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.

The 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 creation, 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 Sustainability Award. 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

Please access the King Khalid Foundation (KKF) home page: https://www.kkf.org.sa/. Click on the "King Khalid Award" icon to be directed to the Sustainability Award page.
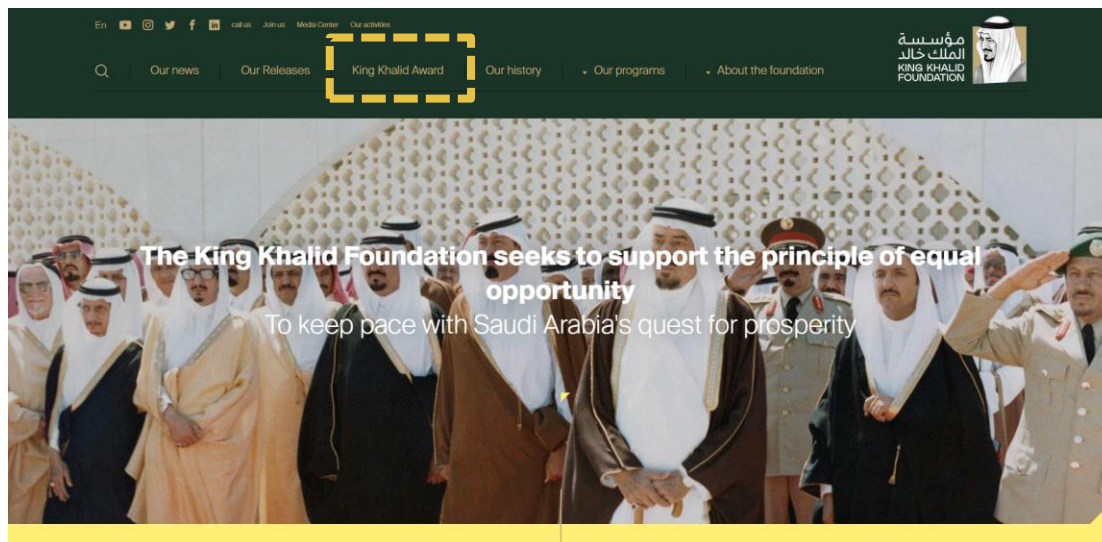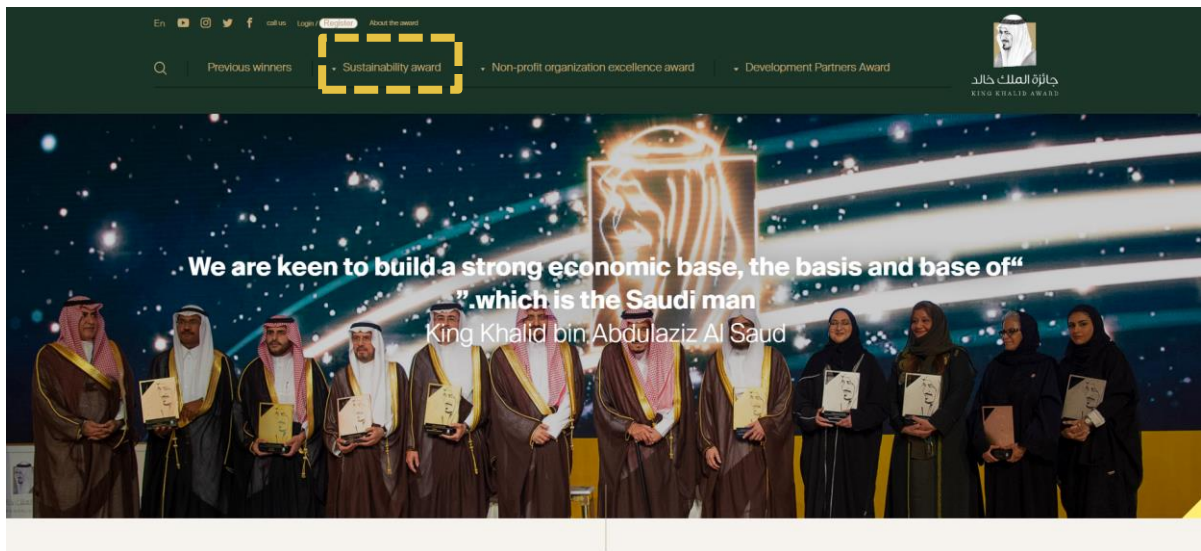

This will take you to the page below. Scroll down to "King Khalid Sustainability Award", click "Read more", and then "To find out more and apply".
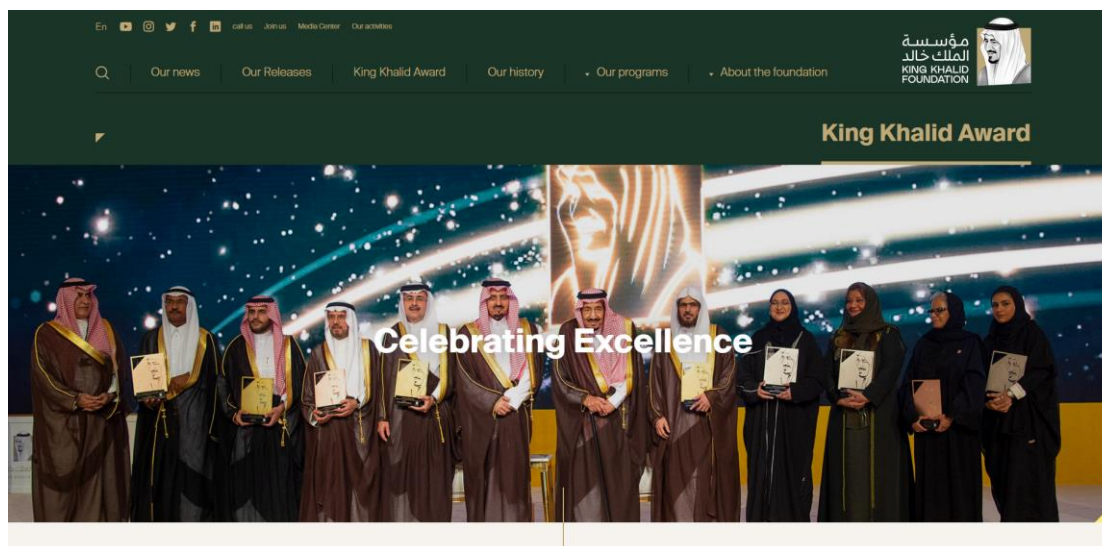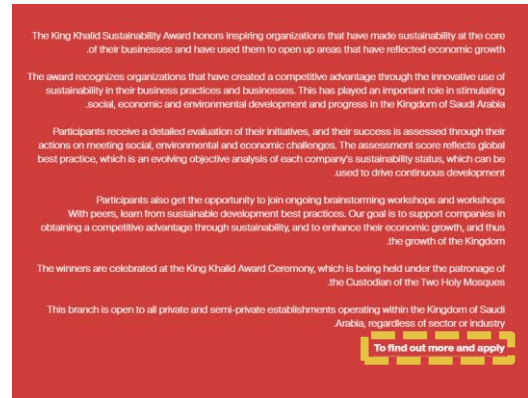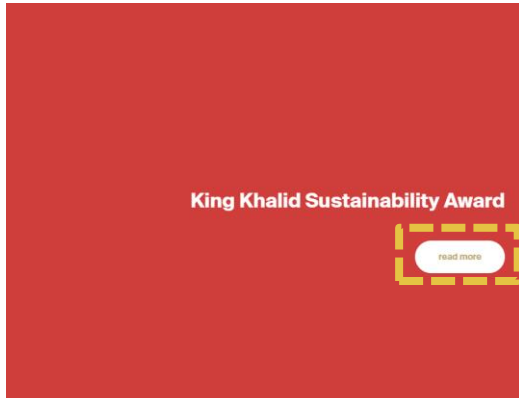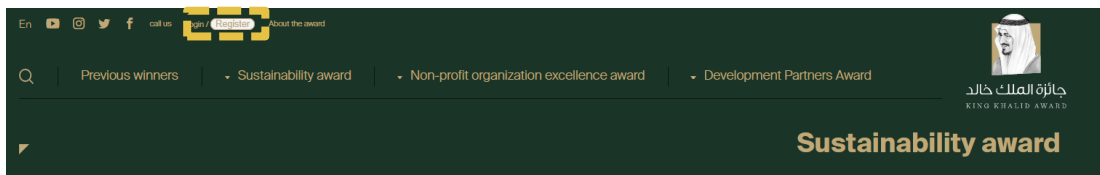
This will take you to the page below. Click "Sustainability award" to access to Sustainability Award home page.
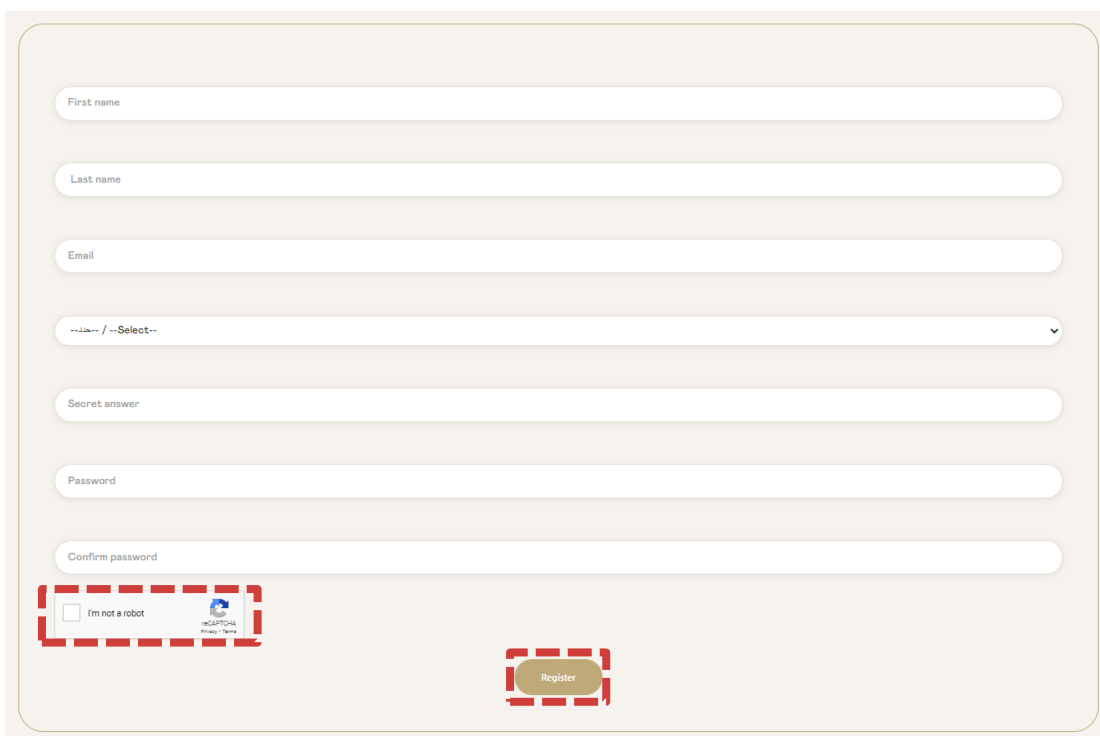
REGISTERING

Upon accessing the Sustainability Award home page, click "Register" at the top of the page to create the log-in details for your organization's application.

Where indicated, populate all mandatory log-in criteria. For verification, please click the reCAPTCHA box at the bottom of the page, and click "Register".
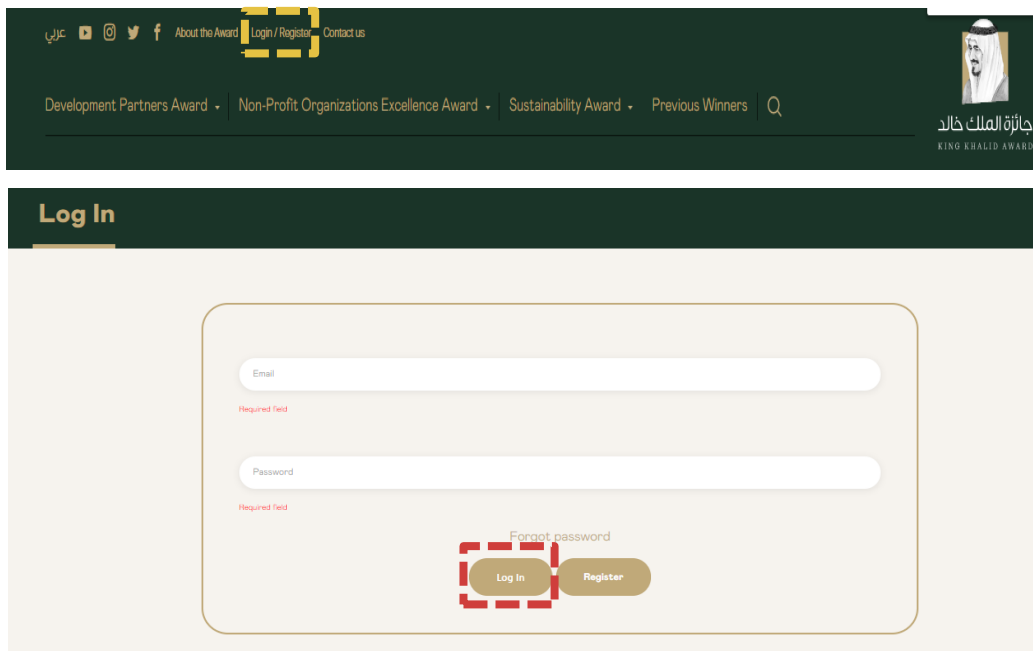
Once you have completed this step, you will receive a verification email containing an activation link. You will need to click on this link to activate the account.
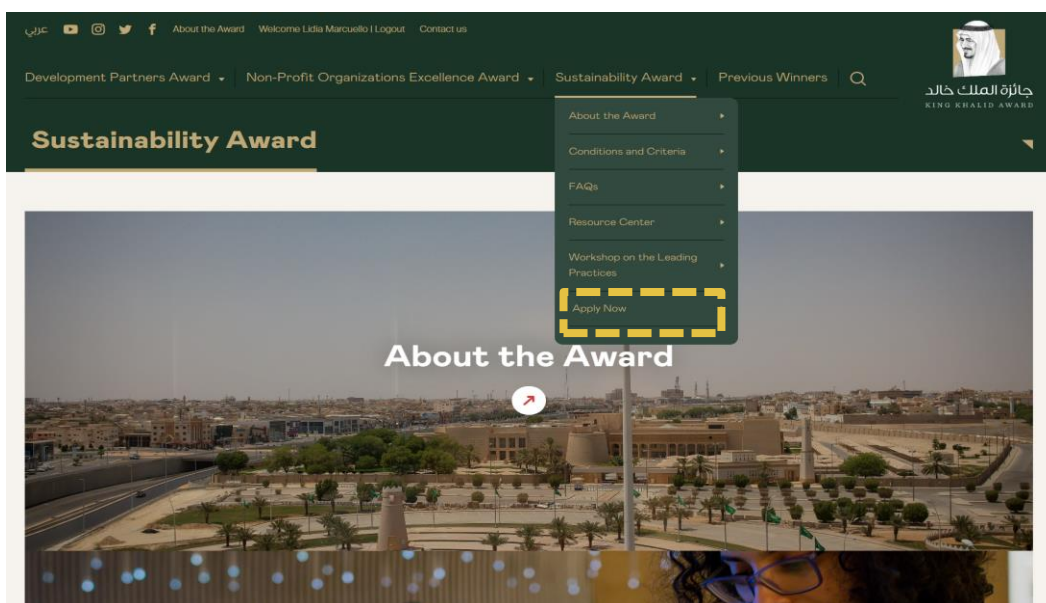
LOGGING IN

By clicking the activation link in the verification email, you will be taken to the Sustainability Award home page. Click on "Login" at the top of the page, enter your login details and click "Log In".
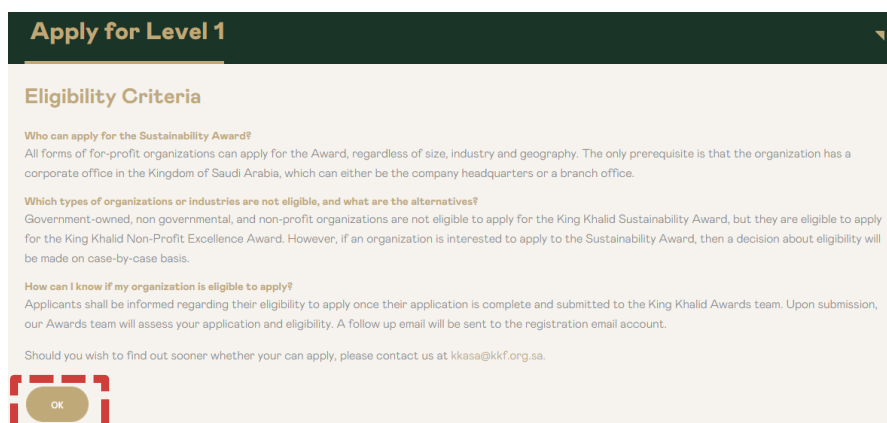

ACCESSING THE APPLICATION

Once logged in, select "Sustainability Award" and then "Apply Now" to access Level 1 of the English application.

ELIGIBILITY CRITERIA

Before accessing the application, you will see information regarding the Award's eligibility criteria. The aim of this page is to help applicants determine whether they are eligible to apply to the Award. Please read the information carefully. Once you have read the criteria, click OK and you will be taken to Level 1 of the application.

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

PREPOPULATING APPLICATION USING YOUR UNIQUE ID

If you are a returning applicant and applied in the last year Award cycle, you will be able to pre-populate responses based on your organization's previous application.

To pre-populate responses, you will need to provide your organization's unique ID number received in the last year Award cycle in the registration box below and then select "Load Answers". If you did not participate in last year's Award or do not wish to prepopulate the application, please click "Skip".

ACCESSING THE RESOURCE CENTER

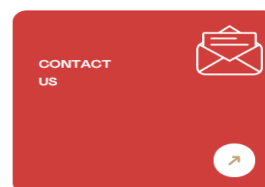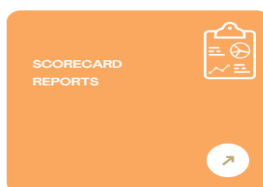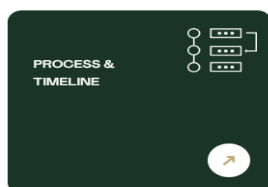Once you have logged into the Award portal, click on "Resource Center". You will be taken to the Resource Center which includes information on the Process & Timeline, Key Resources, Scorecard Reports, and a 'Contact Us' form, if you wish to contact our team for any questions.
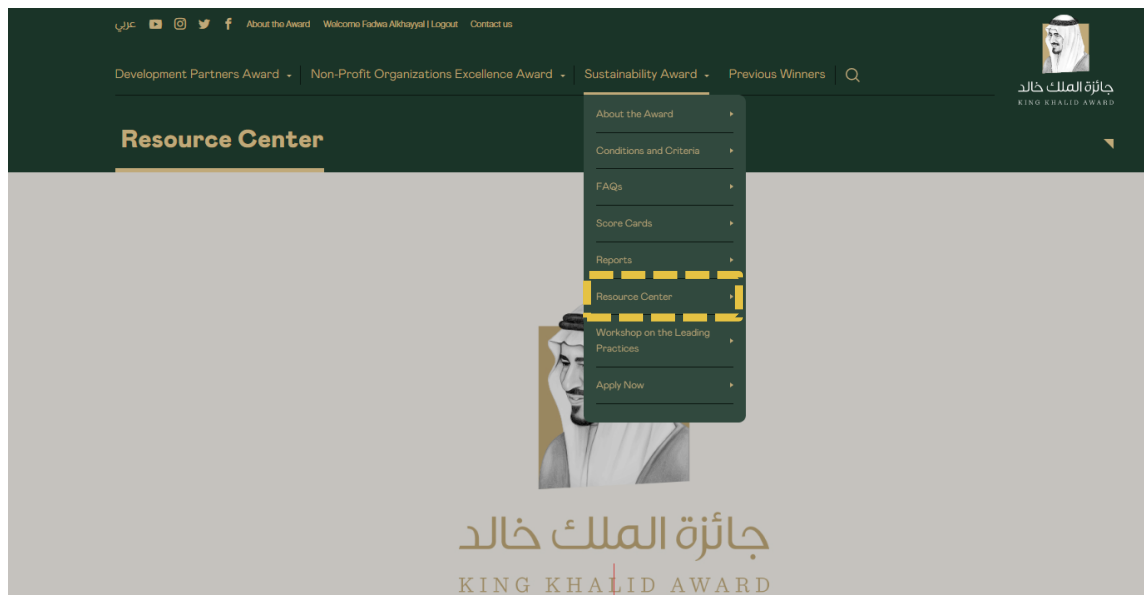
COMPLETING THE APPLICATION FORM

The application consists of **four** main sections:
- ► General Information, including Terms and Conditions, Size, Revenue, and Industry*
- ► The four assessed sections of the Award:
  - o Governance
  - o Environmental
  - o Social
  - o Economic
- ► Brief Assessment of the State of Sustainability in Saudi Arabia*
- ► Brief Assessment of the Application Process*

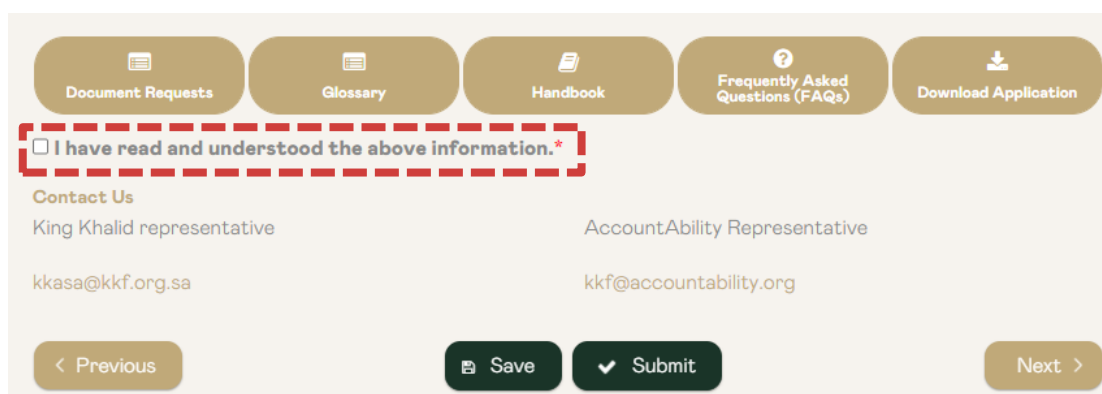*Necessary to complete but part of the assessment criteria.*

You can use the "Next" and "Previous" icons at the bottom of the page to navigate the different pages of the application form. All questions with a red "*" symbol next to them are mandatory.

Registration

Before starting the first main section of the application, you will need to complete the Registration page. This page includes important information about the evaluation process, confidentiality, and instructions for completing the application. This section further provides the options 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);
- ► Download the Application.
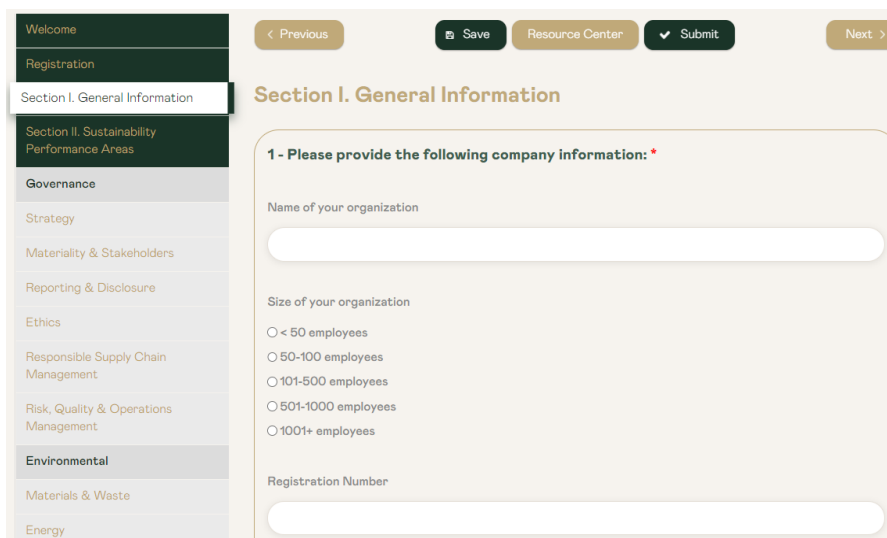
You will be asked to confirm that you have read and understood the information.

General Information

Once you have read and acknowledged the information on the Registration page, click on the "Next" icon to be taken to the first main section of the application, the General Information page. This section asks you to populate fields with basic information about your organization and contact details.

Assessed Component

The second main section of the application is the assessed component of the application. The subsections will ask questions about your company's performance and policies across the Sustainability Award's four core areas: Governance, Environmental, Social, and Economic.

As shown in the images below, there are a range of question types including multiple choice, Yes/No/NA, and open-ended text questions. Some questions may ask you to complete a table with quantitative information. For more information on the types of questions you may encounter, please visit our Applicant Handbook, available through the Registration page or in the Resource Center.

Opinions of Corporate Responsibility, Sustainability, and the Sustainability Award

The third main section of the application form is a short survey of Opinions of Corporate Responsibility, Sustainability, and the Sustainability Award. Unlike the previous two sections, which both ask for factual information, this section asks for your opinion on topics related to corporate responsibility in Saudi Arabia.

Sustainability Award Follow Up Survey

The fourth and 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 your motivations for applying to the Sustainability Award and how satisfied you were with different aspects of the process.

INFORMATION ICON

For more information on a specific question, please click on the information icon found to the right of each question. If you click on the icon, an information box will appear with more details on a specific question.

1 - Which of the following does your organization have a formalized plan or strategy for? Please provide evidence for each selected answer ⓘ

☐ Sustainability (formal plan or strategy)
☐ Corporate Responsibility (CR or CSR) (formal plan or strategy)
☐ Environmental, Health & Safety (EHS) (formal plan or strategy)
☐ Not applicable

Explanation ✕

A formal sustainability or corporate responsibility (CR) strategy helps identify the organization's focus areas for sustainability initiatives and relevant targets and metrics. It may also include guidance from leadership on the importance of sustainability, the organization's strategy regarding sustainability, how the strategy applies to different departments, etc.

Cancel

SAVING, SUBMITTING & DOWNLOADING THE 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.
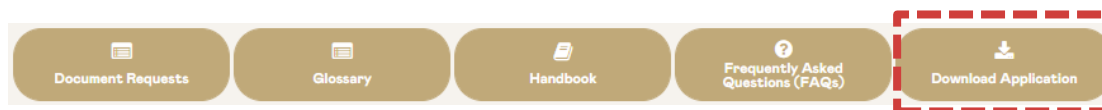
Top of the page:

Bottom of the page:

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

CONFIDENTIALITY

All data submitted by applicants will be used exclusively for the purpose 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 applicant 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 Award. Companies can self-disclose their performance information 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
kkasa@kkf.org.sa

AccountAbility Representative
kkf@accountability.org