



KING KHALID SUSTAINABILITY AWARD

جائزة الملك خالد
King Khalid Award



FREQUENTLY ASKED
QUESTIONS (FAQs)

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1) Who can apply for the Sustainability Award?

All forms of organizations can apply for the Award, regardless of size, industry and geography. The only prerequisite is that the organization has a corporate office in the Kingdom of Saudi Arabia, which can either be the company headquarters or a branch office.

Furthermore, non-profit organizations are not eligible to apply for the King Khalid Sustainability Award, but they are eligible to apply for the King Khalid Non-Profit Excellence Award. However, if a non-profit organization is interested to apply to the Sustainability Award, then a decision about eligibility will be made on case-by-case basis.

2) When is the deadline to enter the 2019 application?

The application is open from February 17th to April 14th, 2019.

3) How is the award judged?

AccountAbility, a global management consulting firm and KKF's project partner, will conduct the scoring of all applications. To ensure the credibility and transparency of the Sustainability Award, a robust and comprehensive quality control process is in place at both the KKF and project partner AccountAbility. For more information on the evaluation process and phased, please refer to the Applicant Handbook available on the Resource Center.

4) Are all applicants evaluated based on the same criteria and methodology?

The same questionnaire is applicable to all participants. Specific sector-weighting has been developed by the Award team to score different sectors differently. Applicants are compared to their sector peers, thereby eliminating any unfair scoring by comparing organizations from different sectors. In other words, a bank's performance is scored and compared to other financial services applicants, not to an oil drilling company.

5) How long does the award process last?

The Award has an annual cycle which commences with the online application opening in February 2019 and concludes with the Award Gala in November 2019, and the Leading Practices Workshop in early 2020. For further information on the annual process, please refer to the Applicant Handbook available on the Resource Center.

6) Who is the right person within our organization to complete the application form?

It is advised to form a team composed of members of the executive management to complete the application form since it will require data from different divisions of the company.

7) Where can I find information with regards to how to complete the application?

Instructions on how to fill out the application are provided on the General Information page of the application. Detailed handbooks and guides are available on the Resource Center, accessible on the KKF website.

The Award's monthly Newsletter also provides tips on how to prepare, compile data and complete the application questionnaire. In order to subscribe to the Newsletter, visit the KKF website.

8) In which languages can our organization complete the application?

The application form and supporting documents can be provided in either English or Arabic.

9) Which formats are accepted as part of the supporting references?

Uploaded documents should be in .pdf format. However, Microsoft Word documents and JPEG files will also be supported. Weblinks can be also submitted.

Applicants are kindly requested to detail the applicable pages for all supporting references.

10) Can I upload multiple supporting documents for one question?

Yes, the portal allows all applicants to submit more than one document for each question.

11) If our company participated in the Sustainability Award last year, can we participate again this year?

Applicants from previous years are welcome to participate in this year's Award because an organization's incentives to participate reach far beyond just winning, and include benefits such as capacity development, knowledge building, and performance measurement over time.

12) Can Award winners apply to the Sustainability Award next year?

First (1st) place Award winners are excluded from participating in the Award for the next three cycles, so as to ensure for diversity in the top scoring positions.

As of 2018, Second (2nd) and third (3rd) place winners are excluded from participating in the Award for the next cycle.

13) Can I nominate my own organization for the Sustainability Award?

Yes, the Award is a self-nomination scheme and applicants complete an online application form.

14) Is there a fee associated with participation in the Sustainability Award scheme?

No, there is no fee for participating in the Award, or for using the supplementary services throughout the Award's annual cycle.

15) Will the data and supporting documents provided by our organization through the application form be kept private and confidential?

Yes, all data and supporting documents provided by an organization through the application process will be kept private and confidential. Furthermore, the results, industry benchmarking, and performance improvement recommendations provided to each participating organization are kept confidential.

A Non-Disclosure Agreement (NDA) is available to organizations that have concerns about the confidentiality of their data on the application form. For organizations who want to inquire for an NDA, please contact the administration of the Award at kkarci@kkf.org.sa.

16) What should we do if we don't have answers to all the questions?

If your organization does not have an answer to a particular question, you should mark the "No" or "Not Available" options, and provide a brief explanation explaining why your company lacks an answer for that question.

We strongly encourage companies to participate, even if their corporate responsibility efforts are strong in one category but are lacking in another category – for example, a company may have a strong supply chain management structure but does not have an environmental program in place. The Award is designed to recognize different types of performance, as well as to recognize excellence differently according to the sectoral context.

17) Where can I find further explanations regarding the terms used in the questionnaire?

For further definitions and explanations, please refer to the Award Glossary, which is available on the Award's online Resource Center accessed through the application page. The Glossary link is also provided within the application questionnaire.

Additionally, an information button is provided next to the questions, with explanations on the concepts pertaining to the question and may include examples on how to answer.

18) I want to provide additional information or clarify some points. Where can I do that?

A dedicated box is provided for optional Additional Comments, and can be used to provide any additional information or clarification.

19) Do we need to complete the application in one sitting?

The application does not have to be completed all at once. Any progress can be saved and the applicant can return to it during the next log-in.

20) I want to share the application with my colleagues/other departments. Is that possible?

Yes, the blank application can be downloaded through the "Download Application for Reference" button on the General Information page.

21) When are the Sustainability Award winners announced?

The Award follows a rigorous scoring and quality review process. Results are released in October / November after thorough evaluation. A detailed timeline is available on the Award's online Resource Center.

22) Who is classified as a "winner" that is invited to the Award Gala?

The applicants classified as "winners" that will be invited to the Award Gala include the Award Winners, and Core Area Leaders. In addition, organizations that were shortlisted for the site visits will also be invited to the Gala.

23) How can I access my scores?

After evaluation is completed and results are announced, all participants received a customized Scorecard Report, which provides an overview of the organization's performance. The Report will be accessible on the Resource Center. A copy of the Report will be also shared with the participating organization electronically.

24) What can I do if I experience any difficulties during the Award process?

Should you have any questions on the application or overall process please contact Ms. Sarah Algadri, Specialist of King Khalid Award Program (Email: s.algadri@kkf.org.sa) or Ms. Christy Giannarou, AccountAbility Representative (Email: christy.giannarou@accountability.org).



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