

AWARD RULES AND REGULATIONS

OBJECTIVES

The ambition of this Award scheme is clear: Recognizing excellence in workplace responsibility by evaluating the processes and policies that support Happiness of the workforce.

The specific objectives of the Award are:

- recognizing organizations that are game changers, the forward-thinking ones that strive to do things differently and put their workforce at the heart of its operations.
- highlight leading examples of companies actively looking at creating a workplace culture that nurtures, engages employees and reinforces their role in a sustainable future.
- promote and share good practices and celebrate the achievements of winning organizations and appreciating the journey undertaken by all the organizations' that applied for the award.

RULES OF PARTICIPATION

1. The application process will be open to 3 stakeholder categories: (a) Public bodies, (b) Private bodies, and (c) Civil society.

For the purpose of the Award, the 3 stakeholder categories are defined as follows:

- a. **Public bodies** are defined as (i) **subnational legal public entities**, i.e. public institutions with legal personality, below the level of central government (e.g. regions; cities; local authorities, public universities and research institutes) **or** (ii) **associations of subnational legal public entities**, i.e. umbrella organizations based on membership and representativeness of sub-national public legal entities.

- b. **Private bodies**

Given that applicants can be substantially different in size, a distinction is being made between:

- **Small or medium-sized enterprise (SMEs)** enterprises which (i) engage in an economic activity (including self-employed persons and family businesses engaged in craft or other activities, and partnerships or associations regularly engaged in an economic activity); (ii) employ fewer than 250 persons (expressed in ‘annual working units’)
 - **Large Enterprises**, all enterprises which do not qualify as a small or medium-sized enterprise.
- c. **Civil Society/‘Non-profit organizations’**, i.e. entities whose members serve the general interest These entities are non-profit- making or have a legal or statutory obligation not to distribute profits to their shareholders or members.
2. Submitted projects/initiatives can **only** cover activities taking place **within 12 months** period of the previous year of application
 3. Submitted projects/initiatives must be **completed**.
 4. Submitted projects/initiatives must address one of **three dimensions** of sustainable development (Environmental, Economic and Social).
 5. Participants may be excluded if they have misrepresented information required for participating in the contest or fail to submit such information.
 6. The Award shall respect the principles of transparency and equal treatment and shall promote the achievements of applicants and winners

APPLICATION PROCESS

1. SUBMISSION:

- Applications must be filled online on the dedicated official website of the Award (<http://happinessaward.com/register.html>).
- If an organization is applying for more than one category, an online application has to be filled separately for each
- Applications must be completed in English However, to facilitate the handling, analysis and comparison of applications for some applicants; applicants are

invited to submit their applications in Arabic manually.

2. STRUCTURE:

- The applicant is invited to describe the project/initiative that is being submitted. The applications consist of:
 - Context: Description of the project/initiative;
 - Relevance: Evidence that the project/initiative made a transformative contribution to organizational and national agenda
 - Effectiveness: Evidence that the project/initiative brought about (behavioural) change and employee engagement
 - Transferability and sustainability: Evidence that the output is transferable and applicable to other projects/initiatives;
- Applicants are encouraged to include samples/examples of their project deliverables to support the claims made in the application (e.g. presentations, videos, graphic materials, websites; documents etc.). These supporting documents can be submitted in both English and Arabic languages. It should be noted however that the application will be judged upon the quality of the application itself and the site visit and not of the supporting documents; all relevant information should thus be included in the application itself.
- Applicants may be asked at a later stage for further documents

3. PROCESS:

After the eligibility screening, there will be a **two-stage selection process**.

- During a **pre-selection** stage, the evaluation committee will evaluate each application. The evaluation committee will prepare a **shortlist of outstanding applications** per category and share them with the assessors committee.
- The **Assessors** will produce detailed assessment reports for organizations' who are visited at their premises.
- **A Jury will then decide on the winners based on the shortlist prepared by the assessors committee.** The Jury will choose the winners based on unanimity. In case no unanimity can be reached, the Commission representative in the Jury will chose the winners amongst the preferred applicants of the other Jury members.

The **winners** of the 2018 Happiness @ Work Award will be announced during a Ceremony held in Dubai beginning of Q2 2019 (indicative).

4. WITHDRAWAL OF THE PRIZE

The Award management team may withdraw the prize after its Award, if it finds out that:

- false information, fraud or corruption was used to obtain it;
- a winner was not eligible or should have been excluded;
- A jury member is seen to have a conflict of interest with a given entry that won

5. CANCELLATION OF THE AWARD

The Award management team may cancel or decide not to give any Award — without any obligation to compensate participants, if:

- no applications are received;
- the jury does not find a winner;
- the winner is not eligible or must be excluded