

Jury regulations CSR Professional of the Year

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1. The organisation

The organisation and the property of the concept 'CSR Professional of the Year' is in the hands of Time4Society npo, Jef Denynplein 14 in 2800 Mechelen. Time4Society promotes Corporate Social Responsibility through workshops and socially relevant team buildings for companies. No external accountability is owed concerning the description and course of the contest and the deliberation by the jury.

2. Description of the contest

Giving out an award for which employees of all companies can be nominated, carries with it a lot of visibility and communication about CSR. Time4Society is organizing this event to draw attention towards CSR and its positive impact on society and business.

What is the definition of a CSR Professional? The CSR professional plays a strategic and indispensable role within his company or organisation as someone who motivates, inspires or implements CSR. This person's job title can range from CSR manager to CEO, HR Manager, marketer, project leader, event manager, etc.

In this fourth edition, two professionals will be awarded: one Dutch-speaking CSR Professional of the Year 2018 and one French-speaking CSR Professional of the Year 2018.

In addition, we are looking for the CSR Pioneer of the Year 2018. These individuals are starters who have distinguished themselves in the field of sustainability, by realizing an inspirational project or best practice. This title will also go to one Dutch-speaking and one French-speaking candidate.

3. Course of the contest

STEP 1: nomination

In November 2018, the website and a call to action in the media is launched: Who do you nominate as CSR Professional of the Year 2018 or CSR Pioneer of the Year 2018? Candidates can nominate themselves or someone else through the website. The nomination period spans from 8 November 2018 until 4 January 2019.

Only candidates whose company is based in Belgium can participate. The candidate agrees to the selection process, the regulations and the objectivity and professionalism of the jury and can count on the support of his/her management.

If a candidate has any questions concerning his candidacy or about the contest, he/she can request additional information from Time4Society. Contact information can be found on the web page 'contact'.

During the nominations, every candidate will be contacted and requested to fill in the template of the dossier. Candidates for the title of CSR Pioneer of the Year 2018 will receive a different version of the template, when compared to candidates for the title of CSR Professional of the Year 2018. All candidates send the completed template to laila.ekchouchou@csrprofessionaloftheyear.be before 4 January 2019 at 12 o'clock. The file can potentially and voluntarily be enriched with pictures, movies or other content.

STEP 2: jury deliberation

On 7 January 2019, a core committee of Time4Society jury members, led by chairman of the jury Fons Leroy, will select the 10 best dossiers by Dutch-speaking CSR Professional of the Year 2018 candidates and the 10 best dossiers by French-speaking CSR Professional of the Year 2018 candidates.

Every jury member then judges the 10 x 2 dossiers and gives scores. This happens between 8 and 11 January 2019. The chairman of the jury decides which top 5 will be selected for both language groups. The candidates will be timely informed about the preselection.

These 5 x 2 candidates will defend their dossier in front of the jury on 17 January 2019. This will take place in Zaventem. Afterwards, the jury will select the 3 CSR Professional of the Year 2018 finalists for each language group. These finalists, who may now call themselves CSR Ambassadors, will be given points by the jury, which counts for 60% of the total points. On that same day, the jury will decide who will receive the title of CSR Pioneer of the Year 2018 for each language group.

STEP 3: second voting round

All website visitor can cast their vote for one of the three finalists of the CSR Professional 2018. They can submit one vote per category. Their votes will count for 20% of the final voting round (i.e. steps 4 and 5).

STEP 4: final voting round during event

All attendees of the event night on 21 February 2019 will also cast their vote for one of the three finalists. They will submit one vote per category. Their votes will count for 20% of the final voting round. The finalists have to attend the CSR Professional of the Year event in order to possibly claim the prize.

STEP 5: winner

During the event night, the chairman of the jury will announce the two winners of the CSR Professional of the Year 2018 award (one for each language group: Dutch-speaking and French-speaking).

Furthermore, the chairman of the jury will announce who is awarded as the CSR Pioneers of the Year 2018 (one for each language group: Dutch-speaking and French-speaking).

4. Jury

The composition of the jury can be consulted on the www.csrprofessionaloftheyear.be. All jury members are expected to handle all information concerning the candidacies in full discretion. The jury will decide in a completely objective way, with the focus on the aspect of quality at all times. There will be no further communication about the results.

The participants and the winners of the election agree to have their name, picture and the information they provided appear in press releases and in publications of Trends/Tendances and other relevant media.

JURY CRITERIA

When judging the dossiers of the nominated CSR Professionals of the Year 2018, the jury finds it important that the candidate not only has a strong dossier, but also demonstrates great commitment, creativity and persuasiveness to:

1. include all stakeholders in the organisation's CSR-strategy,
2. creatively implement CSR in the organisation,
3. realise the desired CSR goals within the 6 P's (People, Planet, Prosperity, Partnership, Peace and Pleasure),
4. and also to measure those CSR goals.

In the dossier the candidates are asked how the 4 verdict criteria of the SDG-FITplan are integrated in their company. Along with every criteria, the personal contribution of the CSR Professional in these matters is verified. Each one of these 4 verdict criteria counts for a score. De total score is a score out of 100.

Development: The CSR-activities of the company are known, understood and encouraged. Furthermore, the story of sustainability is co-created and renovated by all the companies' stakeholders.

Integration: Sustainability is integrated in the mission, strategy, charters, processes, systems and culture of the company. Both the internal and the external communication about sustainability integrated in the company is clear and transparent. There is evidence of conversation and co-creation.

Realisation: The candidates of the CSR Professional are asked what the company realizes in the areas of the 6 P's and to which one of the SDG's the biggest contribution is made.

Measurement: An assessment of the routine and timing of measurements, and the reporting of accomplishments in the area of sustainability.

Deontology

The organiser and jury members make sure that the qualitative aspect is key when judging a candidate. All jury members are subjected to the code of ethics and agree to not communicate about the candidates, the dossiers and the results of the election in any way. Only the chairman of the jury, Fons Leroy, is responsible for announcing the results of the CSR Professional of the Year 2018 Award on Thursday 21 February 2019.

5. Disputes

5.1. Barring a serious or deliberate mistake, neither Time4Society, nor its employees, nor any involved third parties, can be held accountable for any damage, of any nature whatsoever, arising from the organization this contest, including participation, the announcement of the winner and the awarding of the prizes.

5.2. Under the same proviso, neither Time4Society association nor the aforementioned persons shall be held accountable for any technical problem that may arise during the course of this contest, by themselves, a participant and / or a third party (notably by faults on the Internet, communication disorders or connection problems) which would lead to the interruption of the contest, a delay in the participation or organization or for any corruption or loss of data (including participation mail / form) of the participant. Barring a serious or deliberate mistake, Time4Society cannot be held accountable for the loss of participation mails / forms or delays in its reception by Time4Society.

5.3. If in case of force majeure or an event that occurs outside the will of Time4Society, the contest is cancelled, interrupted or modified, the participants will not be compensated by any means.

5.4. Time4Society reserves itself the right to modify the contest (fully or partially), to delay, shorten or cancel it when any unforeseen circumstances arise, or when legislation changes. The participants or other third parties are not entitled to any kind of compensation.

5.5. All complaints about the contest or arising from the relationship between the participants / winners on the one hand, and Time4Society other the hand, need to be reported directly to the chairman of the jury. To be admissible, any complaint about the competition by registered letter needs to be addressed to the chairman of the jury: Mr. Fons Leroy, Jef Denynplein 14, 2800 Mechelen, two weeks after the end of the contest at the latest. After this period, no complaints will be accepted.

5.6. All disputes fall under the jurisdiction of the Belgian courts applying Belgian law.