

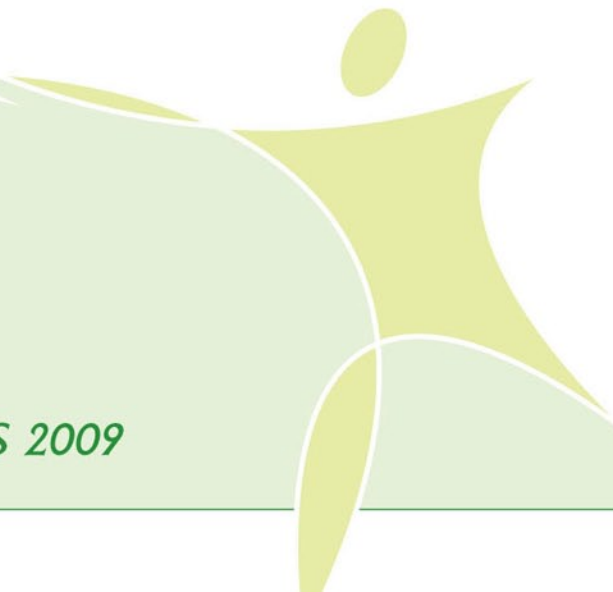


CSR
CORPORATE SOCIAL
RESPONSIBILITY



The Energy Chamber

CSR LEADERSHIP AWARDS 2009



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Major Partner



The Energy Chamber



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THE STCIC CSR LEADERSHIP AWARDS, 2009

Corporate Social Responsibility is one of the key benchmarks of an organization's overall success and reputation in the marketplace. The STCIC CSR Leadership Awards recognize the corporations and their partners that have executed highly successful and impactful CSR initiatives in the past 15 months. These awards recognize both the CSR initiative itself, as well as its overall impact.

Additionally, the awards programme recognizes the CSR leaders within your organization. It's time for you and your team to get recognized for your CSR efforts and to shine a spotlight on the people driving your CSR success.

The winners of this year's CSR Awards will have undergone intensive corporate scrutiny and demonstrate that goodwill, philanthropy and employee commitment to "do good" can go a long way toward making an impact on a community and on a company's bottom line.

We wish you the best of luck!

Awards Ceremony:

- 18th September, 2009
- 6:30 p.m.





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THE STCIC CSR LEADERSHIP AWARDS, 2009 – CATEGORIES

- **C** – Commitment to Transparency
- **S** – Sustaining the Environment: Making the Most of Green Opportunities
- **S** – Strengthening Communities through Social Investment
- **R** – Recognizing the Commitment to Local Business Development
- **R** – Recognizing the Value of People
- **CSR Pioneer** – Small and Medium Business

STCIC – TTTI COMMITMENT TO TRANSPARENCY AWARD

This award is designed for individuals or teams within member companies (or between member companies) who ensure transparency at all levels of their company's CSR activity.

The report will be judged according to the following criteria:

- Criterion 1:** The extent to which the report transparently reports on the company's impact on the economy, society and environment of Trinidad & Tobago and the extent to which the report indicates that the company has been a good corporate citizen.
- Criterion 2:** Is there independent verification (audit)?
- Criterion 3:** Is the report comprehensive, including both internal and external environmental and social impacts?
- Criterion 4:** Does it report verifiable targets?
- Criterion 5:** Is there a mechanism for stakeholder feedback?

Eligibility:

STCIC member companies who publish an annual CSR report on their activities in Trinidad & Tobago.

How to enter:

Please submit electronic and hard copies of your most recent Trinidad & Tobago CSR report.

SUSTAINING THE ENVIRONMENT: MAKING THE MOST OF GREEN OPPORTUNITIES AWARD

This year, the award recognizes environmental best practice from individuals or teams within member companies (or between member companies) through the implementation and practice of waste reduction or recycling programmes in their operations. Entries can be made from within divisions or specific operating sites.

Entrants will need to demonstrate how through a specific initiative, they have made significant steps forward in waste reduction within their operations and the impact of environmental strategies which are embedded into the core business. Some examples of waste reduction schemes are: solid and liquid waste recycling; water reduction, conservation and reuse; and the reduction of carbon and other gaseous emissions. It is proven that wise use of resources impacts on business efficiency. Businesses which take the initiative in implementing and practicing responsible waste management impact on business performance and environmental security. Successful entries will display a real sense of innovation in dealing with the problem of waste in an efficient, sustainable and environmentally friendly manner.

This category will be judged according to your responses to the following criteria:

- Criterion 1:** Describe the organisation's efforts to reduce the amount of waste generated (Reduce, Reuse, Recycle, Rethink) and show how your programme/ system represents leadership or innovation in environmental progress.

Eligibility:

STCIC Member companies.

How to enter:

Send us responses to the accompanying criteria.





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SUSTAINING THE ENVIRONMENT: MAKING THE MOST OF GREEN OPPORTUNITIES AWARD ...cont'd

- Criterion 2:** Identify the methods for measuring success and the results obtained. Please provide evidence of the outcomes where possible.
- Criterion 3:** Describe how the programme/ system improved your company's business performance and whether there were any cost savings attached to the practical implementation of the waste management system, providing evidence where possible.
- Criterion 4:** Describe the organisation's approach to inform employees, customers and suppliers of the system and encourage active participation. Please include motivational tools and communication methods which demonstrate the organisation's commitment to environmental sustainability through use of the system.
- Criterion 5:** Describe the measures taken to ensure that the improvements in environmental performance are sustained in the future and show the realistic transferability of the programme from a technical and economic standpoint.

STRENGTHENING COMMUNITIES THROUGH SOCIAL INVESTMENT AWARD

This award is designed to recognise companies, teams or outstanding individuals within member companies who have provided a mix of skills, resources and time devoted to strengthening and developing the community in which the company impacts. The award specifically focuses on a company's community involvement through its social investment projects with particular attention to Volunteerism on the part of the company and its employees. The desired effect of the implemented initiatives or projects should be developing communities which are better equipped to sustain themselves through the formation of effective relationships between the business and the community, working together to support people and meet local needs.

Initiatives may take the form of businesses supporting local community leaders, getting involved in local community events, community capacity building, identifying and addressing areas of need through sustainable development programmes.

Companies should be able to demonstrate the principles of sound community investment through their social activities.

- Criterion 1:** Show how the initiative or project identified the social issues most relevant to the communities which you work with.
- Criterion 2:** Demonstrate how the company has worked in partnership with the community and leveraged on the combined expertise for mutual benefit.
- Criterion 3:** Describe the sustainable benefit of the company's investment to the community.
- Criterion 4:** Describe how community investment was planned and managed using appropriate resources to deliver against the company's targets.
- Criterion 5:** Describe how employees, customers and suppliers are continuously encouraged and engaged to support the company's community initiatives.
- Criterion 6:** How were the outcomes of the initiatives or project measured? Please provide outcomes where possible showing the difference that the investment has had in the community and impact on the company.

Eligibility:

STCIC Member companies.

How to enter:

Send us responses to the accompanying criteria. In no more than 300 words, say why your company should win this award.





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RECOGNIZING THE VALUE OF PEOPLE AWARD

This award is to recognise those companies from amongst our membership who have placed greatest emphasis on their internal CSR. It is based solely on the employee's opinions about their company, rather than what the company says about itself. Companies interested in being considered for this award will have a twenty-two question survey circulated to a random sample of their employees and the results of the survey will be tallied by the STCIC to create an overall ranking of participating companies. The survey will ask employees for their opinions on major areas of CSR, including communication, consultation, work-life balance, equity, transparency, respect, trust, health and safety and concern for the environment.

Eligibility:

STCIC Member companies.

How to enter:

Visit www.csr.stcic.org to obtain access to the STCIC CSR Leadership Awards - Employee Feedback Form.

RECOGNIZING THE COMMITMENT TO LOCAL BUSINESS DEVELOPMENT AWARD

This award seeks to recognize operating companies within Trinidad and Tobago demonstrating a real commitment to the development of local business. It is based on nominations from local businesses for those operating companies which have been continuously committed to business development through supply chain relations. To submit a nomination, local businesses must meet a score of 80% or higher in the STCIC local business content rating. Operating companies must also be members of the STCIC.

- Criterion 1:** The company uses a transparent and equitable system to pre-qualify vendors, including the uniform and industry-wide health and safety pre-qualification system developed as part of the Safe to Work (STOW) initiative.
- Criterion 2:** As a rule, the operating company upholds fair and equal trade and negotiation and has transparent rules regarding the selection and assessment of suppliers showing support for suppliers who adhere to these.
- Criterion 3:** The company contributes to the improvement in suppliers' management standards through the provision of information and joint training activities and maintains stable and long-term relations with supply companies, using negotiation as a tool for growth.
- Criterion 4:** The company regularly discusses social responsibility with its suppliers and has formal mechanisms which enable its values and principles to be transferred to the supply chain such as: good working conditions, environmental protection, accountability and equality.

Eligibility:

STCIC Member companies.

How to enter:

Please visit www.csr.stcic.org to nominate which company you believe has demonstrated the deepest commitment to local business development through its supply chain relationship. Companies nominating are limited to one vote per company. The top 3 most nominated companies will be shortlisted and interviewed for final deliberation by the judging panel. Nominated companies should meet the accompanying criteria.

CSR PIONEER – SMALL AND MEDIUM BUSINESS AWARD

CSR policies and programmes in small businesses face particular challenges. While many small businesses are very concerned about their role in society, they often lack the resources, experience and tools to implement sustainable CSR policies and programmes and to plan, monitor and evaluate the impact of their policies. The STCIC Leadership Awards will include a special award for CSR initiatives in a small or medium business, placing a particular emphasis on the business plan to monitor and evaluate their CSR programmes.

- Criterion 1:** Describe your CSR activities, including elements such as your investments in social and environmental programmes, health and safety policies, business ethics policies and codes of conduct.
- Criterion 2:** Describe how you plan your CSR activities and how you ensure that these activities are aligned to your core business.
- Criterion 3:** Describe how you measure the outcomes of your CSR programme. Please provide evidence of the outcomes where possible.
- Criterion 4:** Describe how your CSR activities have improved your company's business performance.
- Criterion 5:** Describe how the activities and outcomes were communicated both internally and externally.
- Criterion 6:** Describe how you capture and learn from lessons in the implementation of your CSR activities and how past lessons have influenced your current CSR activities.

Eligibility:

Member of the STCIC, independent with no parent company and having a total annual sales under US\$5.0 million and an employed full time staff of no more than 100 persons.

How to enter:

Send us your responses to the accompanying criteria.



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ENTRY INFORMATION

Mechanics:

Each category will be short-listed to the top three entrants.
All six (6) winners will be announced at the Awards Ceremony.

Eligibility:

To be eligible, the CSR initiative must have taken place (either in part or in full) **between January 1, 2008, and April 30, 2009**. Some of the work must have occurred during this time, but it's not necessary for it to be completed during the eligibility period, since it can be ongoing. The programme is open to all members of the STCIC.

SENDING IN YOUR ENTRIES

To submit an entry please log on to www.csr.stcic.org
All entry submissions will be done electronically via our website.

Entry Fees

The cost of each primary entry is:

- | | |
|---|-------------------------|
| • Commitment to Transparency | US\$575 VAT inclusive |
| • Sustaining the Environment: Making the Most of Green Opportunities | US\$575 VAT inclusive |
| • Strengthening Communities through Social Investment | US\$575 VAT inclusive |
| • Recognizing the Value of People | US\$1,150 VAT inclusive |
| • Recognizing the Commitment to Local Business Development | no fee applicable |
| • CSR Pioneer - Small and Medium Business | no fee applicable |

SUPPORTING MATERIAL

Supporting material should show evidence of the success of your work. It can be any of the following: CDs, Sales Figures, Media Coverage, Clippings, Photos, Research Documents and Testimonials.
Any supporting documents must be compiled on a CD and submitted.

Please include the following information when submitting supporting material for your entry:

- Category entered
- Title of entry (as it would appear on your award)
- Key contact for entry
- Organization submitting entry

JUDGES

Entries are judged by a blue chip panel of corporate, agency and academic executives. We evaluate your entry based on creativity, innovation, sound planning and implementation. The most important criterion is proven success in aligning your strategic objectives with your end goals.

Judging will entail a collaborative effort from experienced and qualified persons from the following institutions:

- United Nations Development Programme
- Arthur Lok Jack Graduate School of Business
- Piranha International Limited
- The University of the West Indies
- Equity Foundation





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AWARDS

STCIC CSR Leadership Awards Winners will gain:

- Award and Plaque
- Recognition in national Press
- Profiled in STCIC Annual Report
- Coverage on stcic.org, a link to winner's website as well as an exclusive page for winners
- Exposure through press announcements
- Coverage in STCIC Newsletter

TIMELINES

DATE	DETAILS	• RECOGNIZING THE VALUE OF PEOPLE	• COMMITMENT TO TRANSPARENCY • SUSTAINING THE ENVIRONMENT • STRENGTHENING COMMUNITIES • COMMITMENT TO LOCAL BUS. DEVELOPMENT • CSR PIONEER - SMALL & MEDIUM BUSINESS
6TH MAY, 2009	ENTRY FORMS AND INSTRUCTIONS DISTRIBUTED AND AVAILABLE ON WEBSITE WWW.CSR.STCIC.ORG	✓	✓
5TH JUNE, 2009	DEADLINE FOR COMPANIES TO APPLY TO TAKE PART AND SEND LIST OF ALL EMPLOYEES	✓	
12TH JUNE, 2009	(ONLINE) SURVEY FORMS DISTRIBUTED TO RANDOM SAMPLE OF EMPLOYEES	✓	
26TH JUNE, 2009	DEADLINE FOR COMPANIES TO SUBMIT NOMINATION FORMS TO STCIC	✓	✓
7TH AUGUST, 2009	TOP THREE RANKING COMPANIES INFORMED THAT THEY ARE SHORTLISTED AND SENT REPORT. (OTHER COMPANIES HAVE ONLINE SURVEY RESULTS DELIVERED INCLUDING THEIR RANKING)	✓	✓
18TH SEPTEMBER, 2009	FINAL TOP RANKING ANNOUNCED AND AWARDS PRESENTED TO TOP RANKED COMPANY AT STCIC CSR LEADERSHIP AWARDS CEREMONY	✓	✓

All Finalists will be notified by 7th August, 2009.





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ABOUT THE STCIC

The South Trinidad Chamber of Industry and Commerce (STCIC) is the representative organization for the Trinidad & Tobago energy and related sectors. We are based in the City of San Fernando, a member of the World Energy City Partnership and the traditional hub of the energy and heavy industrial sectors. Membership of the STCIC is however drawn from across the country and beyond. Founded in 1956, the STCIC is an independent apolitical organization governed by a Council elected annually from amongst the membership. The STCIC has a strong tradition of vigorously and effectively representing our members' interests and for significantly contributing to national development.

STCIC Services

Representation

- Lobbying Government on behalf of members
- Lobbying other stakeholders
- Providing policy analysis and recommendations
- Participation on national committees and boards
- Mediation and dispute resolution

Information

- Trinidad & Tobago Energy Conference
- Energy Luncheons and other workshops and seminars
- Newsletter, website and weekly column
- Quarterly Energy Services Sector Survey
- Training courses
- Focused research and information gathering

Networking

- Luncheons, receptions, Annual Awards Banquet
- Online members' directory
- Facilitation of trade missions

Joining the STCIC

Membership of the STCIC is open to all companies, firms and partnerships in Trinidad & Tobago, the wider region and internationally who agree to be bound by the Chamber's by-laws. Membership fees are charged annually and are based upon the turnover of member companies. Membership is also open to individuals, with certain restrictions. Prospective members must submit a completed application to the STCIC Executive Office for consideration by the Council. Application forms and the by-laws are available from the Executive Office or can be downloaded from the website. Membership applications can be submitted online from our website.

For questions regarding your entry, contact The Awards Coordinator, Cindy Heeralal at:

cindy@stcic.org

652-5613

Contact us

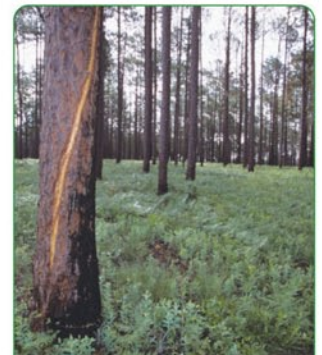
Email: **csr@stcic.org**

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Mailing Address:

**South Trinidad Chamber of Industry and Commerce
Cross Crossing Shopping Centre
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San Fernando
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The Energy Chamber

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