#### Best Corporate Citizen Sustainability Award 2024

**Application form**

Submissions should highlight and focus on new initiatives and improvements to existing activities carried out during the financial year ended on 31 March 2024. Applicants are kindly advised to refer the guidelines *on page 13* prior to completion of the submission. All information fields must be filled - if a question is not applicable or no contribution to report please indicate. The length of a response may vary depending on the question, yet, the number of words for any section should not exceed 750 words.

**Categorisation by size**:

Category A (Annual turnover of Rs 15bn or over)

Category B (Annual turnover below Rs 15bn)

**Sector:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Agriculture Sector |  | Knowledge Services Sector |
|  | Construction Sector |  | Leisure Sector |
|  | Diversified Holdings |  | Manufacturing Sector |
|  | Finance Sector |  | Retail Sector |
|  | Healthcare Sector |  | Other |
|  | Infrastructure & Logistics Sector |  |  |

**Corporate Information:**

Company Name: ...............................................................................................................................

Company Address: ................................................................................................................................

Telephone: .............................................. Website: ..........................................................

Year of incorporation: .............................................. Legal Structure: ..............................................

Chief Executive Officer: ................................................................................................................................

Telephone: .............................................. Mobile: ............................................................

Contact Person: ................................................................................................................................

Designation: ................................................................................................................................

Telephone: .............................................. Mobile: ............................................................

Email: ..............................................

**Environmental**

**Section 1** **Corporate Environment Commitment**

1. Interventions during the year 2023/2024 to demonstrate Corporate Environment Policy
2. Evidence of Corporate Environment Policy’s use
3. Dedicated staff allocated and investments to build staff capacity for environmental management
4. Promotion of environment management among clients/communities through business and adopted system approaches (such as EMS, EnMS etc.)
5. Proactive and innovative technology and best practices adopted
6. Recognition and efforts to value the contribution of ecosystem services to business
7. Actions taken to conserve, restore and enhance ecosystems
8. Please highlight how innovative and break-through thinking of management have helped to reduce the environment footprints of the business and those in client businesses.
9. Commitment towards science-based targets (SBTs) and reaching net zero
10. Integration and adherence to global reporting standards and frameworks such as GRI, IFRS, SASB etc.

**Section 2** **Environmental Integration**

1. Provide quantified explanations of the resource conservation measures undertaken by the business, including efforts in refuse, reduce, reuse, recycle, reclaim, repair, and replace, with a focus on achieving circularity in your business processes.
2. Provide qualitative insights into the same resource conservation measures, elaborating on the strategies employed to promote circularity in your business processes.
3. Greening the supply chains and promoting clients to do so; initiatives that organisations have taken to embed environmental sustainability in both upstream and downstream of the supply chains.
4. Use of renewable sources including investments decided; continued improvements to resource efficiency
5. Efforts to minimize pollution loads to environment (air, water, soil, noise, etc.)
6. Use of green building designs and Nature-based Solutions (NbS) in core business.
7. Explain how has the company adopted Footprint Analysis, Life Cycle Analysis (LCA), Design for Environment (DfE), and Science-based Targets (SbTs) for resource optimization and quality ecosystem services in its business operations.
8. Explain the specific initiatives the organization has implemented to educate and persuade consumers to use and dispose of the product/service in an environmentally conscious manner, such as through product labels.
9. Specify innovative processes the business has adopted to proactively prepare for potential emergencies, including the implementation of Climate Smart applications.
10. Outline the steps and strategies the company has taken to minimize unsustainable extractions of natural resources in the supply chain, particularly in response to the weak economic situation of the country.

*Note*: Highlight upscaling potentials of achievements as a result of integrating environmental concerns expressed in numbers, visuals, and multi-media.

**Section 3** **Environment Beyond the Business** - Details of eco-friendly initiatives by the company that are not directly related to the normal business operations, including the following:

1. Innovative financing/investments/approaches/initiatives; partnerships with other like-minded and strategic stakeholders to promote conservation values beyond business, carbon disclosure and ground and surface water protection, etc.
2. Support to environmental awareness, education and sharing of best practices, lessons and success stories.
3. Initiatives to improve environment good governance in society and support to targeted research.
4. Aligning joint or beyond the business initiatives with relevant UN SDGs including commitment to promote responsible consumption and production under SDG 12
5. Demonstrated participation in multi-agency multi-sector efforts.

*Note*: Feel free to use past information to highlight the progressive development limited to last three years. Highlight the impacts qualitatively and quantitatively and submit multi-media products to support. These actions can include efforts to mitigate or negate impacts due to climate change and support to minimize slow-on-set environment disasters such as chemicals in the environment impacting human health including micro plastics, among others.

**Social**

1. **Employee Relations**

**Section 1** **Significant achievements during 2023-2024**:

1. Strengthening employee relations at the workplace
2. Employee benefits, working conditions, social security, occupational safety and health (OSH)
3. Employee training and development (HRD)

**Section 2** **Mechanisms to ensure equal opportunities in employment** (give examples):

1. Persons with disability
2. Female employment
3. Measures against gender based Sexual Harassment / violence, Specific measures to safeguard/ foster dignity of Women in the workplace
4. Recruitment policy
5. Promotions and career advancement opportunities
6. Strategies and goals for gender parity

**Section 3** **Challenges and Strategies**

1. Identify the challenges faced and strategies adopted and actions taken to overcome those challenges (general - related to your business).
2. How has your Organization prepared for and responded to the economic context?
3. What steps have been taken to mitigate the impact of the economic context to ensure sustainability of business and safeguard income and job security of employees?
4. What are the measures taken by your Organisation to ensure employee retention, motivation and engagement during the reporting year?
5. What specific steps have been implemented in response to the economic context in order to address difficulties faced by employees and to ensure employee productivity?
6. What innovative strategies have been planned or adopted to support, guide and navigate your company and its employees through the economic context which has prevailed and in anticipation of any future crisis, in terms of employee relations?

**Section 4 Diversity, Equity and Inclusion (DEI)**

State the company’s policies on Diversity, Equity and Inclusion in relation to employees and how it relates to the company’s sustainability strategy.

**Section 5** **Statistics**

1. Total No. of employees as at 31st March 2023 and 31st March 2024
2. No. of employees dismissed during 2022/23 and 2023/24, and the No. retrenched through VRS or other mechanisms.
3. No. of employees trained and total investment on training during 2022/23 and 2023/24
4. No. of employees with disabilities
5. No. of female employees and female employees in Senior Management positions as a percentage of total employment, % of female employees promoted, % of females in recruitments, % of females in key departments, % of females in key geographical locations, % of female exits
6. **Customers** **Relations**

**Section 1**  **Product or service responsibility -** State what the company has done during the year in order to market a product or service that is safer, easier or less burdensome to consumers/customers and more compatible with the current and future growing environmental and social trends. What has the company done to proactively modify/change the product or service offering, to minimize any negative impacts that could be caused by its use. This could be in relation to policies, procedures, changes in mechanisms of implementation, new products, R&D, labelling, packaging, promotion etc.

State what the company has done during the year in order to manufacture and market your company’s product or service portfolio to be more (**Report on the 20% of Products/services which contribute to 80% of Sales and Profitability):**

* 1. **Sustainably sourced** (if a product) or **Impacting sustainability** if a service and **how you communicate it to your customers?**
	2. **Sustainably made/manufactured** or **impacting sustainability** and **how you communicate it to your customers?**
	3. **Sustainable and safe for use** (if a product) **will contribute to Sustainability** if a service and **how you communicate it to your end consumer?**

In each of the above instances demonstrate how your organization has communicated and monitored communication made to consumers/customers with facts and data of how many consumers as a % of the Universe you have engaged with for each of the above by taking decisions which are compatible with the current and future growing environmental and social trends. What has the company done to proactively modify/change the product or service offering, to minimize any negative impacts that could be caused by its use. This could be in relation to policies, procedures, changes in mechanisms of implementation, new products, R&D, labelling, packaging etc.

**Section 2** **Responsible marketing**

* 1. What are the mechanisms that have been put in place during the year to address or further strengthen the ability to track, record and respond to customer complaints?

Demonstrate this **with facts and data for each of the above identified focus areas by reporting % of the Universe that have been engaged with and what response was received and most of all how the company responded to them?**

* 1. What are the systems and processes that have been put into place during the year to ensure that the company’s advertising, promotions or direct customer sales are responsible, adheres to the legal framework and is ethically carried out? **Demonstrate your actions with Fact and data. State the % of funds allocated to A&P and what process the company follows to ensure that A&P campaigns communicate ‘validated facts, with integrity and honesty and communicate the context of the challenges faced and what proactive initiatives have been implemented to either adhere to the basic standards, set new standards, or aspire to a new benchmark for the industry to follow.**
	2. How does the company address any negative impacts that can arise to resource utilization or the environment during the distribution / expansion of your product or service? What are the possible issues and what are the new mechanisms, systems, policies or procedures that have been put into place to address these? State how the company has gone about identifying such negative impacts and how the proposed new system, policy, procedure will minimize this.
	3. Does your business have a ‘Code Red’ Crisis Management & Communications Directive which spells out in detail how the organization will move into crises management mode, in case of a future pandemic, severe disaster/disruption to business (i.e. explosion, terrorist attack, tsunami, fraud, threat to reputation, natural disaster, pandemic or other)? If ‘Yes’ please attach the **Code Red Crisis Management & Communications plan.**
	4. Has the company ensured that is marketing communications **reviewed for gender stereotyping and other forms of gender bias**? If so give examples of how they have been managed?

**Section 3** **Customer dialogue**

Establish how during the year, the company has gone about segmenting and prioritizing its customers. State how the company maintains a regular or continuous dialogue by providing information to the customer as well as having a channel or means of obtaining customer information back to the company. State the systems, processes, policies adopted, and challenges faced during the year and what the company did to address them. Give Fact and data in the chart below for its TOTAL CUSTOMER UNIVERSE AND ACTUAL ENGAGEMENT, MONITORING AND FEEDBACK WAS DONE.

 In addition to required information in Section 3 above, you are required to provide information given in the following table; ABSENCE OF THIS INFORMATION WILL IMPATC THE FINAL MARKS FOR THIS SECTION BY 50%)

|  |  |
| --- | --- |
| **Topic** | **Number / Percentage / details** |
| Number of Customers in data base  |  |
| Number and % of customers feedback was sort from (%)  |  |
| Number of customers from whom complaints were received & % of data base |  |
| Details of actions taken as a % of data base  |  |

**Section 4** **Customer Strategy**

1. Explain who is your customer.
2. What is the overall value proposition?
3. What is the level of customer care as a differentiator?
4. What are strategic level KPIs monitored?

**Section 5**  **Future orientation**

Based on growing trends, international developments in the industry and with a future orientation in mind, what are the long term initiatives that have been implemented during the year, so as to mitigate the negative impacts and enhance the positive impacts that the company’s products or services can have on the future customers / consumers.

1. **Community** **Relations**
2. State the basis on which community development projects are initiated, monitored and sustained.
3. What is the role of advisory panels to enhance local communities’ participation in project ideation, design, and enactment?
4. What are the mechanisms adopted to encourage local community interaction?
5. State the mechanisms in place to support women's health and well-being, career advancement, education, access to finance or financial independence.
6. What are the initiatives in place to support children and youth in enhancing educational, interpersonal and leadership skill development?
7. What are the strategies adopted to incentivize employee volunteer engagement in community development initiatives?
8. Provide an overview of the projects that were carried out under the reference year. Briefly state the objectives/targets, resource allocations (including finances), and outcomes.
9. State the reasons for success/failure of projects including upscaling potential.
10. **Supplier Relations**
11. What is the mechanism in place to choose suppliers that align with your company values?
12. How do you recognize your suppliers’ needs? How do you maintain regular communication with them/communication channels/feedback loops?
13. What are the initiatives adopted to upskill/ share best practices and insights with suppliers?
14. State the facilities extended to suppliers to develop and treat them as “partners” of the company’s long-term success.
15. State the company’s policy on procurement and sourcing. How does the company encourage local sourcing?
16. Indicate purchasing schemes implemented and/or distribution channels introduced to help small farmers/out-growers/sub-contractors/industrialists/traders, with special reference to guaranteed purchasing and pricing schemes.
17. State the reward mechanism in place to appreciate the good service of your suppliers with loyalty.

**ECONOMIC**

1. **Governance**

**Section 1** **Governance structure** - Please provide the following information as at the end of the last financial year, indicating the page Number of the Annual Report in which the relevant information is provided. (Note: Not providing the relevant page number may result in loss of marks). Please use the definitions used in the Code of Best Practice on Corporate Governance issued jointly by the Securities and Exchange Commission of Sri Lanka and the Institute of Chartered Accountants of Sri Lanka for this purpose.

**(Access the Code through** [**Code of Best Practice on Corporate Governance 2017**](https://www.casrilanka.com/casl/images/stories/2017/2017_pdfs/code_of_best_practice_on_corporate_governance_2017_final_for_web.pdf)**)**

*Branches of foreign companies: See note below*.

|  |  |  |
| --- | --- | --- |
|  | Number / Yes / Noas applicable | State page # in Annual Report in which this information is provided |
| Total number of members in the Board |  |  |
| Total number of women members in the Board |  |  |
| Non-Executive Directors in the board |  |  |
| Independent Non-Executive Directors in the board |  |  |
| Total in Remuneration Committee |  |  |
| Independent Directors in Remuneration Committee |  |  |
| Total in Audit Committee |  |  |
| Non-Executive Directors in Audit Committee |  |  |
| Is the Chairman of the Board an executive officer? |  |  |
| Was the Annual Report prepared in accordance with any of the following standards?* GRI
* SASB
* IIRC
* TCFD

If so, please state the page number of the Content Index. |  |  |
| If in accordance with GRI Standards, please state whether ‘Comprehensive’ or ‘Core’ or ‘Universal’. |  |  |
| Is a report of the audit committee included in the Annual Report? |  |  |
| Is there a section on risk management included in the Annual Report? |  |  |
| Does your company focus on specific UN Sustainable Development Goals (SDGs)? |  |  |
| Does the company have a specified Committee of the Board/ Director responsible for decision-making on sustainability-related issues? |  |  |

1. Measures taken directly or indirectly to improve foreign currency inflows or reduce outflows (measures to increase export earnings, import substitution, measures to save fuel and power are some of the areas companies could comment), measures taken to manage the costs, maintain the revenue/ income sources, to ensure viability of the entity
2. Have goals/targets been established for Environmental and Social (E&S) factors, and have these targets been consistently achieved each year? Present a three-year progress overview.
3. Are the Board of Directors provided incentives linked to performance targets / Key Performance Indicators (KPIs) associated with Environmental and Social (E&S) factors?
4. State the company’s policies on Environmental, Social, and Governance (ESG) practices?
5. Is the organization’s ESG policy defined as per the listing rules and published?
6. Who is responsible to achieve the ESG targets at the board and management level? State details
7. Are the assigned ESG target/metrics periodically reviewed and monitored at the board level?
8. Is an ESG-based incentive structure in place for the board and management?
9. Provide assurance on Sustainability / Environmental, Social, and Governance (ESG), / Non-Financial Reporting (NFR).
10. How have you incorporated climate risk into your assessment?
11. Have you obtained board approval for Environmental and Social (E&S) factors / non-financial indicators and financial indicators
12. Are the potential risks & opportunities to the organization identified? State the key risks and opportunities.
13. How much training has been provided to the management teams on ESG? Who is covered in this training?

**Section 2** **Quality of the Board**

Please state areas of expertise identified by the entity as appropriate to be represented in the Board, and how they are so represented in the following format.

|  |  |  |
| --- | --- | --- |
| Areas of expertise identified by the Board as appropriate to be represented in the Board (Note: The expertise stated in this form are examples) | Name/s of Board members representing the required expertise | Experience and qualifications of the member, indicating the required expertise |
| *Indicate Expertise (Example: Business management)* |  |  |
| *Indicate Expertise (Example: Experience in specific industry)* |  |  |
| *Indicate Expertise (Example: Accounting and Finance)* |  |  |
| *Indicate Expertise* |  |  |
| *Indicate Expertise* |  |  |
| *Indicate Expertise* |  |  |

**Section 3 Measures against corruption** - Please state the measures taken by the company to communicate to its employees and enforce its policy relating to zero tolerance of corrupt practices. Please attach copies of relevant documents.

***Note: If the applicant is a branch of a foreign company***

1. *All answers should relate to the branch, and not to the company.*
2. *In lieu of information requested under Section 1 (Governance Structure), explain the governance system of the branch*
3. *In Section 2 substitute ‘management of the branch’ in lieu of ‘the Board’*
4. **Financial Performance**

Please attach a copy of the annual report (including financial statements with the auditor’s report) of the entity for the last financial year. Entities which do not publish an annual report may submit a copy of the financial statements with the auditor’s report. If the applicant is a branch of a foreign company, the financial statements should be of the branch. Please provide the following information in the format given below in the application. (Note: Not indicating the page # may result in loss of marks)

|  |  |  |
| --- | --- | --- |
|  | Amount (If a holding company, as per Consolidated Financial Statements of the applicant)Rs.’000 **(Group Figures)** | State page # in Annual Report in which this information is provided in the audited financial statements (Indicate Note # where relevant) |
| Net profit of the year  |  |  |
| Net profit of the previous year  |  |  |
| Equity  |  |  |
| Dividends |  |  |
| Net profit attributed to shareholders of the entity (exclude non-controlling interest) |  |  |
| Total Assets |  |  |
| Current Assets  |  |  |
| Inventory  |  |  |
| Current liabilities  |  |  |
| Non-current liabilities |  |  |

Banks, Finance Companies and Insurance companies are required to enter information requested in the above table except for current assets, current liabilities and inventory.

**Additional information required from Banks and Finance Companies**

|  |  |  |
| --- | --- | --- |
|  | Ratio | State page # in Annual Report in which this information is provided |
| Tier I Capital Adequacy Ratio |  |  |
| Tier I and Tier II Capital Adequacy Ratio |  |  |

**Insurance companies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | Life | General | Total | State page # in Annual Report in which this information is provided |
| Total Available Capital (TAC) | Rs. ‘000 |  |  |  |  |
| Risk-based Capital Requirement (RCR) | Rs. ’000 |  |  |  |  |
| Risk-based Capital Adequacy Ratio (CAR) | % |  |  |  |  |

**Sustainable Financing**

Does the company/ enterprise and/or its parent/ holding company, including its ultimate holding company, have policies and practices relating to corporate governance, which include respect for human rights in line with UNGPs, planetary boundaries in line with science based targets and other responsible business practices in line with UNGC’s Ten Principles and UN Women’s empowerment principles?

1. **Economic Contribution**

**Section 1**  **Value added** - Please attach a statement of value added for the last financial year, with comparative information for the previous year.

**Direct economic value generated and distributed (EVG&D)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | AmountRs. '000(2023) | State note # in the audited financial statements | AmountRs. '000(2022) | State page # in the audited financial statements |
| A | Direct economic value generated: revenues |  |  |  |  |
| Net sales  |  |  |  |  |
| Revenues from sales of assets |  |  |  |  |
| Revenues from financial investments |  |  |  |  |
| B | Economic value distributed |  |  |  |  |
| Operating costs |  |  |  |  |
| Employee wages and benefits |  |  |  |  |
| Payments to providers of capital |  |  |  |  |
| Payments to government |  |  |  |  |
| Community investments |  |  |  |  |
| C = A-B | Economic value retained |  |  |  |  |

**Section 2** **Contribution to national and regional development**

1. Investments in buildings, plant & equip. during the last financial year

Only the amounts recognised as additions to Property, Plant and Equipment in the financial statements during the last financial year could be included. Capital works in progress are included, and transfers from capital works in progress are excluded. Purchase cost and changes in value of land are excluded. Lending institutions cannot use lending facilities granted as investments for this purpose.

|  |  |
| --- | --- |
|  | Rs. ‘000 |
| Colombo and Gampaha districts |  |
| Low income Provinces (North, East, Uva) |  |
| Rest of the country |  |
| Outside the Country |  |
| Total Investments |  |
| Additions to Property Plant and Equipment as indicated in the relevant note in the Financial Statements |  |
| Reference # of the relevant note in the Financial Statements |  |

1. Please attach a reconciliation of the total investments with the additions disclosed in the financial statements.
2. % of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the company

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Amount in current financial year** | **Annual report page reference** | **Details of improvements in environmental and social impacts** |
| **R&D** |  |  |  |
| **Capex** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Colombo and Gampaha districts  | Low income Provinces (North, East, Uva) | Rest of the country  | Outside the country | Total | Indicate the page # in the Annual Report where the total is provided (if available) |
| Number of employees at the beginning of the last financial year/ calendar year (for Banks, Finance and Insurance Companies) |  |  |  |  |  |  |
| Increase in the number of employees during the last financial year/ calendar year (for Banks, Finance and Insurance Companies) |  |  |  |  |  |  |
| Decrease in the number of employees during the last financial year/ calendar year (for Banks, Finance and Insurance Companies) |  |  |  |  |  |  |
| Number of employees at the end of the last financial year / calendar year (for Banks, Finance and Insurance Companies) |  |  |  |  |  |  |

**Only employees for whom provident fund is contributed could be counted in the number of employees.**

**COMPLIANCE**

1. **Environmental**

Details of any complaints against the business products/services on environmental grounds, investigations /inquiries by regulatory authorities, fines imposed/court cases filed, and actions taken to address the concerns raised.

1. **Employees**

Briefly give an account of: (a) any industrial disputes that were referred to the Labour Department / Labour Tribunal; (b) any prosecutions for violation of labour laws; (c) any complaints on sexual harassment; and action taken.

1. **Customer (Absence of this information will impact marks allocated by 20%)**

Briefly state any lawsuits filed against the products/services of the company and / or its subsidiaries, fines for non-compliance with regulations and any withdrawal of products/services from the market due to defects/irregularities.

1. **Economic**

Please state whether there was any judgment against the entity by a court of law or any unfavourable action taken by a regulator on or after 01st April 2016. If there was, provide details. Provide details of any pending cases.

**Statement on Demonstrated Corporate Commitment to Sustainability**

Conventional business sustainability is defined as managing the triple bottom line where institutions manage financial, social, and environmental aspects - often referred to as profits, people and planet. However, the triple bottom line does not fully address nor capture the time aspect of sustainable initiatives/strategies that are critical for the business resilience over a period of time or the ability to survive potential shocks on the triple bottom line. The year 2023/2024 is an example year for uncertain and unexpected challenges globally and locally. At the same time multiple global conventions and brand interests promoted conservation goals aiming at ensuring business sustainability and issued “green challenges” to the corporates to work on footprints and disclosures, investing in the quality of ecosystems and ecosystem services that are important of business itself and quality of life of communities, etc.

While addressing the Triple Bottom-line related initiatives and other global developments during 2023, Best Corporate Citizen Sustainability Awards 2023 wishes to provide corporates an opportunity to present their medium to long-term sustainability strategies and mainstreaming initiatives that are important for the sustainability of the core business and help to minimize the impacts of external shocks.

Businesses having sustainability mainstreamed in the core business in terms of CEO and corporate vision and commitments are expected to do better in creating economic value; contributing to healthy eco-systems; and supporting communities in line with business “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” For example, the business could address economic efficiency (innovation, prosperity, productivity), social equity (poverty, community, health and wellness, human rights) and environmental accountability (climate change, land use, bio-diversity), as part of the business strategy. Also, the business can invest in conservation, pollution prevention and in Nature based Solutions within the ecosystems the business is located, as a future investment. Indicators supporting such efforts may include but not limited to, futuristic plans for % shifts to e-mobility; % of renewable energy in energy bill; % of water recycled/ reused; extent of disaster preparedness mainstreamed in corporate contingency plans etc.

***Please outline using less than 600 words how the business aims to mainstream sustainability elements as part of the corporate strategy with demonstrated examples. Proposed areas to focus in this statement may include but not limited to embedding sustainability for economic value creation; embedding sustainability for environmental value creation; and embedding sustainability to create societal value. This statement needs to be endorsed by the CEO with the text:***

***“I confirm that (company name) .............................. understands the strategic need for embedding and mainstreaming sustainability in our Corporate Strategy, as opposed to simply anchoring it on.”***

***CEO Signature:***  ***………………………….***

***CEO name:***   ***.............................***

***Date:*** ***..............................***

|  |
| --- |
| **GUIDELINES TO APPLICANTS*** The Awards are open to all Private and Public Companies, both unlisted and listed on the Colombo Stock Exchange.
* If a holding company applies, it should provide a list of all its subsidiaries and the application should cover details pertaining to all subsidiaries.
* Please provide answers/ information to all questions in the application capturing the essence of activities conducted in 2023/2024 and focusing on new initiatives and improvements to existing activities. The length of the response may vary depending on the question. However, the number of words for any section should not exceed 750 words. Use Times New Roman font size 12 in responding. If a question is not applicable or if no work is done in respect of a question, please state so. Please submit supporting evidence such as copies of Annual report/ Sustainability report/ copies of certificates/awards and other relevant documents as part of your application.
* Wherever possible it is encouraged to give reference to your Company Annual Report instead of repeating the same details in the application.
* If the applicant has not provided required information in its submission, the applicant will not fetch any marks for that section.
* The Application must be accompanied by a conformity statement indicating compliance with relevant regulations relating to the Environment, Employees, Product/Service Standards and Financial obligations and ensure that, wherever deviations had occurred and litigation has been initiated such is reported in the application. This statement must be signed by the Chief Executive Officer or Managing Director of the applicant company.
* During the period of evaluation, a participant may be asked to provide further information or substantiate the claims made in its application.
* The CCC / members of the Evaluation Panel reserve the right to do random checks during the evaluation period.
* During the evaluation process or after, if any information provided is found to have been manipulated or not genuine, the Evaluation Panel and the Panel of Judges have the authority to disqualify such applicants during or after selection.
* The Evaluation Panel will evaluate the applications, and the short-listed applicants will be called for an interview with the Evaluation Panel for clarifications. After further short listing the CEO & CSR Manager of applicant companies will be called to make a brief presentation followed by an interview with the Panel of Judges, which will also carry marks. The decision of the Panel of Judges and the Evaluation Panel shall be final and binding on all applicants on all matters. The Evaluation Panel and the Panel of Judges will reserve the discretion to reject the entries that do not meet the specified criteria. Only entries conforming to the rules herein will be considered for evaluation.
* The CCC may publish highlights and best practices under each category, after conclusion of the awards, with the sole intent of encouraging the adoption of best practices by the corporate sector.
* All applications should be duly completed and submitted via **bccawards2020@gmail.com** with supporting documents
* Submissions closing on Thursday, 03rd October 2024 on or before 4.30 p.m.
* An all-inclusive processing fee of Rs 60,000/- should accompany the application.
* Payment mode - Cash, Cheque, Bank Deposit, Online payment, refer brochure for details
* For any clarifications, please contact Ms. Oshadhi Kodisinghe on 0115588851 or Ms. Whitney Fraser on 0115588850
 |