



# JURY DUTY



## CORE VALUES

- a. Members and employees act with impartiality and integrity.
- b. Members and employees demonstrate respect and accountability.
- c. Members and employees operate in a fair and open manner.

## JURY

A jury, consisting of experts and leaders in the Safety industry as well as key figures in economics and media, will assess the nominations of the participating companies.

## SELECTION DECISION

The selection of the winner of the SAFETY AWARD GALA will take place in two stages. First, a pre-selection will be made according to a point system provided by the Jury. From this, the best companies are nominated for the award. The jury will then determine the winner based on this point system.

## CRITERIA OF EVALUATION

The entries will be assessed on the basis of defined criteria, which is in the form of a point system. All submissions will be handled confidentially during the jury process.

\*A direct contact with the jury is forbidden; therefore any possibility of lobbying efforts is eliminated. [There may be special circumstances in which exceptions will be allowed but you have to contact the agency before].

*That's one of the reasons why we don't present the jury members here anymore.*

## EVALUATION

The selection of the winner of the SAFETY AWARDS will be made in two stages.

First, a pre-selection from all entries will be made with the help of a points system provided by the Jury. After this procedure, the companies with the most points will be officially nominated for the award. The jury then will determine the winner based on a point system used to evaluate the submitted materials from each of the contestants. The contestants will be judged in seven areas with scoring for each of these criteria ranging from 1 - 5.

The eight criteria upon which the evaluations will be made are as follows:

Criteria	Points
1. Design and Technique:	1 - 5
2. Health:	1 - 5
3. Offers & Services:	1 - 5
4. Benefits:	1 - 5
5. Economic efficiency:	1 - 5
6. Sustainability:	1 - 5
7. Creativity:	1 - 5
8. Social impact / catalyst for the community's evolution:	1 - 5

A maximum of 45 points can be achieved. The winner is the competitor with the highest score.



# CRITERIA OF EVALUATION

The entries will be assessed on the basis of defined criteria, which is in the form of a point system. All submissions will be handled confidentially during the jury process. The nine criteria groups are as follow:

- **Design and Technique:** Architectural Innovation, functionality, ergonomics, Technical Facilities (spa, Safety, fitness area) Technological Innovation.
- **Health:** There are recognizable concepts for the health benefit. The company applied good practices in terms of health for the employees or third parties. ("Health" can refer to movement, sports facilities or programs, nutrition, meditation, cosmetics.)
- **Offers & Services:** Diversity, creativity, innovation. How are offers & services adapted to the client or to the community needs?
- **Benefits:** Productivity and efficiency, revenue increases, organizational improvements, business performance while the community is thriving, too. The "Win-win-win" mantra is confirmed.
- **Economic efficiency:** Economic figures that will demonstrate a thriving business.
- **Sustainability:** Ecological master plan linked with long-term measures, security and strength of the company in the market, opening of new markets, new distribution channels, new target groups, sustainability of the products offered.
- **Creativity:** Innovative products and services, creativeness and innovativeness of the company, original appraisal of customer needs.
- **Social impact.** Social consciousness means to integrate the social awareness and the interest to participate into the society's evolution as a company, in every single activity. It is about transparency in communication and about the balancing of interests of the various stakeholders such as employees, customers, suppliers, shareholders, neighbours and community.

# JURY'S RESPONSIBILITIES

What is the schedule?

**31.08.2022** - Deadline EARLY BIRD DISCOUNTS for entering the CASES & the PRODUCTS REGISTRATION

**15.09.2022** - Entry Deadline for CASES / PRODUCTS REGISTRATION

**15-25.10.2022** - JURY EVALUATION

**11.11. 2022** - ANNOUNCING Shortlists // First statements related to the quality of the work entered

**22.11. 2022** - SAFETY AWARDS GALA; Pictures, ceremony, networking

**25.11.2022** - press interviews / statements related to the winning work

How long will I have to serve?

Your length of service is for one day (**22th of November**) and **few hours** during the days allocated for evaluation of the case studies.

If you are chosen to serve as a juror just for some of the Categories, you will allocate the appropriate time to evaluate those cases but also for the final decisions until all cases are completed.

However, if you are not present on the time of the established meetings, your juror obligation has been completed and you will be excused. If you think your schedule will not allow you to fully assume your duty as a juror, you are kindly requested to suggest another professional of similar level to replace you.

What can I expect from this experience:

The administrative team of the Safety Awards will greet you.

A brief orientation will be provided, advising you of the jury selection procedures. During the jury assignment you will be told about the cases, and if necessary, the appropriate update will be made. Any potential questions or conflicts that you may have, will be addressed at [win@safetyawards.ro](mailto:win@safetyawards.ro) or to the designed jury director.

How much do I get paid for jury duty?

In fulfilling your jury duty no payments are involved.

However, you should inform of your current employer about the assignment, its conditions and duration.



**What happens if a person ignores a summons or fails to report for jury service?**

Safety Awards organisation committee is free to choose another juror if you can't suggest another professional of similar level to replace you.

**What if I have an emergency on the day that I am to report?**

If there is a sudden illness or emergency which will prevent you from appearing on your service date, please call the Administrative Team at 0040 736 800 300 after 8:30 a.m. or write an email at [win@safetyawards.ro](mailto:win@safetyawards.ro)

**What should I report?**

Arguments, benchmarks, background or any other evaluation criteria taking into consideration when scoring the cases.

**What should I wear?**

For the Safety Awards Gala the dress code is black tie or business suit.

## BEHAVIOURAL STANDARDS

Behavioural standards help members make appropriate decisions when the issues they face involve ethical considerations.

Behavioural standards cannot cover all scenarios but provide guidance in support of day-to-day decisions.

All members of the Jury and employees must adhere to the following standards:

- a. Members must not engage in any criminal activity and comply with all relevant laws, regulations, policies and procedures.
- b. Members must not use their status or position to influence or gain a benefit or advantage for themselves or others.
- c. Members conduct contributes to a safe and healthy workplace that is free from discrimination, harassment or violence.
- d. Members must not use drugs or alcohol in a way that affects their evaluations, or that negatively impacts the reputation or operations of the event.
- e. Members must act in a way that is consistent with the protocols on public comment.
- f. Members must take reasonable steps to avoid situations where they may be placed in a real or apparent conflict between their private interests and the interests of the Event. In other words, actions or decisions that members take on behalf of the Event must not provide them with an opportunity to further the private interests of themselves, their families, their business associates or others with whom they have a significant personal or business relationship.

### 1. Confidential Information

Members must respect and protect confidential information, use it only for the work of the event and not for personal gain. Members must comply with protocols that guide the collection, storage, use, transmission and disclosure of information.

### 2. Gifts and Gratuities

Members must not accept or receive gifts and gratuities other than the normal exchange of gifts between friends or business colleagues, tokens exchanged as part of protocol or the normal presentation of gifts to people participating in the Event.

If the company has entries involved in the current competition, offering gifts to jury members while they are evaluating is prohibited.

### 3. Outside Activities

Members must avoid participating in outside activities that conflict with the interests and work of the Event.

For example:

i. Business Interests:

Members and employees must not hold interests in a business directly or indirectly through a relative or friend that could benefit from, or influence, the decisions of the Event.



ii. Employment:

Members must not take employment, and employees must not take supplementary employment, that affects their performance or impartiality with the Event.

iii. Political Activity:

Members may participate in political activities including membership in a political party, supporting a candidate for elected office or seeking elected office. In addition, any political activity must be clearly separated from activities related to the work for the Event, must not be done while carrying out the work of the agency and must not make use of Event facilities, equipment or resources in support of these activities.

iv. Volunteer Activity:

If members are involved in volunteer work, the activity must not influence or conflict with decisions relating to the Event.

#### **4. Pre-Separation**

Members considering a new offer of appointment or employment must be aware of and manage any potential conflicts of interest between their current position and their future circumstance, and must remove themselves from any decisions affecting their new appointment or employment.

#### **5. Post-Separation**

Once members have left the Event, they must not disclose confidential information that they became aware of during their time with the agency and must not use their contacts with their former colleagues to gain an unfair advantage for their current circumstance.

#### **6. Property**

Members and employees may have limited use of the Event's premises, information and equipment for authorized incidental purposes providing such use involves minimal additional expense to the Event, must not be performed on the member or employee's work time, must not interfere with the mission of the Event.

#### **7. Related Persons or Parties**

Members and employees must avoid dealing with those in which the relationship between them might bring into question the impartiality of the member or employee.

