



Expectations and Deliverables

Other Awards

Excellence in Corporate Social Responsibility Award

2.0 Organization Profile

- Please give a brief description of your organization's structure and its main activities in 250 words max or one page.

2.1 Corporate Social Responsibility (CSR) Policy & Strategy

· Organization's CSR Policy and strategy documents signed by top management representative

2.2 Corporate Social Responsibility and Workplace Practices

- Brief on the CSR Procedures established in the organization
- How are the CSR ideas generated and developed?
- How are the CSR Programs established and performed?

2.3 Specific CSR Program

- Brief on the specific CSR Programs established in the year 2017
- Objectives, Descriptions, beneficiaries, inception, timeline, key milestones, implementation partners, evaluation of the program, results, and its impact of this specific CSR Program
- Management of this specific CSR Program and the benefits obtained
- How were the benefits measured?

2.4 Contribution to the Community Development

- Brief on the CSR programs developed in the previous years focussing on the local community development. E.g. education quality improvement, infrastructure development, etc.

2.5 Promoting Employment

- Details of recruitment, promotion and training the women and physically challenged personnel
- How your organization creates new jobs for the women and physically challenged personnel.

2.6 Promoting Employee's and Common Public Health

- Brief about the Health Program for Employees established in your organization – like periodical medical examination, clinic/ first aid facilities, appointment of nurse at work and housing facilities, tie-up with the hospitals, etc.
- Brief about the programs established by the organization to safeguard the health of common public



2.7 Recognitions for CSR received

- Recognitions, Awards or Appreciations received for the CSR programs
- Submit copy of the Recognitions, Awards and Appreciations received on CSR Programs

Environment Excellence Award

3.0 Organization Profile

- Please give a brief description of your organization's structure and its main activities in 250 words max or one page

3.1 Commitment towards Environment

- Organization's Environment Policy signed by Top Management Representative
- Brief on the procedure established in the organization to identify the legal requirements, its communication among the employees, enforcing the compliance, monitoring the compliance and reporting the performance to the legal agencies.

3.2 Implementation of Environmentally friendly ideas/ programs

- List the Environmentally Friendly Ideas/ Programs established in year 2017.
- How are the Environmental Ideas/ Programs communicated among the employees? Provide sample memos, announcement mails, etc.
- How are the Environmental Ideas/ Programs implemented in the organization? What are the benefits obtained by the organization by implementing the ideas/ programs in year 2017?
- How the organization commemorated the World Environment Day, World Ozone Day, Earth Day etc. in the year 2017? Submit the report, flyers, photos of banner, photos of the respective programs, etc.
- List the Environmentally Friendly Ideas/ Programs initiated in year 2017 and those which are targeted to accomplish in year 2017.
- How does your organisation implement innovative ideas, such as cultivating the Environmental culture into business/ operations, integration of environmental issues in mainstream business /operations?
- Describe the Implementation of Zero Environmental discharge initiative, if any?
- Describe the Environmental programs related to the usage of renewable resources?

3.3 Source reduction techniques to reduce the environmental impacts implemented in 2017

- How does your organisation utilize the reduction of Environmental impact through process changes/ modifications and installation of efficient & environmentally friendly equipment?
- Any process changes/ modification and installation of environmentally friendly equipment has installed/ established in your organization in the year 2017.
- What are the benefits obtained by the organization by installing/ establishing such changes/installations?

3.4 Environmental Sustainability efforts implemented in 2017

- How does your organization contribute towards the Environmental Sustainability?
- Describe the program established for the Waste Management and other initiatives (in the year 2017) towards the Environmental Sustainability like Reuse, Recycle, etc.

3.5 Organization's promotion towards renewable energy sources in 2017



- How does your organisation promote the renewable technology such as solar energy, etc.?

3.6 Management Systems established in the organization

- Does your organisation certified/ established for Environmental Management System ISO 14001, Energy Management System ISO 50001 or any other Management Systems with respect to Environment?
- Provide the evidence of implementation of such management system (copy of certificate or copy of table of contents of the Management System Manual)

3.7 Environmental Recognitions received

- Have your organisation received any Environmental awards/recognitions/appreciations in year 2017?
- Provide copy of the recognitions, awards and appreciations received in year 2017

3.8 Organization's Regulatory Environmental Compliance Management System

- What are the legal regulations and rules applicable for the activities performed in your organizations?
- How are the legal regulations and rules identified?
- How these legal regulations and rules established in your organization?
- How the compliance of these legal regulations and rules are enforced and monitored?
- How the performance/ compliance to the legal regulations and rules are reported to the legal agencies?

Management of Driving Safety (MODS) Excellence Award

4.0 Organization Profile

- Please give a brief description of your organization's structure and its main activities in 250 words max or one page

4.1 Safe Driving Policy/Procedure

- Copy of Safe/ Defensive Driving Policy signed by Top Management Representative
- Procedures and Programs on Safe/ Defensive Driving established in the organization
- How are the procedures and Programs on Safe/ Defensive Driving implemented?

4.2 Risk Assessment

- Brief on the risk assessment procedure for safe driving.
- This shall include the details on how the driving hazards are identified, risk assessment performed, and appropriate risk control measures are applied?

4.3 Management of Driving Safety performance

- List the Safe/Defensive Driving Performance indicators established in your organization
- Explain how the performance indicators are communicated to the employees and how the indicators are monitored and measured.

4.4 Defensive Driving Program with details



- Explain the Defensive Driving program established in your organization.
- Brief on the training provided to the employees on the Defensive Driving skills and practices.
- Explain about the special campaigns or programs conducted in year 2017 for generating awareness on Defensive Driving skills and practices.

4.5 Driving behaviours management

- Explain the reward/ incentive system established to motivate the employees for adopting Safe and Defensive Driving behaviour
- How is the reward/ incentive system implemented?
- What are the benefits obtained by the organization by implementing such reward/ incentive systems.

4.6 Demonstration of good practices & Results Achieved (related to Safe/Defensive Driving)

- Explain about the Speed Monitoring Devices, Speed Governors, Vehicle Tracking System implemented in your organization
- What are the benefits obtained by the organization by establishing such gadgets/ systems?

Best HSE Initiative Award

5.0 Organization Profile

- Please give a brief description of your organization's structure and its main activities in 250 words max or one page

5.1 Brief title of the HSE initiative in year 2019

5.2 Description of the initiative

5.3 Objectives of the initiative with Key Performance Indicators (KPIs)

5.4 Purpose and benefits of the initiative

- Specify the range to which the initiative has been applied
- Describe the HSE benefits and business benefits of the initiative

Best Risk Management Award

6.0 Organization Profile

- Please give a brief description of your organization's structure and its main activities in 250 words max or one page

6.1 Risk Management Policy

- Risk Management Policy or a similar Statement of Commitment signed by the Top Management Representative

6.2 Implementation of Risk Management Procedures and Programs

- How the organization identifies the Business Risks considering the expectations from the stakeholders like customers, suppliers, competitors, legal agencies, employees, labour unions, etc.
- How the Risk Identification, Risk Analysis, Risk Evaluation and Risk Treatment done in your organization?



- List the procedures and programs developed and established in your organization to management the identified business risk.

6.3 Organization's maintained or adopted Systems

- How the awareness on Business Risk Management is generated among the employees?
- List the International Standard or Recommended Practices adopted by the Organization to establish the Risk Management Programs. E.g. ISO 31000 standard, COSO Framework for ERM, etc.
- Have your organisation established Risk Management System based on ISO 31000 standard or any other Management Systems with respect to Risk Management?

6.4 Risk Management Recognitions received

- List the recognition/ awards/ appreciations received by the organization with regards to Risk Management implementation.