessment (Gefährdungsbeurteilung) leads to risk mitigation.

### 4. Call for Entries

A Call for *Entries* to the *Duty of Care Awards* shall commence on Monday 5<sup>th</sup> December 2016 and will be announced in one or more relevant leading publications, online through the *Awards* website, using social media, and through direct communications with potential *Applicants*. A period of not less than two months will follow the *Call for Entries* in order to provide sufficient time for *Applicants* to prepare and submit an *Entry*.

### 5. Participation

An *Applicant* may enter up to two *Awards* categories, providing each submission reflects different initiatives, in line with the *Terms and Conditions* contained in this document.

Where an *Entry* is duplicated and submitted for more than one category, it shall only be considered for the first category in which it was received.

The *Jury* has the right to reclassify *Entries* from one category to another at its discretion.

### 6. Eligibility

The *Duty of Care Awards* are open to all companies, institutions, non-government organisations as well as the government sector. The *Awards* are global in nature and

open to all organisations whether operating in the Americas, Europe, Africa & Middle East and Asia-Pacific.

Each *Entry* should cover one site, business unit, or organization, except in the category *Partnership* where collaboration between two or more organizations or business units is expected.

The initiative, activity, project or programme of work described within the *Entry* should have been implemented or operated within the period 1<sup>st</sup> January 2015 – 31<sup>st</sup> December 2016.

From 1<sup>st</sup> January 2015 until submission of the *Entry*, *Applicants* must not have suffered any work-related fatalities; been subject to any prohibition notice, or received formal notice by a regulatory body to cease any or certain work activities; or have been the subject of any convictions with regard to health and safety at work. In addition, there must be no ongoing criminal investigations or prosecutions pending in relation to the site, business unit or organisation submitting the *Entry*.

The *Jury* holds the right to disqualify any *Entry* which does not meet the eligibility criteria.

The *Jury* and *Owner of the Awards* retain the right to modify the eligibility criteria from time to time, with retrospective effect.

## **7. Receipt of Entries**

Participation in the *Awards* will constitute acceptance of the *Terms and Conditions* contained within this document.

A person submitting the *Entry* on behalf of any other person or entity warrants that such other person or entity has provided its approval for such submission and the use of any relevant materials as provided herein.

All *Entries* must be submitted in the English language.

*Entries* must be received by midnight GMT on Friday 10<sup>th</sup> March 2017. *Entries* received after this date may not be considered.

Any *Entry* that is deemed by the *Jury* to be incomplete, incomprehensible, or received in any other format than the official *Entry* form may be disqualified.

Should it be found that information submitted within an *Entry* is incorrect, inaccurate or misleading the *Entry* will be removed from the *Awards* application process. The *Jury* has the right to request further information, evidence or data to supplement or confirm submissions made during the application process. Where such a request is made and the *Applicant* does not provide further details, the *Entry* may be disqualified.

*Applicants* should not make any attempts to personally contact any members of the *Jury* with reference to their involvement with the judging process. This will be viewed

as an attempt to influence their impartiality and is not deemed as appropriate by the *Jury* or the *Owners of the Awards*.

## **8. Entry assessment**

*Entries* received will be collated according to each *Award* category for assessment by the *Jury*.

The *Jury* will assess all *Entries* received and nominate up to five Finalists per category.

One Winner per category will be selected. The *Jury* may decide to not award a Winner in any category.

The *Jury's* decision is final and binding on all *Applicants*.

## **9. Confidentiality**

As the purpose of the Duty of Care Awards is to promote and propagate best practices regarding the subject matter of the awards, information submitted by an *Applicant* will be used for (i) the purposes of assessing the entries and (ii) placing information regarding the winning, runner up and other *Entries* on the Foundation's website.

The International SOS Foundation shall notify the *Applicant* of its intention to post any specific materials provided by the *Applicant* on its website, and in the event that the *Applicant* requests that certain information therein be withheld or redacted, such request shall be addressed in good faith by the parties, if necessary by de-identifying such materials or as otherwise agreed. Subject to the provisions of this document, ownership of the materials submitted by *Applicants* shall remain with the *Applicant*.

The International SOS Foundation may also repurpose entry materials submitted by *Applicants* for case study usage or educational purposes, provided that in such event, (a) the International SOS Foundation will give the *Applicant* prior notice, and allow the *Applicant* an opportunity to comment on such materials, and (b) attribute relevant materials to the *Applicant(s)* who have submitted the same.

## **10. General**

Participation in these awards is considered as acceptance of the *Terms and Conditions* contained within this document.

*Applicants* to the *Duty of Care Awards* understand and agree that application to the awards does not entitle them to a prize or any other form of consideration.

The decisions of the *Jury* are final and binding on all *Applicants* and *Nominees*.

## **11. Consent**

An *Entry* constitutes the *Applicants* consent to the International SOS Foundation using the name of the *Applicant* Company and each individual referenced in the *Entry* in conjunction with the Foundation's activities, and to use the materials submitted as outlined herein.