

DUTY OF CARE AWARDS FREQUENTLY ASKED QUESTIONS

1. How to apply for the Duty of Care Awards? To apply for the Duty of Care Awards, please visit: <u>https://dutyofcare.awardsplatform.com</u>

2. Can I amend my entry once submitted?

Yes. After you submit an entry, you will be able to make amendments up until the deadline of 14 November 2022. To amend your entry, simply log in to the platform using your credentials here: https://dutyofcare.awardsplatform.com

- **3.** Is there a fee to submit an entry? There is no fee to apply.
- 4. Can I submit an entry in several different categories? Yes. An applicant may enter up to two Awards categories.
- 5. Who can apply for the Duty of Care Awards? The Awards are global and open to all organisations, individuals and NGOs across all industries and sizes.

6. What information do I need to submit an entry?

In order to submit an award entry, you will need:

- Description of the project, campaign initiative or programme.
- Supporting documentation, evidence, videos, presentations, etc.
- High resolution company logo.
- CV of entrant (only if applying for the Duty of Care Ambassador category)
- Two sponsorship statements from the employer, client or partner (only if applying for the Duty of Care Ambassador category)

7. What are the assessment criteria?

There are four core assessment criteria common to each award. Judges will assess each award for completeness, depth and how well it meets the criteria below:

- Performance Improvement What results were achieved?
- Leadership and Management Commitment What role did leaders and managers play in the project?
- Stakeholder Engagement How were internal (and external where applicable) stakeholders involved and engaged in this project?
- Longevity How will this project continue to deliver value and benefit the workforce and community?

8. When will the Award winners be announced?

Our shortlist for the 2023 Duty of Care Awards will be announced in February 2023. The winners will then be announced at our live Duty of Care Awards & Summit event.

More details on the location and date of the Duty of Care Awards & Summit will follow shortly.

9. Who should I contact if I have other questions?

If your question is not listed in this section, please send us an enquiry to info@internationalsosfoundation.org