

# GREATER DALLAS BUSINESS ETHICS AWARD

# NOMINATION FORM

## Nomination Process

Members of the public and the local business community may submit the name of a company to be considered for by via this website. Companies may self-nominate. Details regarding process and criteria for submission, entry and judging, are included in the Criteria for Entry on pages 4-5.

Nominees should be Dallas-based companies that have demonstrated a commitment to high ethical standards and corporate responsibility by the way they deal with their customers, their employees, their suppliers and the public at large.

All entries will be reviewed for the local awards program and local winners may be forwarded for consideration to the national American Business Ethics Award program, at the GDBEA's discretion.

Nominations for the local awards program must be submitted by the deadlines listed below.

- Deadline for Nominations: **February 1, 2016**
- Deadline for Entries: **March 1, 2016**
- Awards Ceremony: **May 17, 2016**

**Complete all data requested on Nomination Form on pages 2 and 3 and send to:**

Greater Dallas Business Ethics Award  
PO Box 803629  
Dallas TX 75380-3629  
[info@gdbea.org](mailto:info@gdbea.org)

**Submissions may also be completed online at [www.gdbea.org](http://www.gdbea.org)**

Questions? Please contact Michael Webb at [mwebb@gdbea.org](mailto:mwebb@gdbea.org) or (214) 212-2187.

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## Nominee Information

*Type or Print Information Requested*

Company Name \_\_\_\_\_

Business Address \_\_\_\_\_

Company Contact \_\_\_\_\_

*Please be sure this person is in charge of completing the company's application.*

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

Size Category (Check box)

- A.  Large – Companies with more than 2,500 employees
- B.  Midsized – Companies with between 250 and 2,500 employees
- C.  Small – Companies with fewer than 250 employees

*Note: Non-profit organizations and financial service companies are not eligible to participate.*

Brief Description of Business (26 words or fewer) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Brief Explanation for Nomination \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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**Nominator Contact Information:**

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

**Nominator's affiliation with the nominee** (e.g. employee, customer, vendor, or shareholder.)

\_\_\_\_\_

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## Criteria for Entry

Below are the steps for nomination and entry and the criteria by which all entries are judged. The Frequently Asked Questions on pages 7-8 may provide additional insight into the process, or you may direct questions to [info@gdbea.org](mailto:info@gdbea.org).

1. **Eligibility.** Private or public companies of any size may enter the award process. Prospective nominees should be companies that have demonstrated a commitment to high ethical standards and corporate responsibility by the way they deal with their customers, their employees, their suppliers and the public at large. \*Financial service companies and nonprofit organizations are not eligible to participate. A financial service company is defined as one that earns more than 25 percent of its revenues from providing financial services or from the sale of financial products.
2. **Nomination.** A company may be nominated for consideration by a customer, client, employee, consultant, vendor, or may self-nominate. A nomination should include the name of a contact person and phone number to reach both the nominator and the nominee and must be received by the GDBEA before entry may be considered. The nomination form may be downloaded and printed from this site and mailed to the GDBEA, or may be filled out and submitted electronically via this site.
3. **Entry.** Upon receiving nominations, the GDBEA will confirm and provide the nominee with the official Entry Form. Nominated companies are required to complete the Entry Form and provide documentation of ethics in action at their company. The entry submission rules are listed below:
  - Two copies of the official entry must be submitted in one-inch binders. The Company name must be included on both the cover and spine of the binders. The official Entry Form should be completed and included in front of Tab 1 in the binders. The information must be organized into five sections as indicated on the Entry Form.
  - Original documents are preferred, but copies will be accepted. In particular, if the document is an odd size or utilizes color, both an original and a copy would be appreciated.
4. **Category:** Companies entering the Award competition will be judged in one of three categories based on the number of employees:
  - Large – company with more than 2,500 employees;
  - Midsized – company with 250 to 2,500 employees;
  - Small (or Micro) Companies with fewer than 250 employees.

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5. **Judging:** Entrants are judged by an independent panel representing the business, academic, public service, and consulting communities in North Texas. The judging criteria are stringent and listed below:
- A clear demonstration of the company’s executive commitment to ethics as demonstrated by speeches or other correspondence and communications from the CEO and other senior officers to employees and/or customers.
  - The company’s story as it relates to a culture of strong business ethics is a key criterion.
  - A corporate code of ethics, credo, code of conduct, mission statement or philosophy which demonstrates the company’s requirement for honesty, integrity and compliance with the law in all business dealings. An ethics policy or corporate philosophy that is unique and deserving of recognition is a key criterion.
  - Clear communication of the company’s ethical standards, corporate culture and its expectations of employees in company publications, employee handbooks, training courses and other materials. An indication of how employees are measured for ethical business conduct, and how their compensation is tied to ethical conduct.
  - A clear indication that employees throughout the organization understand and accept the company’s ethical standards as indicated by survey results or internal audits.
  - A means for employees, customers and other parties to bring ethical problems or conflicts to the attention of management and a mechanism for resolution that ensures fair and consistent treatment of the parties involved. Specific examples of how this mechanism is used by employees and other company constituents and information on outcomes of ethical problems or conflicts, is a key criterion.
  - A narrative description of business ethics in action as demonstrated by the company’s response to a specific challenge affecting its operations or its industry, or by evidence of how ethical decision-making is a part of the company’s everyday operations, philosophy and culture.

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- A consistently high quality of products and services, business and production practices, including demonstrated awareness of environmental impact, if appropriate.
- A corporate commitment to providing a work environment that is safe, free from harassment or inappropriate discriminatory behavior of any kind, and that fosters growth and opportunity.
- A community commitment that is demonstrated by involvement in local, regional and/or national issues, corporate philanthropy, support of civic and charitable endeavors through foundation grants, and/or contributions or gifts of time and materials.

Please review the Frequently Asked Questions on pages 7-8 for more information. If you still have questions please contact us directly via mail, phone or email.

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## Frequently Asked Questions

- 1. If I nominate a company, is that the same as an entry?**

No. A representative with the GDBEA will contact the nominees to review information and supply an official entry form. The entry form may be viewed on the Download Forms page.
- 2. I was a finalist in a previous year, but was not a winner, may I nominate/enter again?**

Absolutely. We encourage those who do not win to resubmit in subsequent years. The goal of the GDBEA is not only to recognize program excellence, but also to encourage the improvement of current programs. Many previous winners submitted entries in multiple years and remark that the process of entering taught them much about how to improve their current ethics programs.
- 3. What are the categories for size of company?**

Companies (public or private) entering the Award competition will be judged in one of three categories based on the number of employees: Large – company with more than 2,500 employees; Midsized – company with 250 to 2,500 employees; Small (or Micro) – Companies with fewer than 250 employees.
- 4. What are the criteria for judging?**

Entrants are judged by an independent panel representing the business, academic, public service, and consulting communities in North Texas. Companies are evaluated based on the company's executive commitment to business ethics, company ethics program, demonstration of sound ethical practices and commitment to stakeholders. View the detailed criteria on the Criteria for Entry page.
- 5. How much information is needed to complete the official entry form?**

The entry form consists of a four-tab binder compiling supporting materials and does require a commitment of time and resources to properly research and compile. The entry form and its specific requirements may be viewed on the Download Forms page.
- 6. What is the deadline for nomination? Entry submission?**

The deadlines for nominations and entry submission are noted on the cover of this submission form.
- 7. Who judges the submissions and how are they chosen?**

An independent panel representing the business, academic, public service, and consulting communities as well as previous GDBEA winners are selected each year to review the entries. The 2016 Judging Committee will be announced in January 2016 and

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listed on the Judges page on the website.

8. **Can any company be nominated?**

Public or private companies may enter the award competition. Please Note: Nonprofit companies and financial service companies are not eligible to participate. A financial service company is defined as one that earns more than 25 percent of its revenues from providing financial services or from the sale of financial products.

9. **Are there any opportunities to learn about how to properly complete the entry forms?**

Yes, the GDBEA and its sponsors host seminars to answer questions about the entry process.

10. **Is there any cost to nominate or enter?**

There is no cost to nominate or to enter the award competition. The process of completing the official Entry Form does require a commitment of time and resources to properly research and compile the data needed to submit a quality entry.

11. **How much does it cost to attend the awards luncheon in May?**

Individual tickets are \$70 and finalists receive 2 complimentary tickets.

12. **Do nominees/entrants have to purchase tickets or a table at the Awards Presentation Luncheon?**

No, but each company that enters receives 2 complimentary seats at the awards luncheon. We encourage nominees and entrants to attend the Awards Program Luncheon to support the finalists and all of those who work to foster strong business ethics in North Texas.

13. **Can nominees/entrants sponsor the Awards Presentation Luncheon?**

To preserve the integrity of the process, entrants are not allowed to sponsor the Awards Presentation Luncheon in the year in which they participate, but may purchase tables or tickets to attend. Past entrants, finalists and winners are encouraged to support the event through sponsorships or purchase of tables and/or tickets.

14. **Where can I find information about the American Business Ethics Award?**

The ABEA website is located at

<http://www.financialpro.org/foundation/abea/abeadescription.htm>

15. **I still have questions?**

Please feel free to contact GDBEA by mail at PO Box 803629, Dallas TX 75380-3629, send an email to [info@gdbea.org](mailto:info@gdbea.org) or call (214) 212-2187