

Golden Peacock GLOBAL Award for Sustainability (GPGAS)



Guidelines-cum-Application Form

“The set of questionnaire towards Self-Appraisal Report has been prepared to ensure & improve the effectiveness of total operational system; and further to accelerate the pace of organizational improvement.”

ISSUE – 2024

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WINNING WORKS WONDERS

Winning the Golden Peacock GLOBAL Award for Sustainability (GPGAS) leads to wide ranging benefits, for all types of business or trade, from multinationals to small family-run concerns.

- *The Award logo is recognition of the symbol of excellence in Sustainability and a sign of a successful competitive organization.*
- *National and local publicity strengthens customer / client base.*
- *It enhances staff morale and motivation and commitment to Sustainability is reinforced at corporate level.*
- *The Award would give the 'Brand' a competitive edge, in today's rapidly changing market-place.*

GOLDEN PEACOCK GLOBAL AWARD FOR SUSTAINABILITY

AWARD SCHEME

Golden Peacock Awards, instituted by **Institute of Directors** in 1991, are now regarded as benchmark of Corporate Excellence worldwide.

Golden Peacock Awards Secretariat has great pleasure in inviting applications for the **Golden Peacock GLOBAL Award for Sustainability (GPGAS)**. The Award Scheme for Sustainability has been instituted to encourage initiatives in promoting sustainable development globally, among developed and developing countries.

The Award

Golden Peacock Award, named after India's national bird "**Peacock**", is awarded annually. Each winner receives a Trophy together with a Certificate. The award winners may use the Golden Peacock Award Logo with year on their printed and promotional materials. Selected organizations may be awarded a Commendation Certificate by the Jury.

Why This Award?

'Golden Peacock GLOBAL Award for Sustainability' has been instituted to stimulate and help organizations to rapidly accelerate the pace of stake-holder oriented improvement process. It is a powerful self-assessment process and a way to build an organizations' brand equity on 'Sustainability'. The preparation for the award helps to inspire and align the entire work force and management functions to this end. The knowledge gained by the organization in describing and self-assessing its operations, would lead to improved organizational performance in this field.

Eligible Organizations

Manufacturing or Service organizations or divisions of organizations (self accounting profit/cost centres), in the private and public sectors, and government organizations operating **Globally** may participate in '**Golden Peacock GLOBAL Award for Sustainability**'. The operations of the organization must be carried out independently, meaning that responsibilities, authorities, budget and results etc, are clearly defined, and suitably covered in the organization's Annual Report.

Industrial Sectors

'**Golden Peacock GLOBAL Award for Sustainability**' will be considered in separate industrial sectors, at the discretion of the Jury. You may mention your specific industrial sector, in the appropriate application column in Annexure-1 – Application Form.

Rules & Regulations

- **Decision of the Award Jury is final and no correspondence or appeal will be accepted on the Jury's decision.**
- Award Secretariat reserves the right to declare more than one organization as the winner, and could also withhold award(s), if the required standard is not met.
- Award for each sub-sector may be given, even if there is only one application in any of the categories, provided it meets the qualification criteria (as decided by the Jury).

- Finalist Award applicants may be invited to make a brief presentation to the Jury and/or one of the assessors may be nominated to confirm or verify the facts at site. Travel and stay expenses, if any, will be borne by the applicant.
- Award Secretariat accepts no liability for any loss resulting from the disclosure of information concerning an applicant to Assessors or Jury members, though all reasonable precautions will be taken to maintain secrecy.
- Award Secretariat cannot undertake to return documents or supplementary material submitted with an application.
- Award Secretariat reserves the right to alter the Award Scheme, at any time, without notice.

Non-Disclosure & Confidentiality

Names of applicants, commentary and scoring information developed for review of applications are regarded as proprietary, and are kept confidential. Such information is available only to individuals directly involved in the assessment and administrative processes.

Golden Peacock Awards Secretariat will take all reasonable precautions to ensure that applications and the information provided therein are treated in strict confidence. However, in no way Golden Peacock Awards Secretariat can be held responsible for any loss of confidentiality to a third party, nor held liable for any damage (to goods or persons) or financial loss incurred through the breach of confidentiality or otherwise by the applicants or any third party.

Golden Peacock Awards Secretariat reserves the right, subsequent to the Award Presentation, to publish salient details of the Innovative methods/processes/Improvement initiatives/Schemes of the Award Winners, for the purpose of sharing of knowledge to raise the general industry standards.

Application Fees

The Application Fee is USD 1200 plus 18% GST as applicable.

The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.

the Application Fee can be paid through the following payment modes:

i) Demand Draft/Cheque in favour of 'Institute of Directors', payable at New Delhi.

OR

ii) through Bank Transfer as per the following details:

Bank Name:	Union Bank of India	MICR Code:	110026324
	M-3, Greater Kailash Part-II,	IFSC CODE:	UBIN0902861
	New Delhi-110048, India	PAN No.:	AAABI0002J
	Tel. No. 011-29210959	SWIFT CODE:	UBININBBNGK
Account Name:	Institute of Directors	GSTIN:	07AAABI0002J129
Account No.:	510101006113450		
A/C Type:	Current A/C		

OR

iii) through Credit Card by logging on to <https://goldenpeacockaward.com/>

Note: 1. Original Tax Invoice will be generated Only after the receipt of the Application Fee. However, in order to initiate the payment process, a Proforma Invoice may be generated upon Request from an applicant organization.

2. TDS on the Application Fee may be deducted as per Income Tax Act 1961.

Procedure for Sending Application

1. **The completed Application (Annexures 1, 2 & 3) along with all the Supporting Materials, MUST be shared in SOFT COPY format through EMAIL to INFO@GOLDENPEACOCKAWARD.COM Only, covering the following:**
 - a. **Table of Contents**
 - b. **Annexure 1** – Application Form
 - c. **Annexure 2** – Business Overview – To provide a summary of the applicant’s business.
 - d. **Annexure 3** – Self-Appraisal Report
 - e. **Supporting Materials (Share the List of the Supporting Materials attached with the application)**
2. If the file size of the application is heavy and cannot be sent through Email, then the applicant organisation may send the Soft Copy of the application along with all the Supporting Materials through www.wetransfer.com / Google Drive / One Drive or any other platform, as convenient to the applicant organization, to INFO@GOLDENPEACOCKAWARD.COM Only.
3. **Please DO NOT mark any other email id of IOD and GPA Secretariat due to Security and Confidentiality reasons.**
4. **Kindly ensure that the GPA Secretariat must be able to Download the application from the shared platform.**
5. This application will be based on **GPGAS** Guidelines and criteria. The criteria consist of a set of questions which when answered, sequentially, duly supported by the objective evidence, would help in assessing the extent of excellence achieved by the applicant.
6. Answers to every question must be provided at the designated place. Any reference to the Supporting Material must be pointed out with specific reference to the respective Supporting Material with specific Page Number, etc.
7. Answer to a question cannot be just a Reference to any Supporting Material. Just mentioning that “Refer to Supporting Material for the answer” is not sufficient and relevant.
8. **Support material:** - Support material may be derived from self-assessment of the organization’s activities. This information must be closely aligned with the Award assessment criteria. The criteria are carefully and deliberately phrased in non-prescriptive terms, to allow you the freedom to present self-assessment information, which is relevant to your specific situation.
9. Support Material is a document that adds value to the response, for help in assessment. Cross-referencing of the support material is necessary. Please ensure that the support material is properly numbered as Enclosure I, II/Supporting Document I, II/Attachment I, II/Appendix I, II, etc., and specify that reference number in your response.
10. The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.
11. Please DO NOT attach the foregoing Award Scheme details with your completed application (Annexure 1, 2 & 3).
12. There is no WORD/PAGE LIMIT for compiling the Application, but providing precise information will be more effective.

APPLICATION FORM – GPGAS**Instructions:**

1. Annexure-1 **MUST** be TYPED in minimum font size of 10 pt.
2. Annexure-1 **MUST** be duly SIGNED and officially STAMPED on each page of Annexure 1 only.
3. In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.
4. Please mention the Payment Details under Point No. 9 of Annexure-1.
5. In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.
6. In such cases, the applicant organization is required to mention under Payment Details that the "Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment."

1. Full name of Applicant Organization _____

Address _____

Website _____

2. Name of Contact Person (Mr./Ms.) _____ Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (*if different from above*) _____

3. Name of the Highest Ranking Official of the Organization (Mr./Ms.) _____

Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address (*if different from above*) _____

4. Location of Principal Sites _____

5. Name of the Parent Organization, if any _____

Address _____

Telephone (Office) _____ E-mail _____

6. Industrial Sector your organization fall under _____

7. Logo of the organization (Attach a soft copy - High Resolution in JPEG Format) _____

8. Is the organization listed in any stock exchange?

Yes

No

If yes, please give the Name(s) of Stock Exchange(s) _____

Signature of Highest Ranking Official with
Organizational Seal

9. PLEASE MENTION THE PAYMENT DETAILS (paid by either of the following):

(In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.

In such cases, the applicant organization is required to mention under Payment Details that the "Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment."

(A) Cheque at Par or Demand Draft payable to Institute of Directors, New Delhi

Bank _____ Cheque/Draft No. _____ Dated _____

(B) Through Bank Transfer (UTR Number) _____

(C) Credit Card: Please log on to <https://goldenpeacockaward.com/> for online payment.

(D) GSTIN Number of your company (Also specify, if unregistered) _____

10. Declaration

I do hereby declare that

- (a) We shall fully abide by the rules and regulations of the **Golden Peacock GLOBAL Award for Sustainability** Scheme, and understand and accept that the decision of the Award Jury is final in all respects, and that no correspondence or appeal will be accepted on Jury's decision.
- (b) The organization has faced no Penal action during the last 2 years, nor any case is pending against it for any corporate or other statutory compliance failure.
- (c) The organization is eligible to take part in this competition, and all information and accompanying documents, are correct.

_____ **Date**

_____ **Signature of Highest Ranking Official of the
Organization with Organizational Seal**

Name: (Mr./Ms.)

Designation:

Email:

(In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.)

BUSINESS OVERVIEW

(All Business Overview questions in Annexure-2 are to be answered sequentially and point-wise.)

Instructions:

1. **Supporting Materials are REQUIRED to be submitted Separately.**
 2. **If Supporting Materials are available in form of Web Links or Image Links, they have to be submitted in the form of a Downloaded Copy.**
 3. **Please Do Not provide Web Links as Supporting Material.**
 4. **Please Do Not provide any Image Links as Supporting Material.**
 5. **Indian applicants are required to give all the financial figures only in terms of Rs. (in Crore).**
 6. **Overseas applicants may give financial figures in \$ Million.**
-

Organizational Description

- Full Name of Applicant Organization
- Location
- Brief Description of the Applicant Organization (in about 50 words)
- Ownership
- Year of Establishment (of the applicant unit and not of parent company)
- Organization's main products/services
- Annual Turnover – covering last 2 financial years
- Total Number of employees **(of the applicant unit and not of parent company)**
- Industrial Sector of the applicant organization
- Name of Parent Organization (if applicable)*
- Is the organization listed in any stock exchange? If yes, please give the Name(s) of Stock Exchange(s).
- Stock Exchange:
 - Minimum & Maximum values, during last two financial years (year-wise).
 - Dividends during the last two financial years (year-wise).
- VISION, MISSION and VALUES of the organization.
- Have you adopted any International Integrated Reporting System (IIRS) in the organization? Attach a copy of your latest report. In case you are not following the IIRS then specify the reporting system you are following (Attach a copy).
- Indicate if the applicant is certified to ISO 9001 / ISO 14001 / ISO 45001 / OHSAS 18001 / SA 8000 / others. Attach a copy of the certificate(s).

** If the applicant is an independent self-accounting subsidiary or a unit of a larger company, a brief description should be given of the organizational relationship to the 'parent' organization. Briefly describe how the applicant's products and services relate to those of the parent and/or other units of the parent organization.*

GOLDEN PEACOCK GLOBAL AWARD FOR SUSTAINABILITY SELF-APPRAISAL REPORT

(All Self-Appraisal Report questions in Annexure-3 are to be answered sequentially and point-wise, even if some repetition is involved.)

Information to facilitate the compiling of the application:

- i. The **performance data** should cover the **previous two (2) completed financial years**. Applicants are also required to enclose the relevant information / data / supporting documents, for assessment, wherever necessary.
- ii. The term '**stakeholder**' should be understood to include not only customers / clients and shareholders, but also suppliers, employees, community and the government, wherever appropriate.
- iii. This is a **common criteria** for applicants from all categories: business (all the sectors), government and non-government organizations. If any particular question is not applicable / relevant to your industry / organization, please answer it as "**Not Applicable**" (**NA**), and provide justification.

NOTE:

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3. **Please Do Not provide Web Links as Supporting Material.**
4. **Please Do Not provide any Image Links as Supporting Material.**

SECTION A - CORPORATE GOVERNANCE

[Strategic view of the organization's sustainability.]

- A. 1 What is the governance structure of the organization, including composition of the Board?

SECTION B – ECONOMIC

[Economic dimension of sustainability concerns.]

- B. 1 Describe direct economic value generated and distributed.

SECTION C – ENVIRONMENTAL

[The environmental dimension of sustainability concerns and organization's operational impacts, on living and non-living natural systems, including ecosystems.]

- C. 1 Materials (on Annual Basis)

- a) Indicate major raw materials used and their quantities, including those that are recycled (separately for each type), as input materials.

- C. 2 Energy (on Annual Basis)

- a) Direct energy consumption from primary energy sources, each year, during the last two years.
- b) Indicate initiatives taken to provide energy-efficient or renewable energy-based products and services, and reductions achieved in conventional energy consumption in absolute as well as percentage terms. Provide details.

C. 3 Water (on Annual Basis)

- a) Total water withdrawal, and its sources, each year, during the last two years.
- b) Percentage and total volume of water, recycled and reused, each year, during the last two years.

C. 4 Emissions, Effluents, and Waste (on Annual Basis)

- a) Total direct and indirect greenhouse gas emissions by weight.
- b) Initiatives to reduce greenhouse gas emissions, and reductions achieved.
- c) Total weight of waste, by type and disposal methods.
- d) Annual weight of transported, imported, exported, or treated waste, deemed hazardous under the national Laws.

C. 5 Products and Services

- a) Initiatives to mitigate environmental impacts of production process, products and services, and the extent of mitigation with details.

C. 6 Compliance

- a) Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with environmental laws and regulations in last two years.

C. 7 Sustainability

- a) Does your company prepare Sustainability Report, as per GRI-4 guidelines or otherwise? Attach a copy of the report.

SECTION D - SOCIAL PERFORMANCE

[Social dimension of sustainability concerns and the impact it has on the social systems within which it operates.]

Labor Practices

D. 1 Employment

- a) Total workforce by employment type, and contract employment.

D. 2 Occupational Health and Safety (OHS)

- a) Percentage of injury, occupational diseases, lost days, absenteeism, and number of work related fatalities among employees, in the last two years, year-wise.
- b) Details of Health and safety topics covered in formal agreements with trade unions.
- c) Certification to OHSAS 18001 or ISO 45001. If yes, attach a copy.
- d) Women as percentage of total workforce.

D. 3 Training and Education

- a) Average hours of training (both internal and external) per year per employee.
- b) Programs organized for skill development and life-long learning, in last two years, year-wise.
- c) Type of skill development imparted for future readiness, in the context of emerging technologies.

D. 4 Society Performance

Nature, scope, and effectiveness of all programs and practices that assess and manage the:

- a) Impact of organization's operations on communities.
- b) Action taken for alleviation of Covid-19 related problems.

D. 5 CSR Activities:

- a) What percentage of previous two years' profit did the company spend on Corporate Social Responsibility? Also give amount in numbers.
- b) Give list of major CSR projects completed/in progress during last two years. Has their social impact evaluation been conducted? If yes, provide the details of the outcome and the follow-up action.

D. 6 Compliance:

- a) Give details of monetary value of significant fines and total number of non-monetary sanctions, for noncompliance with laws and regulations, paid by the organisation.
- b) Has it had any adverse impact on the company's rating related to ESG issues?

D. 7 Product Responsibility Performance

a) Customer Health and Safety

- i. Life cycle stages in which health and safety impact of products and services are assessed for improvement.
- ii. Total number of incidents of non-compliance with regulations and voluntary codes, concerning labour, health and safety impact of products and services, in last two years. Provide details of incidents.

b) Marketing Communications

- i. Total number of incidents of non-compliance with regulations and voluntary codes, concerning marketing communications, including advertising, promotion, and sponsorship, by type of outcomes, in last two years.
- ii. Total number of substantiated complaints, regarding breaches of customer privacy and loss of customer data, with reasons, in last two years.

SECTION E – PROCESS, TECHNOLOGY AND PEOPLE

E.1 Has the aspects of environmental pollution, social dimensions and financial performance been ingrained into workforce at all operational levels?

E.2 What initiatives have been taken in order to embed environmental pollution prevention through improvement / redesigning of processes; inventory management, production and life cycle of the product?

E.3 How effective has been the investment in technology in addressing the problem of environmental pollution control, resources efficiency and improvement of financial parameters?

E.4 What are the role of training / reskilling of the workforce in improvement in business sustainability parameters?

E.5 What initiatives are taken to embed innovation in risk management strategies in ensuring business sustainability?

SECTION F – BOARD'S ROLE IN PROMOTING SUSTAINABILITY

- F. 1 Is the ESG getting due priority in the Board Meeting agenda?
- F. 2 How does the Board stimulate innovation? What is the role being played by the Board in relation to driving leadership for Excellence & Innovation?
- F. 3 How do governance, risk, security and compliance issues reach the top Boardroom Agenda? How does the organization align these with internal control and risk management plans of the corporate strategy?
- F. 4 How does the Board determine priorities for CSR efforts, and what types of scalable projects have been encouraged and supported?
- F. 5 How are Global Sustainability Standards being adopted or implemented in the organization's planning and budget?
- F. 6 What steps have been taken by the Board to assess emotional intelligence of the employees?

SECTION G – SDG TARGETS AND PERFORMANCE REPORTING

- G.1 Which of 17 SDG's are pursued by the Company and what are the targets? What have been the achievements against these targets?
- G.2 Is the company on track to achieve zero carbon footprint by 2050?

SECTION H – PERFORMANCE REPORTING

- H.1 Is the organization preparing Sustainability Materiality Matrix? Is it included in its Annual Business Responsibility Reporting to Regulator? If yes, give details. Mention name of Regulatory Authority.

SECTION I – OTHER INITIATIVES

- I.1 Is artificial intelligence being used to improve the organizational performance against sustainability parameters? If yes, provide details.

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****END****