



**IPLOCA Corporate Social Responsibility Award
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**Recognizing an exemplary success in voluntarily improving the quality of life
of the people impacted by pipeline industry work**



International Pipe Line & Offshore Contractors Association
Chemin des Papillons 4
1216 Cointrin/Geneva
Switzerland

www.iploca.com

Introduction

History:

IPLOCA recognises the pipeline industry's responsibility for social protection and commits to actively promote the adoption of all practicable measures to ensure that pipeline planning, engineering and construction are conducted efficiently in a socially responsible manner. To this end IPLOCA promotes, advertises and demonstrates best practice of its member and client activities.

The IPLOCA Corporate Social Responsibility Award was first presented during the annual Convention held in Beijing in September 2011. It is given every second year, alternately with the IPLOCA Environmental Award sponsored by Shell. Regular Members and Associate Members of IPLOCA are invited to submit innovative projects which have improved the quality of life of the people impacted by pipeline industry work.

Disclaimer:

IPLOCA does not warrant the free usage of information submitted by the applicants of awards. IPLOCA hereby represents not to have any knowledge regarding the protection of the submitted information, by any patent or any other intellectual property rights, such verification being the responsibility of each applicant. As such, IPLOCA shall have no liability for any use of information contained in the applicant's submission.

Award Description

General:

The Award is in recognition of members' initiatives, all of which are aimed at improving the living conditions of the people impacted by pipeline industry such as:

- An initiative to address a specific need identified in the local community.
- A program or practice demonstrating the corporate social responsibility of your company.
- A creative initiative in which a large impact is made with a small investment.
- A long term project, intended to be continuously supported by your company or another, once the pipeline activity is complete.

Eligibility:

All IPLOCA Regular Members and Associate Members are encouraged to apply for the Award. Invitations to submit an entry will be sent by e-mail to the relevant member representatives and will be posted on the IPLOCA website www.iploca.com.

Submissions are free of charge and should be limited to the pipeline industry and related work. Only submissions where the Member has directly initiated and accomplished the achievement will be considered.

One entry can describe one or more initiatives. Each member is allowed to submit up to three different entries, although the Adjudication Committee may decide to recognise the company for only one initiative or for a global dedication to social responsibility.

More than one IPLOCA member can submit a joint entry. Should this joint entry be awarded, all companies involved will be recognised.

An IPLOCA member can also submit a joint entry with a non-member. Should this joint entry be awarded, both companies will be recognised but only the member will receive a certificate and/or a trophy.

Representation at the Convention:

IPLOCA Members submitting an entry for the Award commit to be represented by at least one delegate at an Open General Meeting held during the Annual Convention in order to accept the certificate and/or the trophy.

Entering Process

Submission format:

Submissions must be written in English. Each entry must be submitted electronically as a Word, pdf or Powerpoint document, no more than 10 pages of text (or 20 pages including photos and graphics) and 20MB, before the deadline.

It is up to the company making the submission to make sure all the material is received on time, is submitted in the appropriate format, and clearly demonstrates why they consider the submission to be worthy of the Award. IPLOCA does not bear the responsibility for non-receipt, late receipt, incompatibility of format or misunderstanding of language of any material sent.

Entries that do not comply with the eligibility rules or the submission format, are incomplete or received after the deadline may be partially or totally rejected. Videos are not accepted and will be automatically rejected.

An acknowledgement e-mail will be sent to confirm reception of each entry submitted. This will not imply confirmation of eligibility of the entry.

Content:

Each entry should consist in:

- An IPLOCA entry form duly completed and signed
- A 3-5 slide Powerpoint presentation to be used as an illustration of the entry, should it be selected. It should contain a cover page, plus 2-4 pages to summarise the entry
- A description of the initiative consisting of text, photos and graphs, which includes the following:
 - **Cover page:** title of the entry and name of the company
 - **Business profile:** brief description of the company (products and services offered, number of employees including temporary and sub-contractors, Management System Certificates, etc...); brief description of the pipeline site (if the entry is relevant to one specific site)
 - **Findings:** what was the situation before the initiative was implemented; what were the reasons that lead to a decision made; etc...
 - **Solutions:** what was the initiative selection process; how many solutions have been studied; why was this initiative selected; etc...
 - **Implementation:** how, when and where was the initiative implemented, funded, communicated and explained to workers; personnel and management commitment; any problems encountered; any modification made to the initial project; etc...
 - **Achievements:** what were the results productivity, image, etc...; how did employees, clients and local people consider this initiative; any problems encountered; any positive/negative feedback; etc...
 - **Long term planning:** any plan to monitor, renew or expand the initiative; etc...

If additional information is required from applicant, it will be requested.



IPLOCA

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Chemin des Papillons 4 • 1216 Cointrin/Geneva • Switzerland
Tel. +41 22 306 02 30 • Fax +41 22 306 02 39 • E-mail: info@iploca.com • www.iploca.com

IPLOCA Corporate Social Responsibility Award *Sponsored by:*



ENTRY FORM

1. Title of entry
2. Name of company
3. Country
4. Summary of entry answering the following questions (max. 250 words):
 - a. company commitment to behave ethically and contribute to economic development while improving quality of life for the local community and society at large
 - b. management commitment to the objectives of reaching out the community
 - c. funding of the project (initiated and fully funded by the company?)
 - d. monitoring of outcomes, quantity effectiveness and adjustment for the long term
 - e. other additional benefits (please explain)

5. I hereby authorise IPLOCA to publish the following attachment:
 - whole description of the entry
 - short presentation of the entry only
6. I confirm that I have read and understood the guidelines
7. Name & position in company
8. E-mail address
9. Telephone no.
10. Name of the CEO
11. Signature of the CEO

The complete entry has to be e-mailed to Juan Arzuaga hse@iploca.com **no later than**

Adjudication Process

Adjudication Committee:

The Adjudication Committee will be Members the IPLOCA HSE Committee, made of international experts from Member companies and HSE Award sponsor representatives.

Reviewing process:

Each judge will have about 30 days to individually review all the entries that will have been previously approved, using a balanced score card to comment, score and rank each entry on the following basis:

- Does it demonstrate company commitment to behave ethically and contribute to economic development while improving quality of life for the local community and society at large?
- Does it show management commitment?
- Is the project initiated and fully funded by the company, or is it reimbursed by the client??
- Is there a plan in place to monitor outcomes, quantify effectiveness and adjust the project for the long-term?
- Does it have additional benefits?

Comments, scores and ranks of the individual balanced score cards will be gathered in a separate document.

Adjudication process

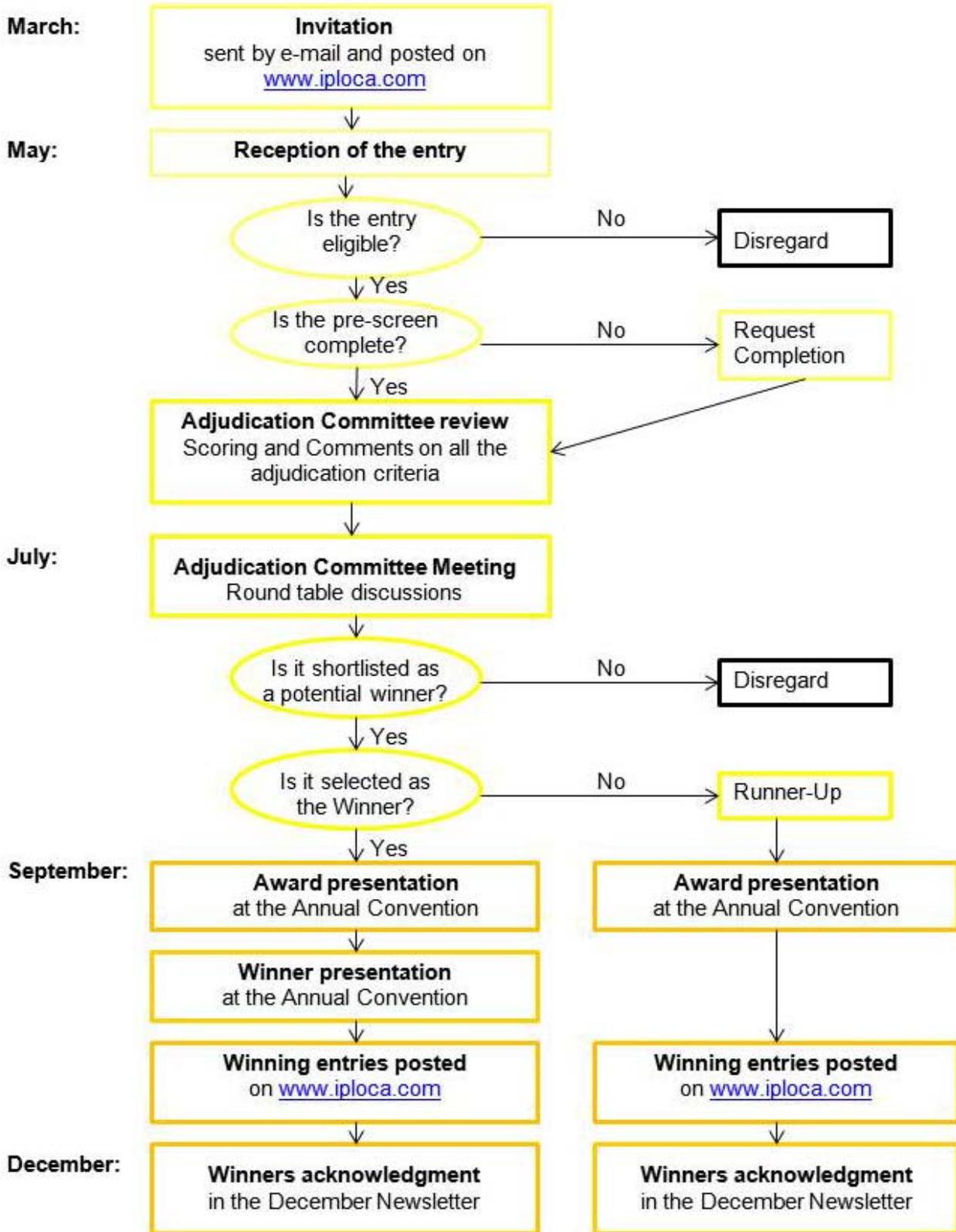
The Committee will then meet to review all the entries, discuss the final results of the score cards and agree on a short list of entries before voting on the winner. Remaining short-listed entries will be runners-up.

In order to guarantee a neutral and fair adjudication process, no communication on the Award will be allowed between members of the committee before the meeting. Communication about the adjudication process between members of the Adjudication Committee and applicants is also strictly prohibited and may result in the disqualification of the relevant entry at any time. In addition, members of the Adjudication Committee will not be authorised to make any comment on submitted entries in which they have any direct or indirect personal affiliation that might be considered as a potential conflict of interest.

The Adjudication Committee understands that the adjudication is made only based on entries received and its members own knowledge of the pipeline industry. As such, their adjudication shall be final and binding.

There will be no communication of the results from IPLOCA to applicants prior to the presentation of the Award to be held during the Annual Convention.

Award Adjudication Process Summary



Recognition

The company winning the Award will be presented with a trophy with its name engraved on it during the Open General Meeting at the IPLOCA Annual Convention and may be given the opportunity to make a short presentation, to be approved by IPLOCA, describing the initiative. In addition, the winner and runners-up will receive a certificate in recognition of their commitment to social responsibility.

The winning companies will be profiled on the IPLOCA website and in communication materials. By submitting an application to the Award, each applicant agrees to a transfer of copyright for publication. This enables IPLOCA to publish the entry on its website to share experience and promote corporate social responsibility for the benefit of the industry. This does not relinquish the applicant's proprietary rights.

Award winner and runners-up may include the announcement of their winning entry in promotional material, or other company literature. Such an announcement will be subject to IPLOCA's prior approval.

Contact

For any further information you may need, please feel free to contact IPLOCA:

Sarah Junod sarah.junod@iploca.com
Juan Arzuaga juan.arzuaga@iploca.com

IPLOCA
Chemin des Papillons 4
1216 Cointrin / Geneva
Switzerland

Tel : +41 22 306 02 30
Fax : +41 22 306 02 39

Contacting members of the Adjudication Committee about the adjudication process is strictly prohibited and may result in the disqualification of the relevant entry at any time.