



جائزة السعادة | HAPPINESS  
في مكان العمل | @ WORK AWARD

# ENTRY GUIDELINES

[www.happinessaward.com](http://www.happinessaward.com)

Happy and engaged workplaces have a positive impact on employees and the business. Engaging and empowering employees to help them achieve their sense of purpose, makes them happier, healthier and socially adept. Happy employees are more productive, creative and collaborative and have a positive impact on the organization. Forward-thinking businesses are increasingly recognizing that happiness translates into tangible business outcomes and has an impact on the bottom line.

The Happiness @ Work Award looks at recognizing forward thinking organizations that institute positivism and a sense of belonging at the workplace and believe that Happy Employees Create High Performing Organizations. The Award aims to highlight organizations that constantly innovate, to create a workplace environment that inspires and engages employees and reinforces their role in the organizations sustainable future.

The Award is an opportunity for organizations to celebrate and showcase their achievements and also a chance to appreciate the journey undertaken by all the organizations that applied for the award.

The Happiness @ Work Award is managed by Sustainable Mindz, a pioneering strategic Corporate Sustainability and Responsibility (CSR) expertise Centre in the Gulf and MENA region. Sustainable Mindz believes that the conventional way of enabling companies to become more socially and environmentally responsible is not enough to creating change, and focuses on enabling organizational excellence that is fun, engaging and sustainable.



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# ELIGIBILITY

In Operation for at Least 2  
Years Prior to the Entry  
Deadline

Commitment to Measurement,  
Evaluation, and Learning

**PUBLIC SECTOR**

**SMES**

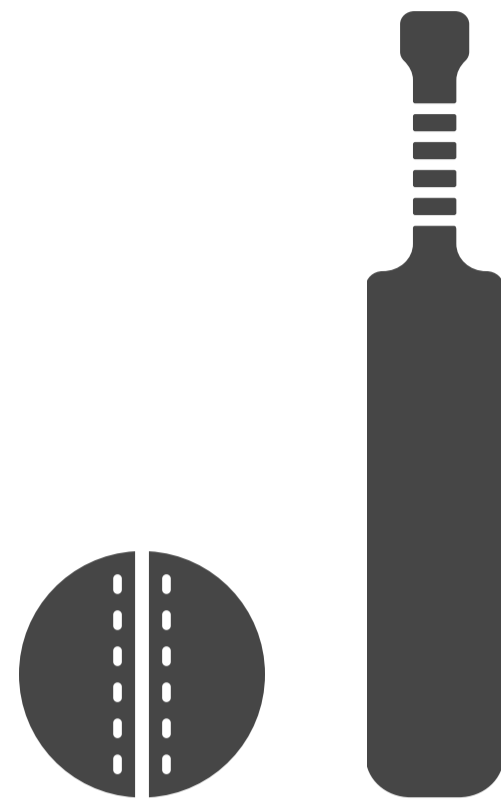
Each Program Submitted Must Be  
Planned, Implemented and Completed  
Within Twelve Months' period from  
(January to December) of the Previous  
Year of Application.

**CORPORATIONS**





Best Workplace Wellness Program



Best Workers Welfare Program



Best Employee Engagement Program

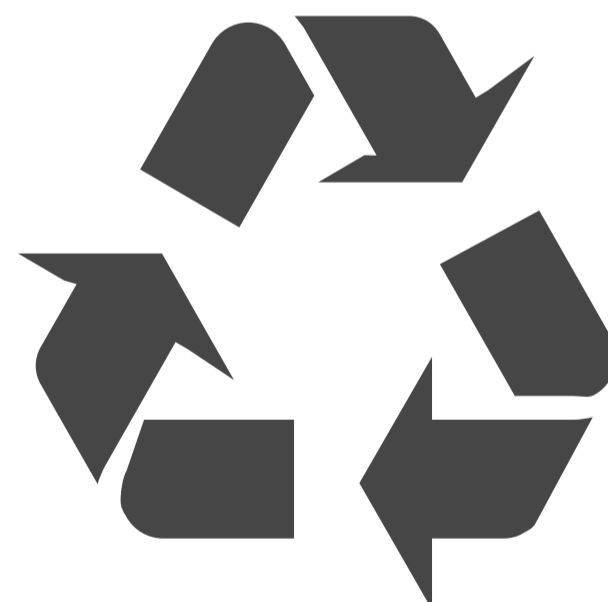


**Have more than one program or initiative?**

You Can Submit One Entry to 3 Categories Maximum



Best Work-Life Balance Program



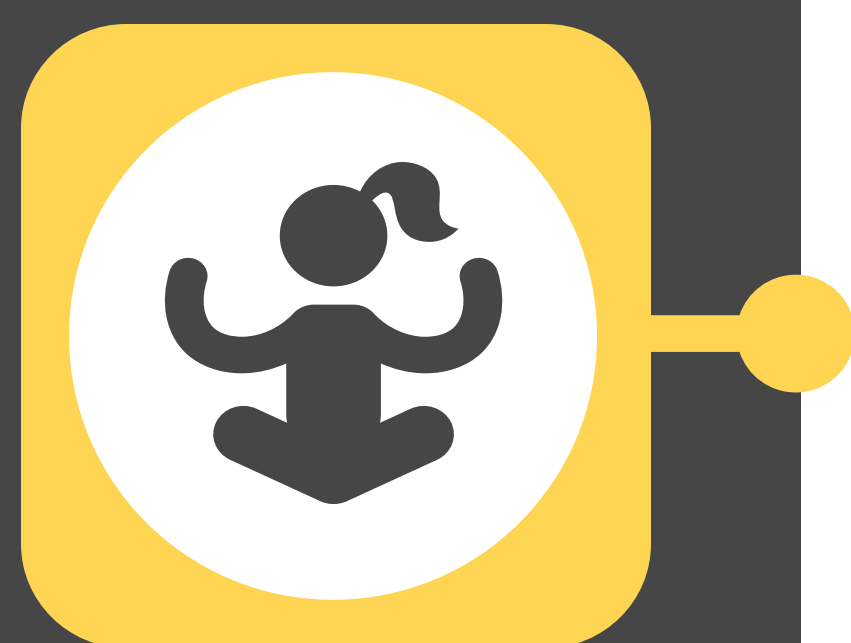
Best Workplace Sustainability Program



Happiest Workplace  
**(JURY PICK)**

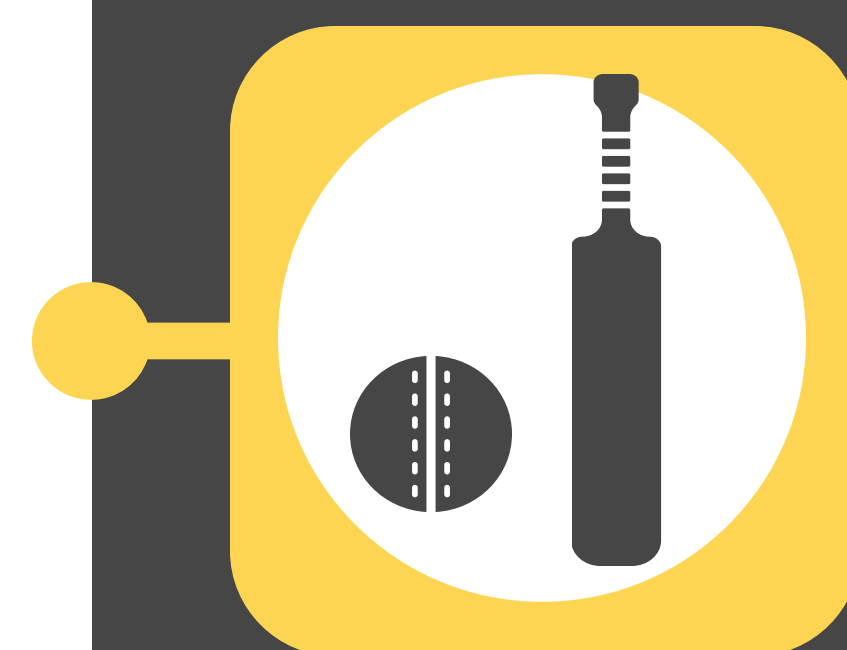


Each entry will be judged separately. Entries submitted in multiple categories are eligible to win multiple awards.



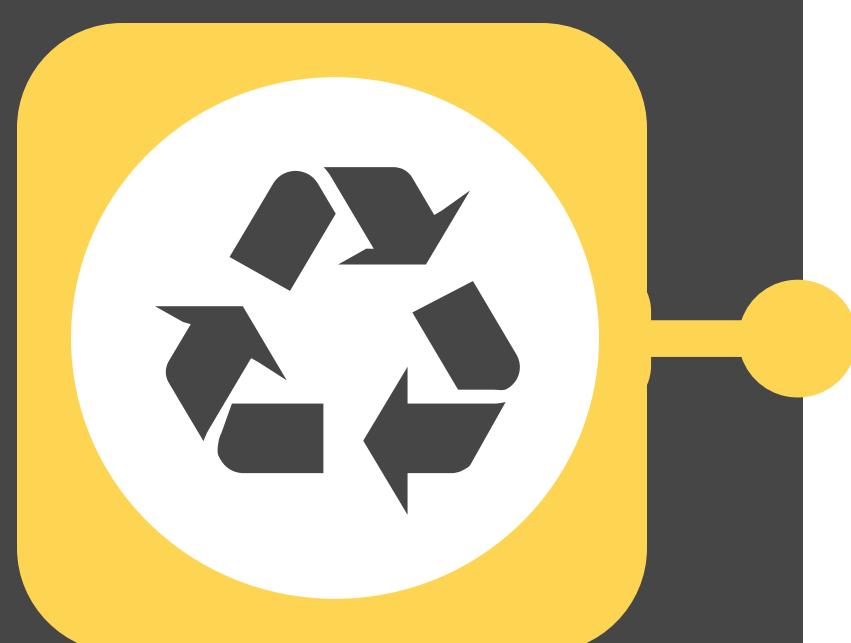
This category is for organizations that show excellence in managing workplace wellness programs. A wellness program is any program implemented by an organization to improve the health of its employees. A wellness program that helps employees make smart and healthy choices and that helps them overcome specific health-related issues. This benefits organizations by reducing health care costs, increased vitality and reduced absenteeism.

This category is for organizations that show excellence in providing comfort and improvement, intellectual and social including services, facilities and amenities that may be established at the workplace or accommodation, in a healthy and congenial environment and to benefit from facilities that improve their health and bring high morale. Worker welfare provides social comfort to employees and builds a stable workforce.

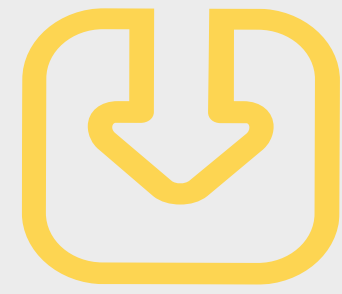


This category is for organizations that show excellence in adopting an Employee engagement and inclusiveness program that is based on respect, trust, integrity, two-way commitment and communication between an organization and its employees. An organization that effectively capitalizes on the strengths of all employees and leverage their differences and unique values resulting in the right conditions for all employees to give their best each day, committed to their organization's goals and values, motivated to contribute to organizational success, with an enhanced sense of their own good.

This category is for organizations that show excellence in promoting work-life balance in the office without compromising productivity or efficiency. Organizations that support its employees to split their time and energy between work and the other important aspects of their lives. Work-life balance is a daily effort to make time for family, friends, community participation, spirituality, personal growth, self-care, and other personal activities, in addition to the demands of the workplace.



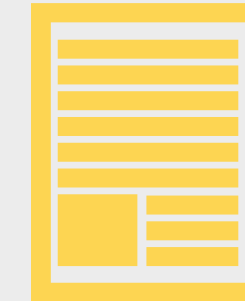
This category is for organizations that show excellence in sustaining a safe, healthy and functional workplace, an organization that puts in place practical and efficient work processes to minimize the impact of employee production on the environment and community. Maintaining a sustainable workplace means minimizing external environmental impact—for example, by purchasing repurposed and recycled materials, minimizing unnecessary employee travel, and reducing energy and water consumption.



Complete  
Registration,  
Payment and  
Access Online  
Application Form



Complete Online  
Application Form



Submit Completed  
Application Form  
with Support  
Documents



First Level  
Screenings and  
Evaluations of  
Applications



Conduct Site  
Visits  
(If Applicable)



Shortlisting of  
Each Category  
Finalists



Evaluation of  
Finalists by Jury  
Members



Announcement of  
Winners at  
Awarding  
Ceremony



Participants  
Receive  
Recommendations  
Report

Remember, your submission is a document to sell your workplace happiness story to the jury. Make it interesting and easy to read.

Each program submitted must be planned, produced and completed within a period of twelve months' prior to the entry deadline

Include programs' major milestones

Use short sentences and paragraphs

Use bullet points and lists

Use clear examples and case studies

Add photos, charts and graphics

There is no need to include any confidential or sensitive information.

Tell us about your future plans and how are you planning to sustain happiness in your workplace

PER CATEGORY

**\$400**

Companies submitting three entries are eligible for a 10% discount on their submission fee total.



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Fees are non-refundable. Withdrawn entries (whether withdrawn by entrant or by the Happiness @ Work Award for entrant's failure to comply with the entry rules) will NOT be refunded.

We Support

SUSTAINABLE  
DEVELOPMENT  
**GOALS**

Partner



Media Partner

Middle East  
**Forbes**