****

**CONTEST FORM**

**Submitted by:**

**Company Name:**

**Date:**

**CONTENTS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Information**

**Evaluation Questionnaire**

|  |  |  |
| --- | --- | --- |
| **1** | **Governance**  | 25 |
|  | 1.1. Strategic Commitments / Alignment |  |
|  | 1.2. Policies, Practices and SOPs  |  |
|  | 1.3. Regulatory Practices & Compliance |  |
| **2** | **Culture** | 25 |
|  | 2.1. Employment Practices and Engagement |  |
|  | 2.2. DEI – Diversity, Equality, and Inclusion  |  |
| **3** | **Work Conditions – HSE**  | 20 |
|  | 3.1. Health and Safety  |  |
|  | 3.2. Environmental Sustainability |  |
| **4** | **Employee Development Initiatives** | 15 |
| **5** | **Responsible Business**  | 15 |
|  | 5.1. Responsible Business Conduct  |  |
|  | 5.2. Alignment with Sustainable Development Goals  |  |
|  | 5.3. Corporate Social Responsibility  |  |
|  | **Total Score** | **100** |

**COMPANY INFORMATION**

|  |
| --- |
| **ORGANIZATION** |
| a. | Registered Name |  |
| b. | Address |  |
| c. | Name of Head of Org. |  |
| d. | Designation of the Head of the Org. |  |
| e. | Industry/Sector |  |
| f. | Type | [ ] Multinational | [ ] National |
| Size of OrgLarge: Employing 251+Medium: Employing 50-250Small: Employing up to 49 | [ ]  Large | [ ]  Medium | [ ]  Small (SME) |
| g. | Employees /Manpower | **Category** | **Male** | **Percentage** | **Female** | **Percentage** |
| CEO + Functional Heads / Leadership Team |  |  |  |  |
| Mid-Level Management |  |  |  |  |
| Entry-Level Management(1st two Management Cadre Layers) |  |  |  |  |
| Non-management staff  | Skilled Workers |  |  |  |  |
| Un-Skilled Workers |  |  |  |  |
| Service Contract Staff (Temporary staff) |  |  |  |  |
| **Total Strength** |  |  |  |  |
| h. | Contact Person(s) | Name |  |
| Designation |  |
| Contact No. |  |
| Email Address  |  |

***Important Notes:***

* *All questions listed below must be answered.*
* *Description should be within 120 words*
* *Please attach supporting documents, sheets, data, graphs or photos for verification*
* *Clearly organize all annexures/attachments in a folder and mark the references clearly against each question in this document in the Attachments column.*

**EVALUATION QUESTIONNAIRE**

**SECTION 1: GOVERNANCE**

|  |  |
| --- | --- |
| **1.1. Strategic Commitments / Alignment**  | **Marks = 05** |
|  | **Description** | **Attachments** |
| 1 | Corporate Vision and Mission Statements |  |  |
| 2 | Stated Core Values or Principles |   |  |
| 3 | HR Department’s Mission Statement / Commitment  |  |  |

|  |  |
| --- | --- |
| **1.2. Policies, Practices, and SOPs** | **Marks = 10** |
|  | **Description** | **Attachments** |
| 4 | Do you have the following documented? Attach evidence |
| HR Policies / Manual |  |  |
| Employee Handbook  |  |  |
| Standard Operating Procedures (SOPs) |  |  |
| Code of Conduct |  |  |
| Whistle Blowing  |  |  |
| 5 | Do you produce the following reports? Attach evidence. |
| Annual Report |  |  |
| Sustainability Report (Environment, Social, Governance) |  |  |
| UNGC`s Communication on Progress |  |  |
| 6 | Does your company go through a strategic planning exercise each year?  |  |  |

|  |  |
| --- | --- |
| **1.3. Regulatory Practices & Compliance** | **Marks = 10** |
|  | **Description** | **Attachments** |
| 7 | Provide evidence of all labor laws related legal compliances.(Certification, Contribution, etc.) |  |  |
| 8 | Do you have employee unions?  | [ ]  Yes | [ ]  No |  |
|  | If yes, do you decide employment terms as a result of negotiated settlements after collective bargaining? Provide evidence. |  |  |
| 9 | Are the following Bilateral institutions formed and working in your organization:  |  |
|  |[ ]  Shop Stewards |  |  |
|  |[ ]  Work Council |  |  |

**SECTION 2: CULTURE**

|  |  |
| --- | --- |
| **2.1. Employment Practices and Engagement**  | **Marks = 10** |
|  | **Description** | **Attachments** |
| 10 | Provide organization’s initiative(s) taken in the following areas: |
|  | Employee Welfare |  |  |
| Employee Engagement |  |  |
| Career Development  |  |  |
| Equal Opportunity |  |  |
| Wellness Initiatives, mental health support, and work-life balance |  |  |

|  |  |
| --- | --- |
| **2.2. Diversity, Equality, and Inclusion (DEI)** | **Marks = 15** |
|  | **Description** | **Attachments** |
| 11 | Do you have a Gender Equality Policy or a DEI Policy?  |  |  |
| 12 | Provide details of the organization's special initiative(s) and their impact in the following areas of DEI:  |
|  | Protection against harassment and violence at work |  |  |
| Are you compliant with the law on providing employment to differently abled individuals?  |  |  |
| Accessibility and Work Environment for people with disabilities |  |  |
| Safe working environment for Women |  |  |
| Harassment Committee / Grievance Mechanism |  |  |
| Maternity and Paternity Leaves |  |  |
| Day Care Center |  |  |
| 13 | Any other initiative in DEI that differentiates you as an employer of choice in your industry/sector.  |  |  |

**SECTION 3: WORK CONDITIONS - HEALTH, SAFETY, AND ENVIRONMENT**

|  |  |
| --- | --- |
| **3.1. Health and Safety** | **Marks = 15** |
|  | **Description** | **Attachments** |
| 14 | Do you have an HSE Policy? Provide evidence |  |  |
| 15 | Do you have any HSE relevant Certifications. Please provide evidence.  |  |  |
| 16 | What initiative(s) is the organization taking in the following areas:  |
|  | Setting Safety Goals and Targets including allocating financial and human resources.  |  |  |
| Establishment of various levels of OSH Committees |  |  |
| Ensuring clarity of roles, responsibilities, accountability, & competencies |  |  |
| Hazard Identification, Risk Register, and Risk Management Programs |  |  |
| Fire and Evacuation Drills and HSE Trainings  |  |  |
| Incident Investigation, Lesson Learning & Incorporation |  |  |
| Emergency Response & Preparedness for specific threat scenarios |  |  |

|  |  |
| --- | --- |
| **3.2. Environmental Sustainability** | **Marks = 05** |
|  | **Description** | **Attachments** |
| 17 | How does your organization demonstrate its commitment to addressing climate change? Are there clear policies, targets, and initiatives?  |  |  |
| 18 | What steps does your organization take to assess the environmental impact of its products and services? |  |  |
| 19 | What initiatives does your organization undertake to actively create Green Jobs? Are there targeted programs or partnerships to train and employ individuals in environmentally friendly practices?  |  |  |

**SECTION 4: EMPLOYEE DEVELOPMENT INITIATIVES**

|  |  |
| --- | --- |
|  | **Marks = 15** |
|  | **Description** | **Attachments** |
| 20 | Do you have any Learning and Development policies? |  |  |
| 21 | What was the average number of training hours per employee annually (FY2023) |  |  |
| 22 | Provide details about the initiative(s) taken by your organization in the following areas: |
|  | Apprenticeship/Work-Based Learning Program |  |  |
| How does your organization encourage continuous learning?Do you prepare Annual Training Plan based on TNA |  |  |
| Do you engage with the Academic Institutions for enrolling and skills development of the youth? |  |  |

**SECTION 5: RESPONSIBLE BUSINESS**

|  |  |
| --- | --- |
| **5.1. Responsible Business Conduct** | **Marks = 05** |
|  | **Description** | **Attachments** |
| 23 | Do you ensure no contravention of human rights in the Company’s overall business strategy & operations?  |  |  |
| 24 | Do you have a mechanism to identify and address the risk of Child/Forced labor in your supply chain? Provide evidence. |  |  |
| 25 | Does your company offer additional social protection benefits beyond those mandated by law, such as health insurance? Provide evidence. |  |  |

|  |  |
| --- | --- |
| **5.2. Alignment with Sustainable Development Goals (SDGs)** | **Marks = 05** |
|  | **Description** | **Attachments** |
| 26 | Does the company align its business strategies with SDGs? |  |  |
| 27 | Do you have a focal person within the organization to provide support for SDGs and their implementation? |  |  |
| 28 | Identify which of the SDGs your organization is actively involved in and also provide details about the measures taken to promote any specific SDGs. \*  |
|  | SDG #  |  |  |
| SDG # |  |  |

*\* There are total 17 SDGs. Identify and provide details of all the SDGs your company is actively involved in. You may add rows as required.*

|  |  |
| --- | --- |
| **5.3. Corporate Social Responsibility** | **Marks = 05**  |
|  | **Description** | **Attachments** |
| 29 | Is social responsibility part of the company`s written corporate objective / valued practices? |  |  |
| 30 | How actively does the organization engage with local communities through its CSR programs? |  |  |
| 31 | How sustainable are the CSR initiatives? Are they designed for long-term impact rather than short-term gains? |  |  |

*Disclaimer*

*The information contained herein is, to the best of our knowledge and belief, accurate and current.
We understand that the performance appraisal is subject to final decision of the EFP Evaluation Committee’s*

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of Authorized Representative** |  |
| **Designation** |  |
| **Date** |  |
| **Stamp of Organization** |  |