



جائزة الملك خالد
KING KHALID AWARD

King Khalid Sustainability Award

PORTAL NAVIGATION GUIDE

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KING KHALID FOUNDATION

The King Khalid Foundation (KKF) is a charitable organization established in Saudi Arabia in 2001 by the family of the late King Khalid. The Foundation is a leader in sustainability, philanthropic and development work in Saudi Arabia.

King Khalid Foundation (KKF) envisions a Saudi society with equal opportunities, striving towards prosperity by mobilizing and enabling stakeholders through social investment, capacity building and advocacy. KKF focuses on equal economic opportunity and financial independence which can be achieved through programs aimed at employment, job creations, social entrepreneurship, policy recommendations, improving institutional capacity, sustainability practices and employability skills.

The King Khalid Awards (KKA) are a tool for social change and are designed to recognize, encourage and support exceptional achievements in the fields of corporate social responsibility, non-profit management excellence and social innovation. The annual King Khalid Awards for the private sector, non-profits and citizens have benefitted hundreds of organizations and thousands of people nationwide.

For further information, please see the organization's website:

<http://kkf.org.sa/ar/Pages/default.aspx>

GUIDE PURPOSE

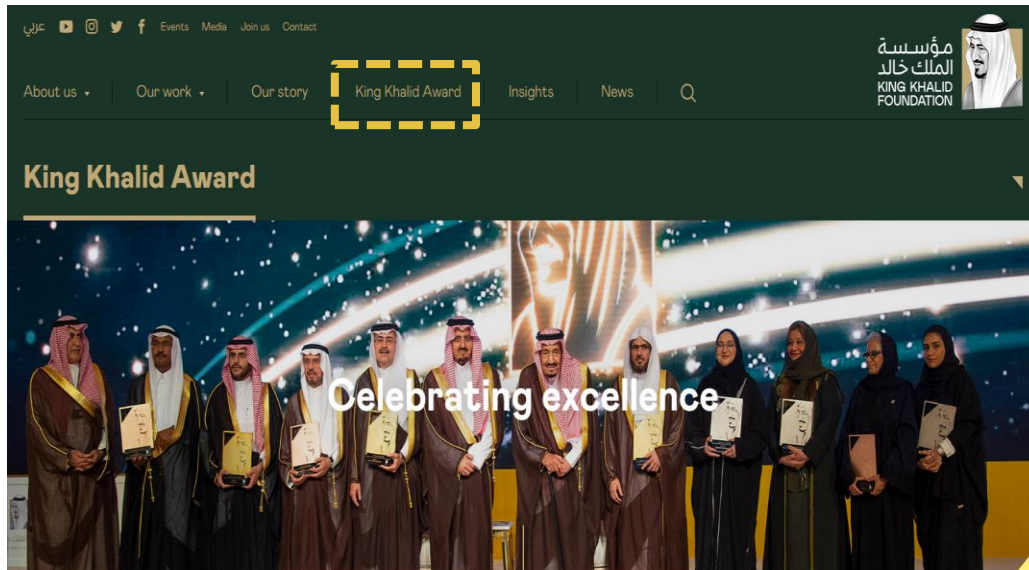
The purpose of this document is to provide applicants with more detailed guidance on the application process for the 2020 Sustainability Award cycle. The guide will review each stage of the online application process and provide detailed instructions, including illustrative screenshots from the Sustainability Award online portal.

Portal link: <http://kka.kkf.org.sa/ar/rci/Pages/about.aspx>

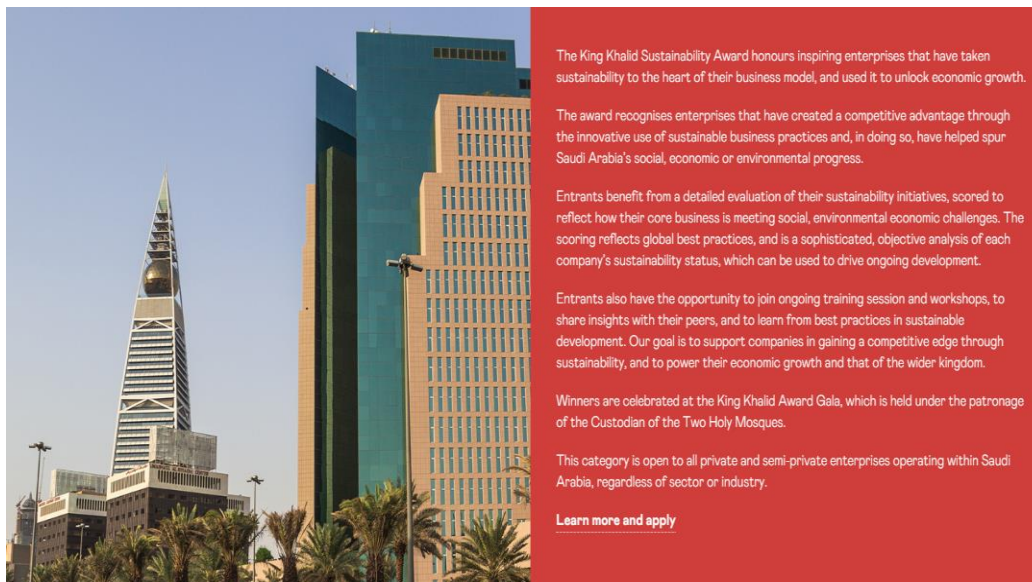
ACCESSING THE SUSTAINABILITY AWARD PORTAL

When accessing the King Khalid Foundation (KKF) home page, click on the King Khalid Award in order to be directed to the Sustainability Award page.

King Khalid Foundation home page: <https://www.kkf.org.sa/>



Scroll down to King Khalid Award for Sustainability, click 'Read More', and then 'To find out more and apply'.



The King Khalid Sustainability Award honours inspiring enterprises that have taken sustainability to the heart of their business model, and used it to unlock economic growth.

The award recognises enterprises that have created a competitive advantage through the innovative use of sustainable business practices and, in doing so, have helped spur Saudi Arabia's social, economic or environmental progress.

Entrants benefit from a detailed evaluation of their sustainability initiatives, scored to reflect how their core business is meeting social, environmental economic challenges. The scoring reflects global best practices, and is a sophisticated, objective analysis of each company's sustainability status, which can be used to drive ongoing development.

Entrants also have the opportunity to join ongoing training session and workshops, to share insights with their peers, and to learn from best practices in sustainable development. Our goal is to support companies in gaining a competitive edge through sustainability, and to power their economic growth and that of the wider kingdom.

Winners are celebrated at the King Khalid Award Gala, which is held under the patronage of the Custodian of the Two Holy Mosques.

This category is open to all private and semi-private enterprises operating within Saudi Arabia, regardless of sector or industry.

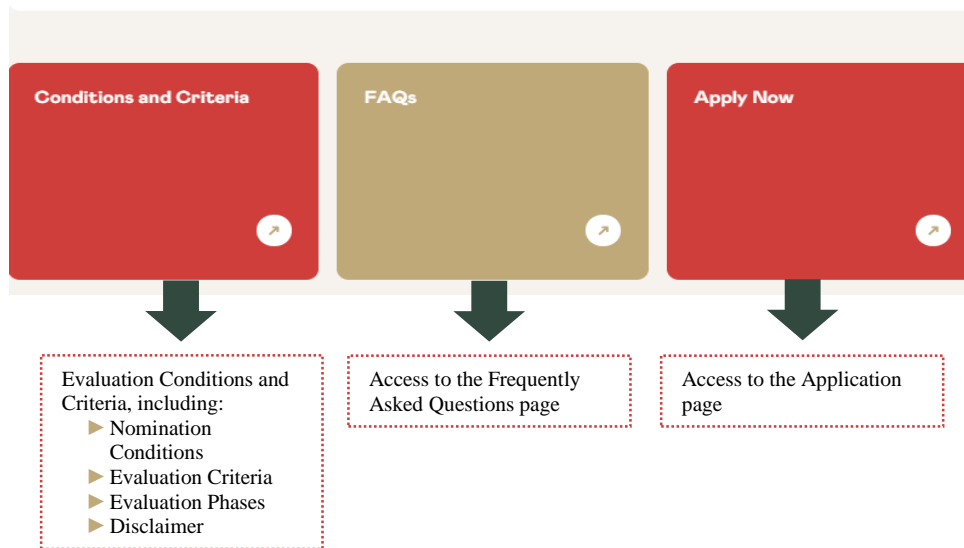
[Learn more and apply](#)

Then this page will appear:

- Attend the Leading Practices Workshop, which provides an opportunity to exchange ideas with peers and to learn the best practices of sustainable development, thereby contributing to their economic growth, and consequently the Kingdom's growth
- All participants will be invited to the awards distribution Gala held under the patronage of the Custodian of the Two Holy Mosques

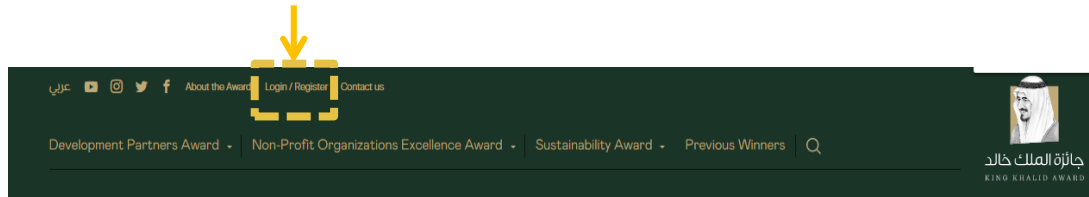
For Winners:

- First Place: Golden Trophy
- Second Place: Silver Trophy
- Third Place: Bronze Trophy
- The winners will be honored at the Award Distribution Gala that will be held Under the patronage of the Custodian of the Two Holy Mosques

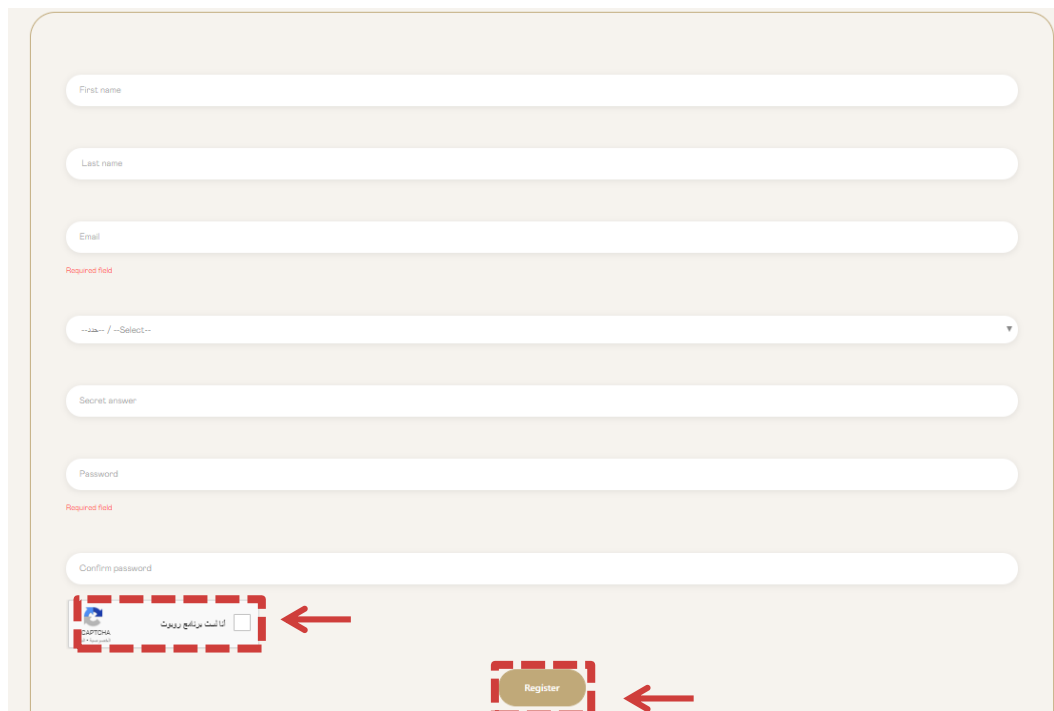


REGISTERING

Upon accessing the portal, click to 'Register' at the top of the page in order to provide the appropriate personal details and create a login for your organization's application.

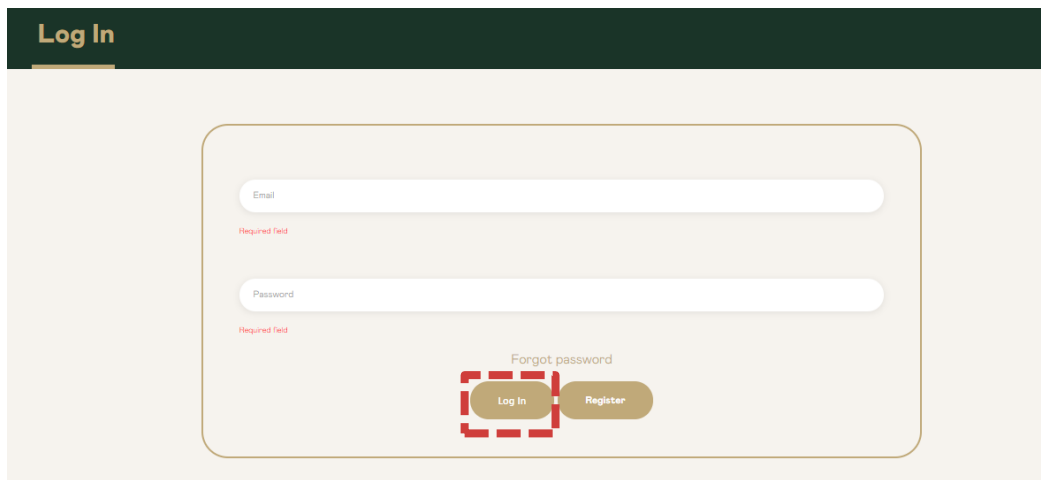
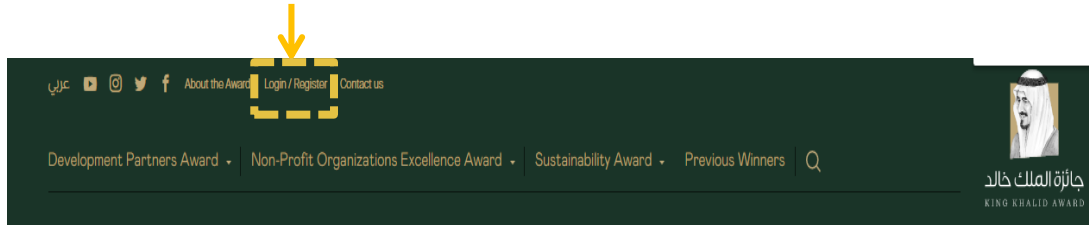


Where indicated, populate all mandatory criteria regarding personal and log-in details. For verification please click the reCAPTCHA box at the bottom of the page, answer the question, and click "Verify". Upon completing this page click 'Register', you will receive a verification email containing an activation link. To activate the account, you will need to go to your email and click on this link.



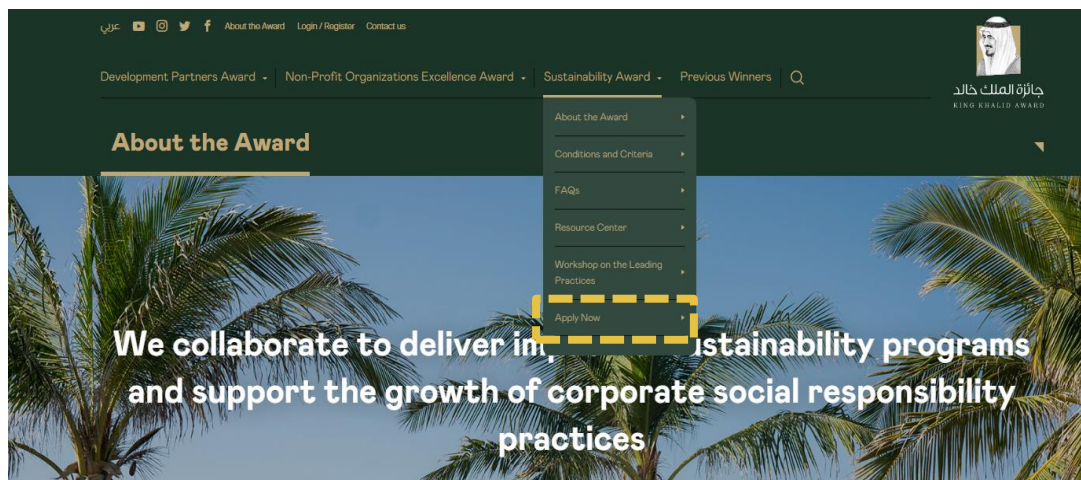
LOGGING IN

Once you have clicked on the confirmation link within the verification email, your account will be activated and you will be returned to the home page. Click on “Login” at the top of the page and provide your login details where indicated to enter your account.



ACCESSING THE APPLICATION

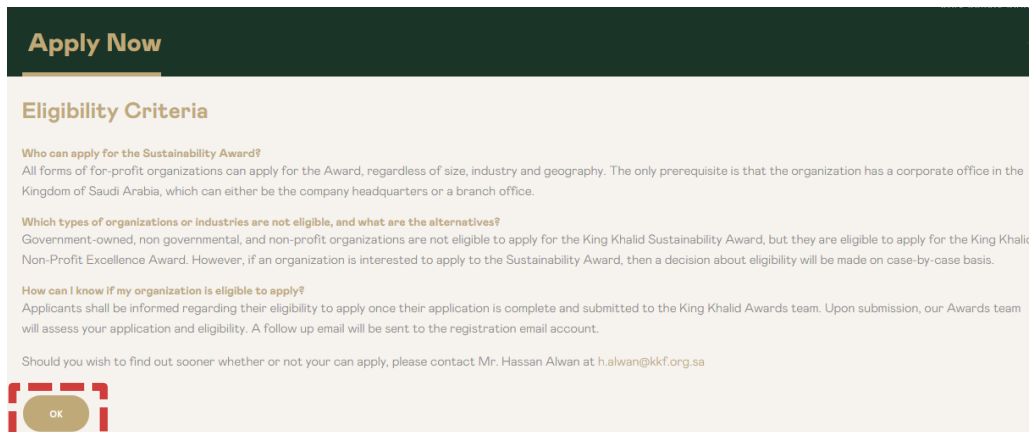
Once logged in, you will be directed to the home page. Click on Sustainability Award branch icon then click on the Apply Now icon to access the English application and begin completing the application form.



ELIGIBILITY CRITERIA

Before starting to fill in the application, you will see an information box on the Award's eligibility criteria. The aim of this page is to make applicants aware of the eligibility criteria in terms of applying for the Award, and whether your organization is eligible to apply. Please read the information carefully. Once you have read the criteria, click OK and the box will close.

If your organization is not eligible to apply, you can still access the application and apply, however the application will, unfortunately, not be taken into consideration.



Apply Now

Eligibility Criteria

Who can apply for the Sustainability Award?
All forms of for-profit 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.

Which types of organizations or industries are not eligible, and what are the alternatives?
Government-owned, non governmental, and 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 an organization is interested to apply to the Sustainability Award, then a decision about eligibility will be made on case-by-case basis.

How can I know if my organization is eligible to apply?
Applicants shall be informed regarding their eligibility to apply once their application is complete and submitted to the King Khalid Awards team. Upon submission, our Awards team will assess your application and eligibility. A follow up email will be sent to the registration email account.

Should you wish to find out sooner whether or not you can apply, please contact Mr. Hassan Alwan at h.alwan@kkf.org.sa

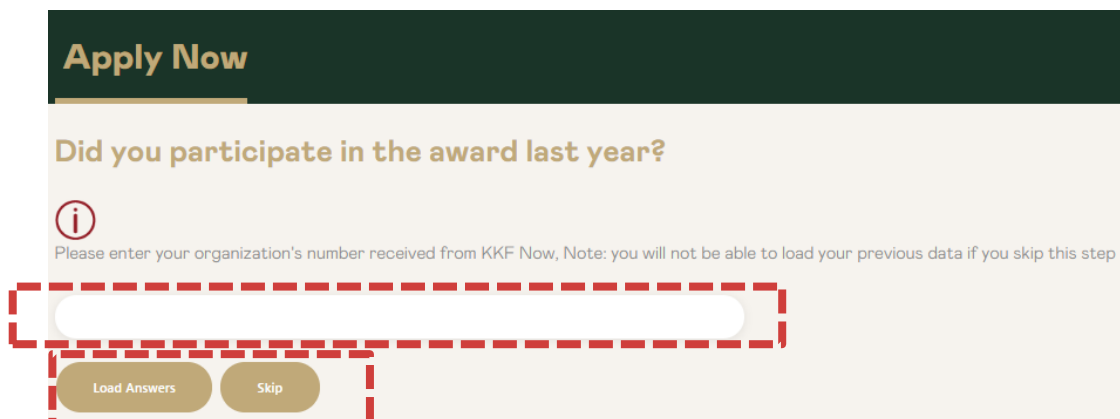
OK

PREPOPULATING APPLICATION USING YOUR UNIQUE ID

If you are a returning applicant and your organization applied in the previous Award cycle, you can now pre-populate responses, based on your organization's 2019 application.

All returning applicants will be identified on the basis of a specific ID number each one has received. If you want to have your application pre-populated, you need to provide the ID number in the registration box for this year. After that, click "Download answers".

If you did not participate IN last year's Award or do not wish to prepopulate the application, please click "Skip".



Apply Now

Did you participate in the award last year?

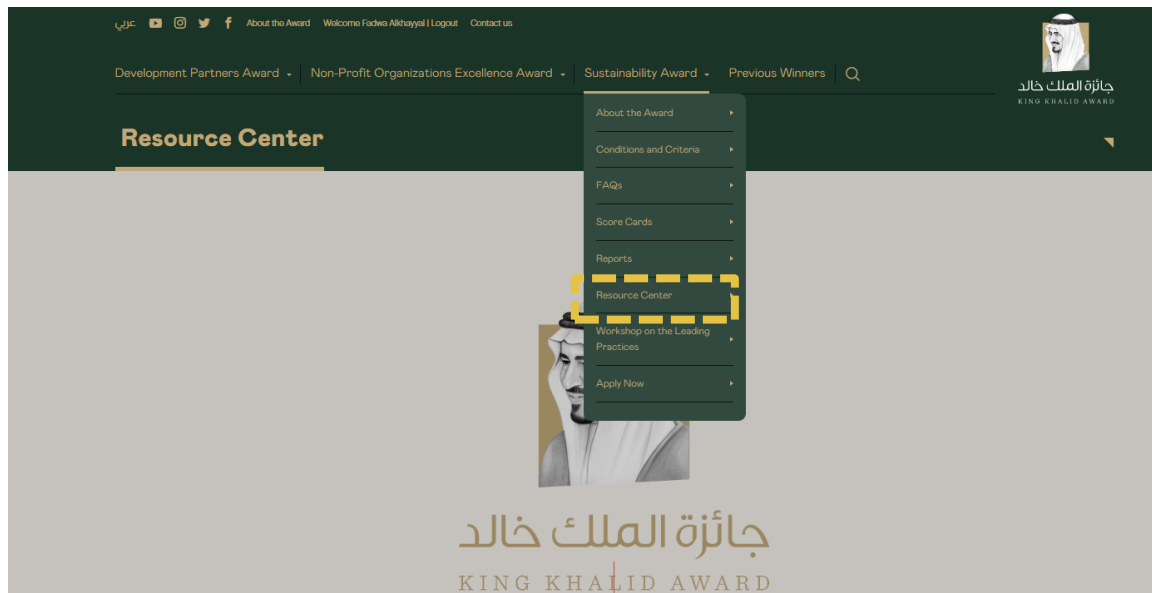
i
Please enter your organization's number received from KKF Now, Note: you will not be able to load your previous data if you skip this step

Load Answers Skip

ACCESSING THE RESOURCE CENTER

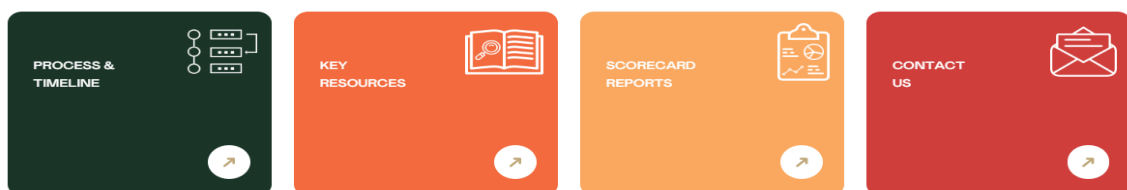
Once logged in the Award portal, click on the 'Resource Center' option to be taken to the Award page which includes information on the Process & Timeline, Key Resources, Scorecard Reports, and also features a 'Contact Us' form, if you wish to contact our team for any questions.

You can also access the Resource Center through the application page.



The 2020 Application is now open

Contact us to schedule a Completeness Review Check for your application



Our aim is to offer the optimal experience for applicants, we are therefore bringing further changes in our Resource Center in the months to come.

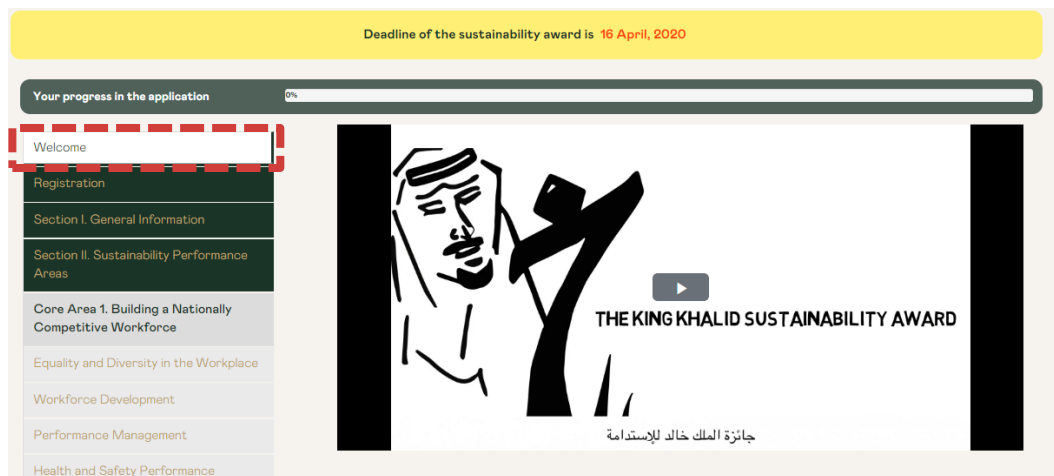
COMPLETING APPLICATION FORM

The application consists of five main sections:

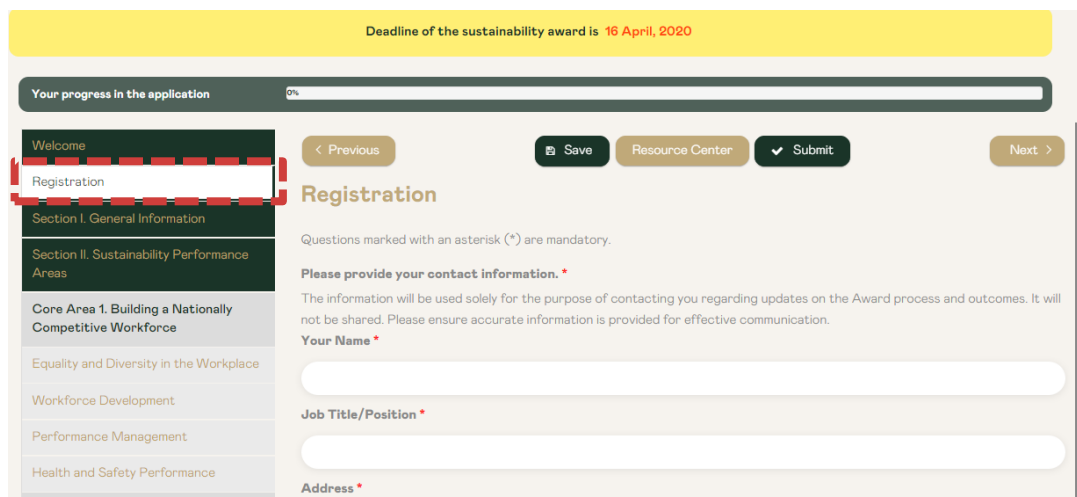
- ▶ General Information, including Terms and Conditions, Size, Revenue and Industry*;
- ▶ Sustainability Performance Areas;
- ▶ Brief Assessment of the State of Sustainability in Saudi Arabia*;
- ▶ Brief Assessment of the Application Process*.

**Necessary to complete but part of the assessment criteria.*

Before the first page of the application you will go to the Welcome page where you will find an introductory video.

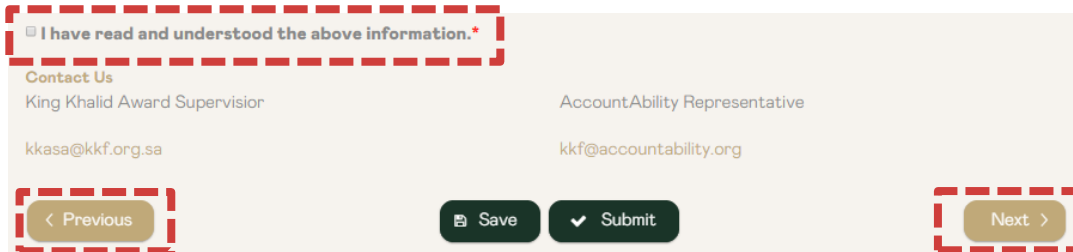


The second page of the application form is the Registration page and General Terms and Conditions. The form first asks you to fill in your contact details.



After completing this information, make sure to go through the General Terms and Conditions before starting to fill in the application, as it includes important information for the Sustainability Award and process. You must accept the terms and conditions before starting to fill in the application.

Once you have read and acknowledged the General Terms and Conditions, click on the “Next” icon to be taken to the first page of the application form. You can use the “Next” and “Previous” icons to navigate the different pages of the application form.



I have read and understood the above information.*

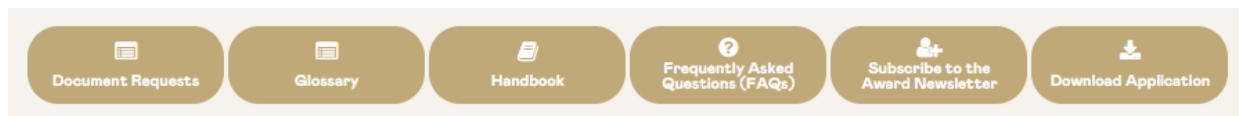
Contact Us
King Khalid Award Supervisor
kkasa@kkf.org.sa

AccountAbility Representative
kkf@accountability.org

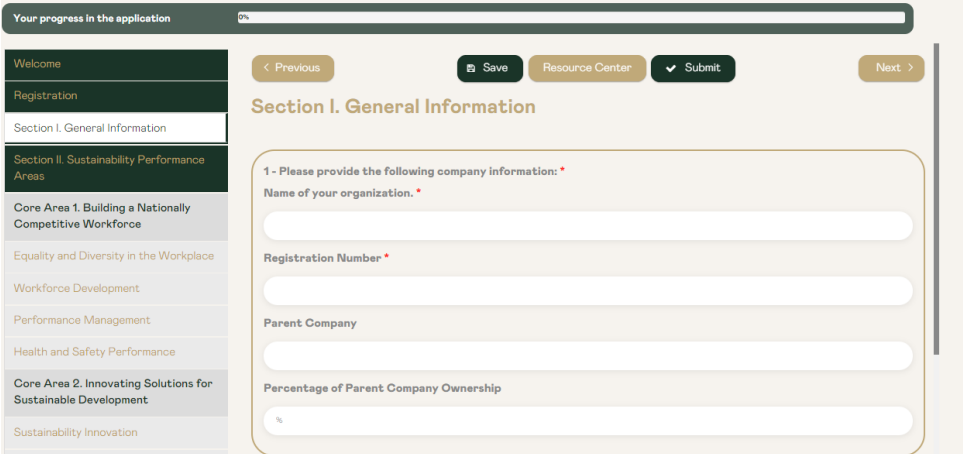
< Previous Save Submit Next >

This section further provides the option to:

- ▶ See the Document Requests;
- ▶ Access the Award’s Sustainability Glossary, including key Sustainability terms and definitions;
- ▶ Access the Award Handbook;
- ▶ See our Frequently Asked Questions (FAQs);
- ▶ Subscribe to the Sustainability Award Newsletter; and
- ▶ Download the Application.



The first section of the application form is General Information, which asks you to populate fields as indicated with basic information on your organization.



Your progress in the application 0%

Welcome

Registration

Section I. General Information

Section II. Sustainability Performance Areas

Core Area 1. Building a Nationally Competitive Workforce

Equality and Diversity in the Workplace

Workforce Development

Performance Management

Health and Safety Performance

Core Area 2. Innovating Solutions for Sustainable Development

Sustainability Innovation

< Previous Save Resource Center Submit Next >

Section I. General Information

1 - Please provide the following company information: *

Name of your organization. *

Registration Number. *

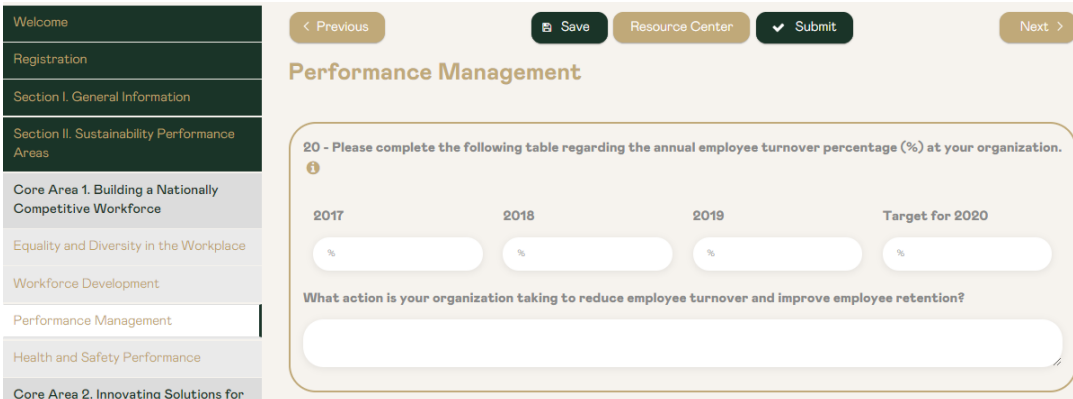
Parent Company

Percentage of Parent Company Ownership

The second section of the application form is Sustainability Performance Areas, which is the largest section.

The subsections will ask questions about your company's performance and policies across the Sustainability Award's five core areas: Building a National Competitive Workforce; Innovating Solutions for Sustainable Development; Empowering Local Suppliers; Making a Commitment to Good Governance and High Quality; and Responsible Environmental Management.

There are a range of question types that require different types of answers. The question types consist of selecting Yes/No/NA, written explanations, and providing statistics. For more information on the types of questions you can encounter, please visit our Applicant Handbook, available on the Resource Center.



Welcome

Registration

Section I. General Information

Section II. Sustainability Performance Areas

Core Area 1. Building a Nationally Competitive Workforce

Equality and Diversity in the Workplace

Workforce Development

Performance Management

Health and Safety Performance

Core Area 2. Innovating Solutions for

< Previous Save Resource Center Submit Next >

Performance Management

20 - Please complete the following table regarding the annual employee turnover percentage (%) at your organization.

2017	2018	2019	Target for 2020
%	%	%	%

What action is your organization taking to reduce employee turnover and improve employee retention?

The third section of the application form is Opinions of Corporate Responsibility, Sustainability, and the Sustainability Award. Unlike the previous two sections, which both ask applicant for factual information, the fourth section asks for applicants' opinions on topics related to corporate responsibility in Saudi Arabia.

Your progress in the application 0%

Welcome
Registration
Section I. General Information
Section II. Sustainability Performance Areas
Core Area 1. Building a Nationally Competitive Workforce
Equality and Diversity in the Workplace
Workforce Development
Performance Management
Health and Safety Performance
Core Area 2. Innovating Solutions for Sustainable Development
Sustainability Innovation

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Section III. Opinions of Corporate Responsibility, Sustainability and the Sustainability Award

[This section is not scored but responses are required for application to be considered complete]

63 - Which 3 companies in Saudi Arabia do you consider to be corporate responsibility (CR)/sustainability leaders? *

64 - What is the most important CR/sustainability related issue facing your organization in the short term? (This could be an issue raised in the Sustainability Award application, or any other sustainability related issue) *

The last section of the application form is the Sustainability Award Follow Up Survey, which asks questions regarding your experience applying for the Sustainability Award. The survey seeks to understand an applicant's motivations for applying to the Sustainability Award scheme, and how satisfied an applicant was with different aspects of the process. The survey questions ask applicants to select the most relevant answer from a drop-down menu of options.

Your progress in the application 0%

Welcome
Registration
Section I. General Information
Section II. Sustainability Performance Areas
Core Area 1. Building a Nationally Competitive Workforce
Equality and Diversity in the Workplace
Workforce Development
Performance Management
Health and Safety Performance
Core Area 2. Innovating Solutions for Sustainable Development
Sustainability Innovation

< Previous Save Resource Center Submit Next >

Sustainability Award Follow Up Survey

69 - What was your primary reason for applying for the Sustainability Award? *

- Learning about sustainability/corporate responsibility
- Enhancing your organization's existing sustainability/corporate responsibility strategies and performance
- Enhancing your organization's reputation
- Responding to a direct/personal request to participate
- Networking with peers
- Winning the King Khalid Award
- Other (please describe)

70 - How satisfied were you with the application process? *

- Very Satisfied

INFORMATION ICON

For more information on a specific section or question, please click on the information icon found on the left side of each question. Once applicants click on the icon, a new information box appears with more details on a specific question, providing an explanation or illustrative examples to help guide in the question.

If yes, please describe your organization's grievance redressal process. 

If yes, please complete the following table with the number of grievances raised.

2017	2018	2019	Target for 2020
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Explanation

For example, an organization may have an ethics or grievance committee that oversees any ethical issues raised. Some organizations have a hierarchical framework where employees can escalate their grievances to their managers, senior managers, or to HR. Organizations also have Whistleblower policies and Ombudsmen.

Cancel

MORE INFO ICON

In order to provide clarifications for a specific response, document or data provided, you can click on ‘More Info’. When doing so, a new comment-box will appear where you add your comments.

It is not mandatory to provide additional information in this box. Please use it only if needed to provide clarifications.



27 - Did your organization introduce any product, service or process innovation in the past 12 months? ⓘ

Yes

No

^ More info v

28 - Has your organization engaged in Research & Development (R&D) spending related to Environmental, Social and Governance efforts and initiatives in the last 12 months?

Yes

No

N/A (please explain)

^ More info v

SAVING, SUBMITTING & DOWNLOADING APPLICATION

Throughout the process of completing the application form, you can save your progress and return to the form at another time. Once you are satisfied with your responses to all the application form questions, you can submit the application by clicking the “Submit” icon. The “Save” and “Submit” icons are the green icons indicated below, located both on the top and bottom of the page.

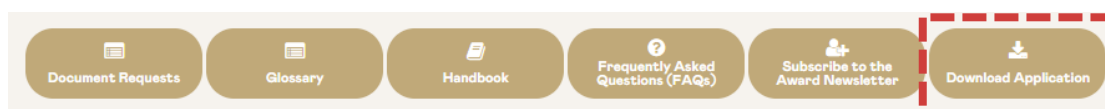
Top of the page:



Bottom of the page:



You can download the application, at any time of the application process, by clicking on the relevant button found on the Registration page.



CONFIDENTIALITY

All data submitted by the participants will be used exclusively for the purposes of the Sustainability Assessment by the King Khalid Foundation and AccountAbility and will not be passed on to third parties. The individual scores will only be available to the respective company as well as the King Khalid Foundation and AccountAbility for the purposes of the assessment. The leading Sustainability score will be public knowledge as it is included in the participant scorecards for all companies that participate. However, the individual scores of all other participants are not revealed.

Scores and data will be aggregated to overall and industry-sector specific averages and this data will be available for participating companies. General aggregated data about this year's questionnaire and assessment may be used in communications concerning the Sustainability. Companies have the ability to self-disclose their performance data in any of their own communications should they wish to do so.

Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA) is available upon request. Contact us to let us know if you need one, before disclosing any information.

CONTACT INFORMATION

King Khalid Award Representative

y.alharbi@kkf.org.sa

AccountAbility Representative

kkf@accountability.org