

Jury regulations Sustainability Professional 2022

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1. The organisation

The 'Sustainability Professional' competition is, from this year onwards, organised by npo Time4Society (Jef Denynplein 14, 2800 Mechelen, Belgium), with npo VBO-FEB (Ravensteinstraat 4, 1000 Brussels, Belgium) as co-organiser.

This competition is the successor of the 'CSR Professional' competition, which was developed and organised annually by Time4Society since 2015. Time4Society promotes sustainable entrepreneurship in companies through coaching and team buildings.

There is no external reporting for the competition rules, the election process and the jury deliberations.

2. Contest description

Handing out an award for which employees of all companies can be nominated, carries with it a lot of visibility and communication for the sustainability professional and the topic of sustainability itself. Time4Society organizes this event to draw attention towards sustainability and its positive impact on society and business.

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

For this seventh edition, two professionals will be crowned: one Dutch-speaking Sustainability Professional 2022 and one French-speaking Sustainability Professional 2022.

In addition, we are looking for a Sustainability Pioneer 2022 for each language group. These individuals are starters who have distinguished themselves in the field of sustainability, by realizing an inspirational project or best practice. Two Pioneers will be crowned: a Dutch-speaking and French-speaking Sustainability Pioneer 2022.

3. Course of the contest

STEP 1: nomination

In November 2021, a call to action is launched via our website and in the media: Who do you nominate as Sustainability Professional 2022 or Sustainability Pioneer 2022? Through our website www.sustainabilityprofessional.be people can nominate themselves or someone else. The nomination period starts on 18 November 2021 and ends on 14 January 2022.

Only candidates whose organisation 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 Sustainability Pioneer 2022 will receive a different version of the template, compared to candidates for the title of Sustainability Professional 2022. Participating candidates send the completed template to laila.ekchouchou@sustainabilityprofessional.be before Friday 14 January 2022 at 12 o'clock.

STEP 2: jury deliberation

On 18 January 2022 at the latest, a core committee of jury members, led by jury presidents Fons Leroy and Monica De Jonghe, will select the 10 best dossiers by Dutch-speaking Sustainability Professional 2022 candidates and the 10 best dossiers by French-speaking Sustainability Professional 2022 candidates. For the Pioneer categories, the core committee will also select three final candidates for both language groups.

Every jury member then judges the 10 x 2 Sustainability Professional dossiers and gives scores. This happens between 19 and 31 January 2022 (12 o'clock). On basis of the scores, the jury presidents decide which top 5 will be selected for both language groups. The candidates will be informed about the preselection on time. Every jury member will also individually rate the Sustainability Pioneer candidates.

These 5 x 2 candidates will defend their dossier in front of the jury on 3 February 2022. This will take place in Zaventem. Afterwards, the jury will select the 3 Sustainability Professional 2022 finalists for each language group. These finalists, who may now already call themselves Sustainability Ambassadors 2022, will be awarded 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 Sustainability Pioneer 2022 for each language group. Jury members are asked to be physically present at this venue. If this is impossible, they can choose to give an authorisation to fellow jury member Tim Baart (chairman of Time4Society) or jury presidents Fons Leroy or Monica De Jonghe.

STEP 3: second voting round

All website visitors, and readers of Trends / Tendances and VBO-FEB communication channels can cast their vote for one of the three elected Sustainability Professionals 2022 in Dutch and one of the three elected Sustainability Professionals 2022 in French. They can cast one vote per language group. Their vote counts for 20% of the points.

STEP 4: final voting round during event

All attendees of the event night on 24 February 2022 will also cast their vote for one of the three Sustainability Professional 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 Sustainability Professional event in order to possibly claim the prize.

If the indoor event does not take place because of the COVID-pandemic, we will provide an online streaming service, and count the jury's points for 75% and the online voting round for 25%.

STEP 5: winner

During the event night, the chairman of the jury will announce the two winners of the Sustainability Professional 2022 award (one for each language group: Dutch-speaking and French-speaking).

Furthermore, the jury presidents will announce who is awarded as the Sustainability Pioneers 2022 (one for each language group: Dutch-speaking and French-speaking).

4. Jury

The composition of the jury can be consulted on the www.sustainabilityprofessional.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 appear with their name, photograph and supplied information in press releases and publications of e.g. VBO-FEB and Trends/Tendances etc.

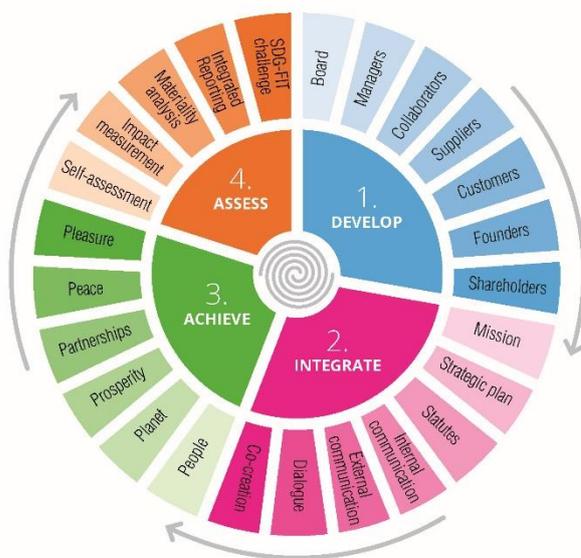
JURY CRITERIA

When judging the dossiers of the nominated Sustainability Professionals 2022, 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 sustainability strategy,
2. creatively implement sustainability in the organisation,
3. realise the desired sustainability goals within the 6 P's (People, Planet, Prosperity, Partnership, Peace and Pleasure),
4. and also to measure those Sustainability goals.

In the dossier the candidates are asked how the following 4 criteria of the SDG-FITplan¹ are integrated in their company. Along with each criteria, the personal contribution of the Sustainability Professional in these matters is verified. Each one of these 4 criteria counts for a score. The total score is a score out of 100.

Development: The sustainability 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.

Achievement: The candidates of the Sustainability 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.

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

Extra: This year, we are assessing the effort of sustainable business in times of COVID-19.

¹ Bob Elsen from Joker and Nathalie Bekx from Time4Society published in October 2018 the Travel towards sustainable entrepreneurschiop with the SDGs as your compass.

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 jury presidents, Fons Leroy and Monica De Jonghe, and the CEO of Time4Society are responsible for announcing the results of the Sustainability Professional 2022 and Sustainability Pioneer 2022 Award on Thursday 24 February 2022.

5. Disputes

5.1. Barring a serious or deliberate mistake, neither Time4Society or VBO-FEB, 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 or VBO-FEB 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 and VBO-FEB cannot be held accountable for the loss of participation mails / forms or delays in its reception by Time4Society and VBO-FEB.

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

5.4. Time4Society and VBO-FEB reserve themselves 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 and VBO-FEB other the hand, need to be reported directly to the jury presidents. To be admissible, any complaint about the competition by registered letter needs to be addressed to the jury presidents: Mr. Fons Leroy, Jef Denynplein 14, 2800 Mechelen or Monica De Jonghe, Ravensteinstraat 4, 1000 Brussels, 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.