

# EUROCHAM CAMBODIA 2021 CSR CONTEST & AWARDS

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## CORPORATE CATEGORY RULES AND GUIDELINES



## 2021 EUROCHAM CSR CONTEST AND AWARDS

The European Chamber of Commerce in Cambodia (EUROCHAM) is proud to bring to its members the second edition of the EuroCham CSR Contest and Awards — referred to as “The Contest” further below.

This Contest aims to encourage and recognize all businesses registered in the Kingdom of Cambodia in their CSR practices, and on a larger scale to demonstrate the contribution of the private business community to a sustainable development of the Cambodian economy.

EuroCham members and non EuroCham members may enter The Contest by submitting their Application and Contest entries from 19<sup>th</sup> March 2021 till 19 April 2021.  
 Pre-registrations open from 1<sup>st</sup> March 2021.

### ADMINISTRATION

The Contest is presented and administered by EUROCHAM.

Contestants may contact the EUROCHAM CSR Team, in charge of coordinating the registrations and entries and providing guidance to the contestants throughout the different stages.

### EUROCHAM CSR TEAM

**Ms. Lyze Ikopo Bentoto** – Manager in charge of the 2021 CSR Contest and Awards

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*(Please contact us by WhatsApp & Telegram, Calls only for urgent matters)*

### IMPORTANT DATES

1 <sup>st</sup> March 2021	Pre-registration
<b>19<sup>th</sup> March 2021</b>	<b>Opening of the Contest. Start of applications and Entries.</b>
Mid June 2021	<u>Final deadline</u> for accepting contest entries (see below).
End June 2021	Announcement of shortlisted nominees
June – Sept 2021	Evaluation and Deliberation period Shortlisted Nominees activities
October 2021	2021 Award Ceremony <i>(month may be subject to change)</i>
December 2021	Individual Feedback to all nominees

## HOW TO ENTER THE CONTEST

### 1. Application Fees

EuroCham members: **FREE OF CHARGE**

Non-EuroCham members fees applicable to all categories

- a. **Large category: USD 200**
- b. **(M)SMEs category: USD 100**

(Fees must be paid within 14 working days after submission of the invoice)

Companies wishing to compete in more than one (1) Category will be charged

- a. **Large category: USD 100/ additional category**
- b. **(M)SMEs category: USD 50 / additional category**

### 2. How to Apply

**ONLINE APPLICATION – Contest Applications open from 19<sup>th</sup> March 2021** on the official CSR Website: <https://www.csr-eurochamcambodia.org/>. *Applications will only be valid when receiving a confirmation email. EuroCham will acknowledge receipt of each application form, provide feedback, and suggest amendments or request additional information or documents.*

**NOTE:** OFFLINE APPLICATION - Application forms can be downloaded in pdf format on the <https://www.csr-eurochamcambodia.org/> and may be submitted to [CSR@eurocham-cambodia.org](mailto:CSR@eurocham-cambodia.org).

**Pre-registrations are open from 1 to 19 March 2021 online on the OFFICIAL CSR Website.**

**Companies may apply for multiple categories but are limited to 1 Contest Entry form representing one CSR activity or project per Corporate CSR category.**

**NOTE:** Applicants must submit separate applications forms, for each category they wish to join. It is not possible to use 1 form to apply for multiple categories.

E.g., Company A is allowed to simultaneously submit one CSR Business Award Category application, one CSR Environmental Award Category application and apply for any other Category they are eligible for.

### 3. How to submit contest entry forms

Applicants must prepare and submit the contest entries, following the guidelines described in contest entry forms available on the on the official CSR Website: <https://www.csr-eurochamcambodia.org/>. (forms will be available from late March 2021)

**Note:** Contestants must submit separate contest entry forms for each category they wish to compete in. it is not possible to use 1 contest entry form for multiple applications.

EuroCham can provide a preliminary feedback of the contest entries to ensure its eligibility, upon request at least 1 week before the final submission deadline.

**Applications and Contest Entries received after the deadlines will not be considered.**

Contestants may submit all enquiries regarding the submission of application and contest entry forms to [csr@eurocham-cambodia.org](mailto:csr@eurocham-cambodia.org) or contact a member of the CSR Contest Team directly through Whatsapp or Telegram (call only for urgent matters).

## WHO CAN ENTER THE CONTEST

The Contest is open to all fully registered and compliant businesses of all sizes and industries which are engaged in CSR activities.

### 1. To enter the contest as EuroCham member

Companies of all sizes and industries with a valid EuroCham membership during the entire contest period. (-i.e. from 1<sup>st</sup> March 2021 until 31<sup>st</sup> December 2021).

**Note:** companies that have an interest to become EuroCham member may enter the contest as EuroCham member if they commit to finalize their membership registration and payment before 31<sup>st</sup> March 2021 and must remain member till at least the end of the contest (31 December 2021).

If the EuroCham membership registration is unsuccessful before the 31<sup>st</sup> of March, companies will be considered as non-member contestants and need to pay the application fee within 14 working days after submission of the invoice. Companies that fail to pay the application fee within the deadline will no longer be considered for the contest.

### 2. To enter the contest as non-member

Eligible: All Companies of all sizes and industries dully registered in Cambodia.

When applying - companies are encouraged to submit a proof of registration to [csr@eurocham-cambodia.org](mailto:csr@eurocham-cambodia.org) (email subject: 2021 CSR Contest non-member application supporting documents (company name))

The Contest will distinguish the (M)SME and Large Sub-categories following an employee based count categorisation scheme used by EuroCham Cambodia, namely:

EMPLOYEE COUNT		
(M)SME Sub-category	Micro	5 or less
	Small	
	Medium	6 – 50
Large Sub-category	Large	over 50

**Note:** For confidentiality reasons, every participant may indicate the category of their enterprise on a discretionary basis, nonetheless EuroCham reserves the right to re-categorize contestants if deemed appropriate.

### 3. Contest project/activity eligibility

**ONGOING PROJECT /ACTIVITIES** must have reached the execution phase.

**FINALIZED PROJECT/ACTIVITIES** may not be completed more than 1 year ago.

**EVALUATION PROCESS**

**1. Preliminary shortlisting**

EuroCham will review all contest entries upon receipt for rule adherence and eligibility. EuroCham will provide feedback upon the contestants’ request (If the request is submitted at least 1 week before the final submission deadline). Contestants will also be given the opportunity to re-submit their contest entries until the final deadline.

**2. Jury evaluation**

Contest Entries will be evaluated by an independent jury against a range of criteria, as presented in the table below per Award Category.

<b>CSR BUSINESS AWARD CATEGORY</b>	
Implementation of CSR strategies and values in core business operations and strategies	
Generated impact & shared value	<p>The jury will evaluate the societal, human, and environmental positive impact of CSR activities of the Contest candidates.</p> <p><i>Recommendation</i> — Candidates are invited to highlight tangible and preferably measurable CSR outcomes and related benefits i.e.: creating shared value; remedying negative impacts and negative externalities; contributing to UN Sustainable Development Goals; contributing to developmental priorities in Cambodia; etc.</p>
Implementation and Management of the company’s CSR policy/strategy	<p>The jury will evaluate the approach to implement the overall CSR policy and integrate it in the business operations of the Contest candidates.</p> <p><i>Recommendation</i> — Candidates are invited to highlight the Internal CSR strategy management i.e.: strategic planning and prioritising; resource planning; CSR communication and reporting; sustainable supply chain; waste management/recycling policy; customer and employee protection strategy; etc.</p>
People Management	<p>The jury will evaluate the extent to which the Contest candidates manage and involve its Human resources and communities and other external stakeholders.</p> <p><i>Recommendation</i> – Candidates are invited to highlight their approach to involve, engage, empower, provide access to training, and diversify their internal human resources and other relevant external stakeholders i.e.: Hiring and social policy; capacity building; creation of sustainable supply chain; partnership strategy; etc.</p>

<b>CSR PROJECT AWARD CATEGORY</b>	
<p>Corporate engagement in sustainable environmental, social and community focussed activities and projects (other than business operations)</p> <p><b>NOTE:</b> Not open for financial donations/sponsoring of external projects or charities. Candidates must demonstrate that the company (co-) manages the operations or oversee the implementation of the projects or activities.</p>	
Generated impact & shared value	<p>The jury will evaluate the societal, human, and environmental positive impact of CSR activities of the Contest candidates.</p> <p><i>Recommendation</i> — Candidates are invited to highlight tangible and preferably measurable CSR outcomes and related benefits i.e.: creating shared value; remedying negative impacts and negative externalities; contributing to UN Sustainable Development Goals; contributing to developmental priorities in Cambodia; etc.</p>
CSR Activities and project management strategy	<p>The jury will evaluate the approach to implement the overall CSR projects and activities of the Contest candidates.</p> <p><i>Recommendation</i> — Candidates are invited to highlight the thoroughness of CSR management i.e.: operational involvement of the company; strategic planning and prioritising; resource planning; CSR project management; CSR communication and reporting; etc.</p>
People Management	<p>The jury will evaluate the extent to which the Contest candidates manage and involve its Human resources and external stakeholders.</p> <p><i>Recommendation</i> – Candidates are invited to highlight their approach to involve, engage, empower, provide access to training, and diversify their internal human resources and other relevant external stakeholders i.e.: CSR project team representation and profile; capacity building; creation of sustainable partnership strategy; supply chain strategy; etc.</p>

<b>CSR ENVIRONMENTAL AWARD CATEGORY</b>
<p>Assessment of the environmental performance and impact of companies in their business operations</p>
<p>The criteria for the CSR Environmental Award Category will be defined by an independent jury and made available on the official CSR Website: <a href="https://www.csr-eurochamcambodia.org/">https://www.csr-eurochamcambodia.org/</a> (late March 2021)</p>

### CSR PRODUCTION AWARD CATEGORY

Assessment of the sustainable strategy and impact of the

The criteria for the CSR Environmental Award Category will be defined by an independent jury and made available on the official CSR Website: <https://www.csr-eurochamcambodia.org/> (late March 2021)

### 3. Judging process

The panel of judges will be co-presided by H.E Mr. SOK Chenda Sophea, Minister attached to the Prime Minister, Secretary-General of the Council for the Development of Cambodia and H.E. Ms. Carmen Moreno, EU Ambassador.

The panel of judges elected by EuroCham, will comprise representatives from

- The private sector,
- The EuroCham Board of Directors
- The EuroCham Greenbiz Committee,
- Development Agencies
- Business Associations
- Local and International Organisations

Other persons may be represented on the Panel.

The judges will act in transparency & impartially and following an internal code of conduct during their evaluation and provide the final decision by the allocated deadline.

Judges may organize company visits or invite shortlisted companies for verification interviews, during the evaluation process.

The EuroCham Board together with the Honorary co-presidents will act as arbitrators in case of disagreement.

### 4. Award scheme

The Jury members will select the following 12 winners

#### Among the EuroCham Members

- Large CSR Business Award winner
- Large CSR Project Award winner
- (M)SME CSR Business Award winner
- (M)SME CSR Project Award winner

#### Among the non-EuroCham members

- Large CSR Business Award winner
- Large CSR Project Award winner
- (M)SME CSR Business Award winner

- (M)SME CSR Project Award winner

**Among the Environmental Category** (mixed EuroCham & Non EuroCham members)

- Large CSR Environment Award winner
- (M)SME CSR Environment Award winner

**Among the Sustainable production Category** (mixed EuroCham & Non EuroCham members)

- Large CSR Production Award winner
- (M)SME CSR Production Award winner

EuroCham reserve the right to bestow additional awards as deemed appropriate, following suggestions by the jury.

Each shortlisted nominee that passed successfully the preliminary evaluation will receive

- An official participation certificate
- Extended visibility throughout the contest and during 2022
- Participation at the 2021 CSR Contest and Awards nominees activities
- Highlight during the Award ceremony.
- 1 complimentary entrance ticket to a 2022 EuroCham event

### **IMPLICATIONS FOR CONTESTANTS**

Every contestant will be expected to sign and return an attestation of compliance with the rules and Guidelines of the Contest.

All nominees will commit to send a representative to attend the award ceremony in person and prepare a speech. They may be invited to participate in the press conference or interviews.

### **CONSENT TO PUBLICITY**

By entering this Contest, permission is given to EuroCham to publish and use in any way the submitted material and information, during and after The Contest for promotional purposes and in respect of the intellectual property of the contestants.

#### Personal information

EuroCham will preserve the confidentiality of personal information of individuals and not use or disclose it for any other purposes than administering The Contest.

### **LIMITATION OF LIABILITY**

EUROCHAM reserves the right, in its sole discretion, to modify, cancel or suspend The Contest or any part thereof for any reason, without prior notice or obligation, including but not limited to the online part of this contest should a technical issue occur beyond EuroCham's reasonable control and cause a concern for the security or proper administration of the contest.

EuroCham reserves the right to suspend the participation of any contestant acting against the principles of CSR or in infraction with the domestic regulations or laws in Cambodia.





## THE EUROPEAN CHAMBER OF COMMERCE IN CAMBODIA

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**FOR MORE INFORMATION VISIT  
[WWW.CSR-EUROCHAMCAMBODIA.ORG](http://WWW.CSR-EUROCHAMCAMBODIA.ORG)**

