

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 lots of visibility and communication about CSR. Time4Society is organising this event to draw attention towards CSR and its positive impact on society and business.

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

3. Course of the contest

STEP 1: nomination

In November 2016, this website and a call to action in the media is launched: Who do you nominate as CSR professionals of the Year 2016? Candidates can nominate themselves or someone else through the website. The nomination period spans from 20 November 2016 until 22 December 2017.

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'.

The following information must be provided for every candidate: name, e-mail, company, company size (large or SME) job title and telephone number. To compete, every

candidate has to fill in the template of the dossier and send it to laila.ekchouchou@csrprofessionaloftheyear.be before 5 January 2016 at 12 o'clock. SME's and large companies have a different template. They can be downloaded on the website www.csrprofessionaloftheyear.be.

STEP 2: jury deliberation

Out of all the nominated candidates of both categories - SME's (< 250 employees) and large companies – the core committee of the jury will make up a top 10.

Every jury member then judges the 2x 10 dossiers and gives scores. This happens between 7 and 13 January 2017. The chairman of the jury decides which dossiers make it to the next round, where the top 5 competes within both categories.

These 2x 5 candidates will defend their dossier in front of the jury on 17 January 2017. The jury will then decide on 3 finalists for every category. The jury's vote counts for 50% of the total points.

STEP 3: second voting round

Readers/subscribers of Trends/Tendances can cast their vote for one of the three finalists. They can submit one vote per category. Their votes will count for 25% of the final voting round (i.e. steps 5 and 6).

STEP 5: final voting round during event

All attendees of the event night on 9 January 2017 will also cast their vote for one of the three finalists. They will submit one vote per category. Their votes will count for 25% of the final voting round (i.e. steps 4 and 6). The finalists have to attend the CSR Professional of the Year event in order to possibly claim the prize.

STEP 6: winner

The chairman of the jury will announce the two winners (one for each category: SME or large enterprise) of the CSR Professional of the Year 2016 award during the event night.

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. The members of the jury are mentioned on the website www.csrprofessionaloftheyear.be. 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, the jury will base itself on:

- **The ISO 26000 guideline:** international CSR-guideline applicable for all organisations: big, small, public or private
- Out of the 3 P's (People, Planet and Profit), the P of people is the main focus
- Not only does the CSR professional has a strong dossier, he also demonstrates great motivation and persuasiveness to support his mandate as CSR Professional

The candidates of large enterprises are asked how they integrate the following 3 elements in their company.

Integration of CSR in business: 50 points

The professional makes sure that CSR activities are integrated in the business. They are part of the company's way of operating. It's not a separate business unit.

- CSR principles and practices are evident throughout all departments of the company. The professional continuously works on improving the CSR standards.
- CSR-related decisions about the personnel's welfare are carried by the entire company.
- Employees that actively contribute to CSR, are recognized within the company.

Stakeholder engagement: 30 points

The professional is closely involved with his stakeholders.

- When starting a new initiative, the stakeholders are involved.
- Stakeholders are involved in important decisions.
- The company contributes to capacity increase among its stakeholders, which leads to durability.
- The company has an open communication with its stakeholders.

CSR transparency: 20 points

The professional communicates in an open and transparent fashion about the CSR efforts, and if needed, does so in collaboration with the international community.

The candidates of SME's are asked how they integrate the following 4 elements in their company:

- Social pillar
- Ecological pillar
- Economical pillar
- Collaboration with stakeholders

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 2015 Award on Thursday 9 February 2017.

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.