



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.

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>

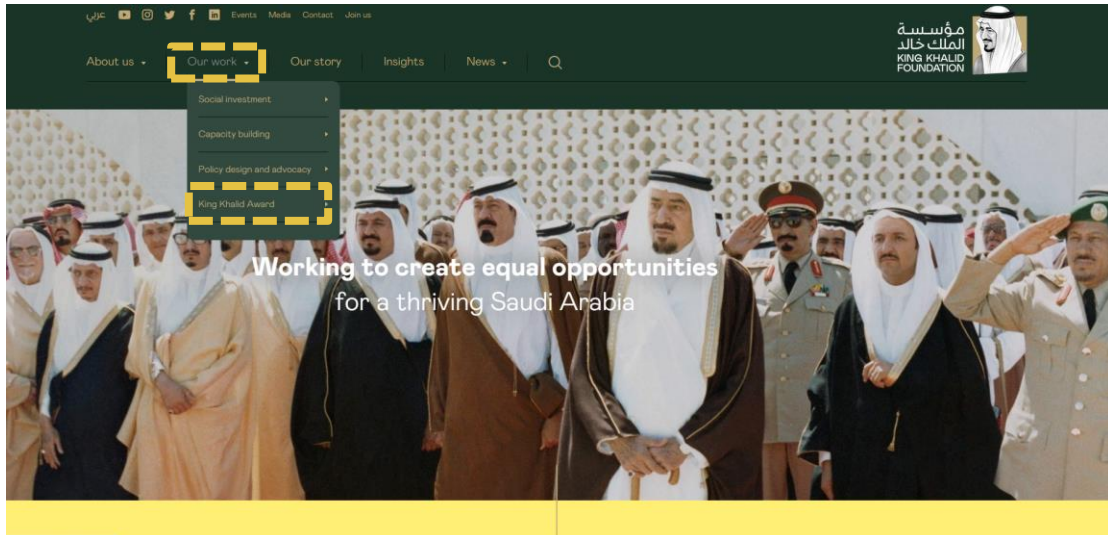
GUIDE PURPOSE

The purpose of this document is to provide applicants with more detailed guidance on the application process for the 2023 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.

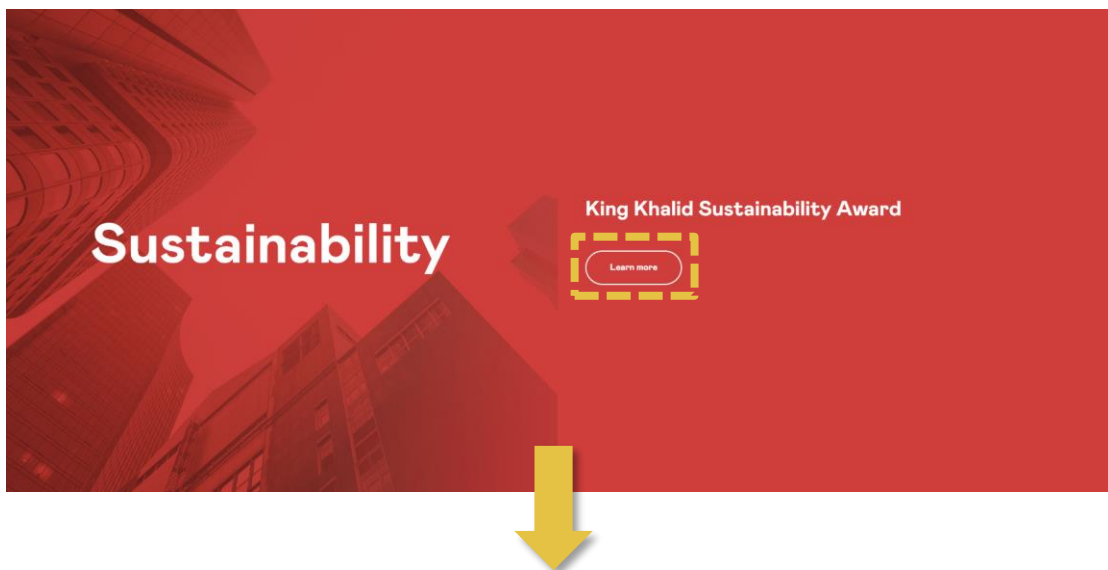
Portal link: <http://kka.kkf.org.sa/ar/rci/Pages/about.aspx>

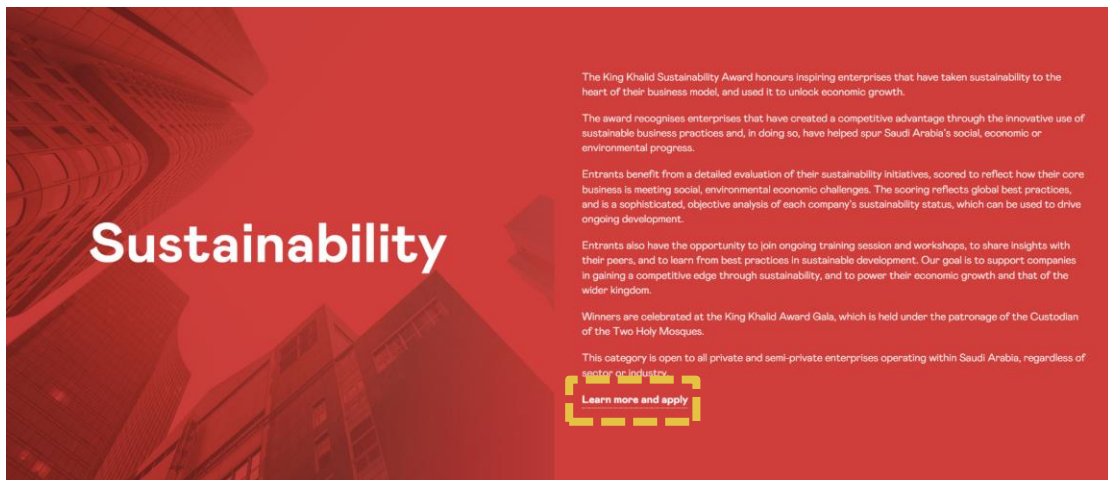
ACCESSING THE SUSTAINABILITY AWARD PORTAL

Please access the King Khalid Foundation (KKF) home page: <https://www.kkf.org.sa/>. Click on “Our work” and then “King Khalid Award” in the drop-down list.



From there, scroll down to the “Sustainability” section and click “Learn more.” After, please click “Learn more and apply.”





Sustainability

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.

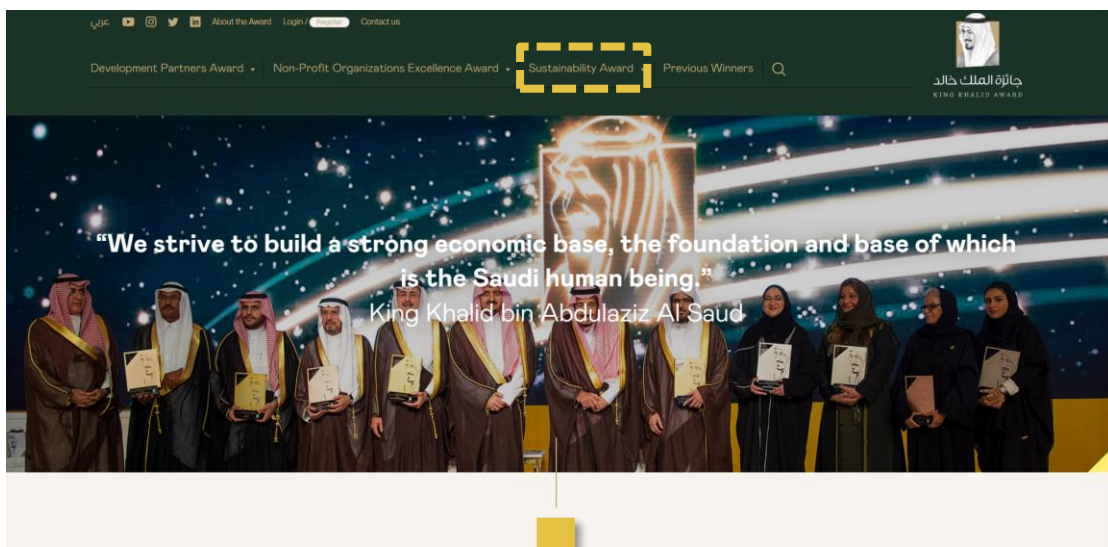
Entrants also have the opportunity to join ongoing training session and workshops, to share insights with their peers, and to learn from best practices in sustainable development. Our goal is to support companies in gaining a competitive edge through sustainability, and to power their economic growth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

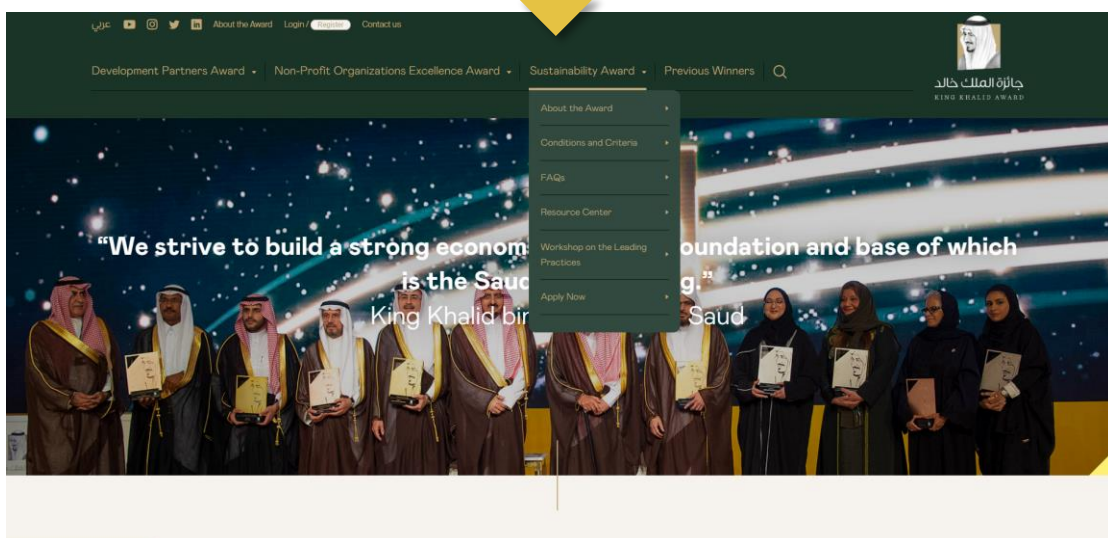
This will take you to the page below. Click “Sustainability Award” to access the Sustainability Award home page or in the drop-down list, select the page you would like to be directed to.



Development Partners Award - Non-Profit Organizations Excellence Award - **Sustainability Award** - Previous Winners

جائزة الملك خالد KING KHALID AWARD

“We strive to build a strong economic base, the foundation and base of which is the Saudi human being.”
King Khalid bin Abdulaziz Al Saud



Development Partners Award - Non-Profit Organizations Excellence Award - Sustainability Award - Previous Winners

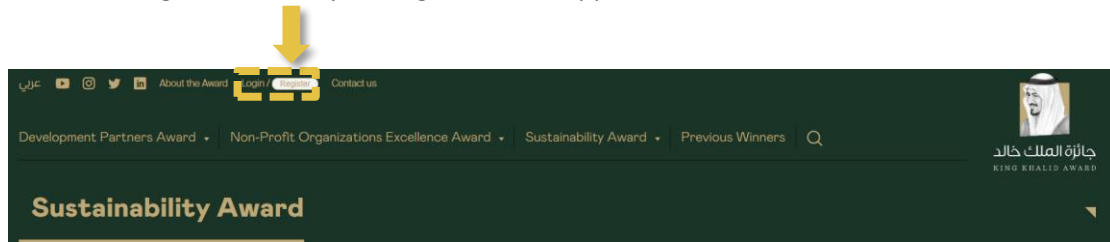
جائزة الملك خالد KING KHALID AWARD

“We strive to build a strong economic base, the foundation and base of which is the Saudi human being.”
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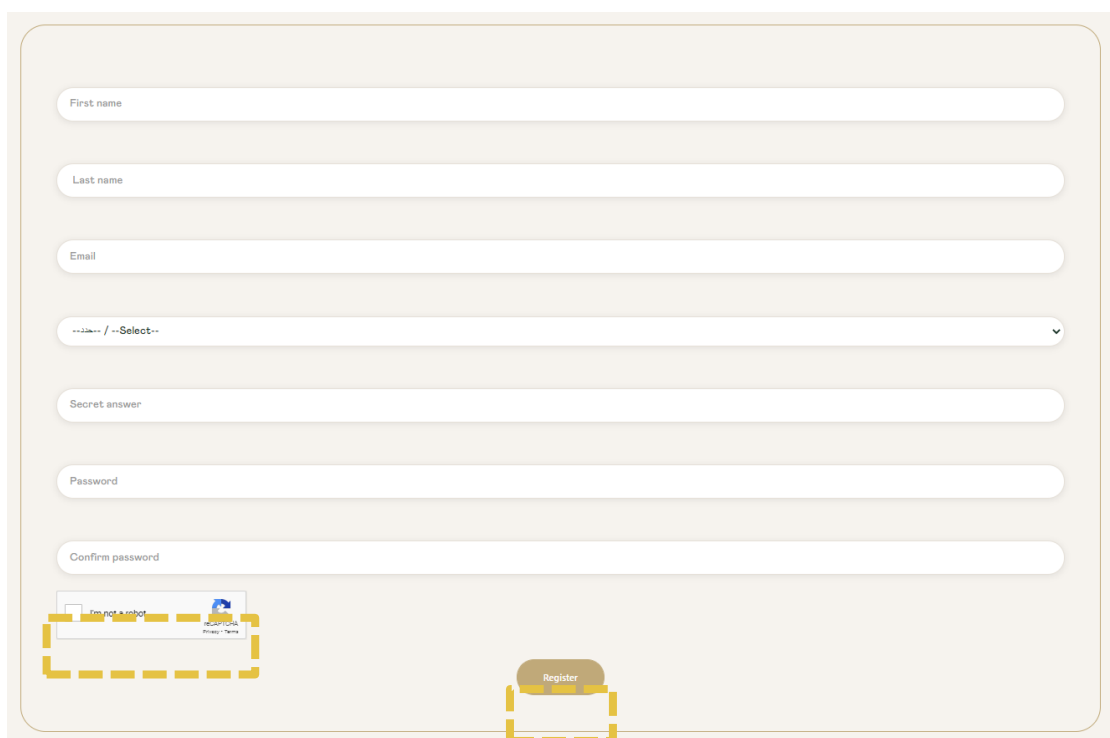
- About the Award
- Conditions and Criteria
- FAQs
- Resource Center
- Workshop on the Leading Practices
- Apply Now

REGISTERING

Upon accessing the Sustainability Award home page, click “Register” at the top of the page to create the login details for your organization’s application.



Where indicated, populate all mandatory login criteria. For verification, please click the reCAPTCHA box at the bottom of the page, and click “Register”.



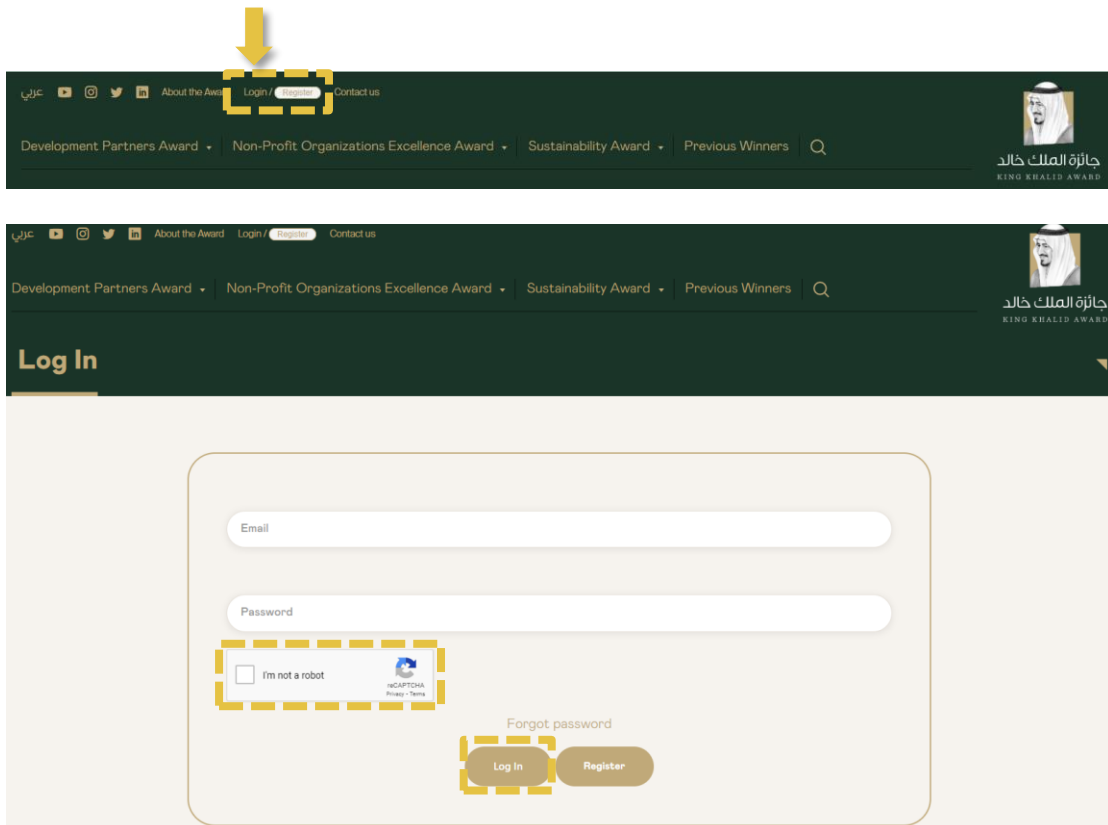
The registration form consists of the following fields and elements:

- First name
- Last name
- Email
- Country dropdown menu (displaying "--Select--")
- Secret answer
- Password
- Confirm password
- reCAPTCHA box (highlighted with a yellow dashed box)
- Register button (highlighted with a yellow dashed box)

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. If you do not receive this email, please check your spam email folder to see if the verification email was directed there.

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 and enter your login details. Then, click the reCAPTCHA box at the bottom of the page and click “Log In”.

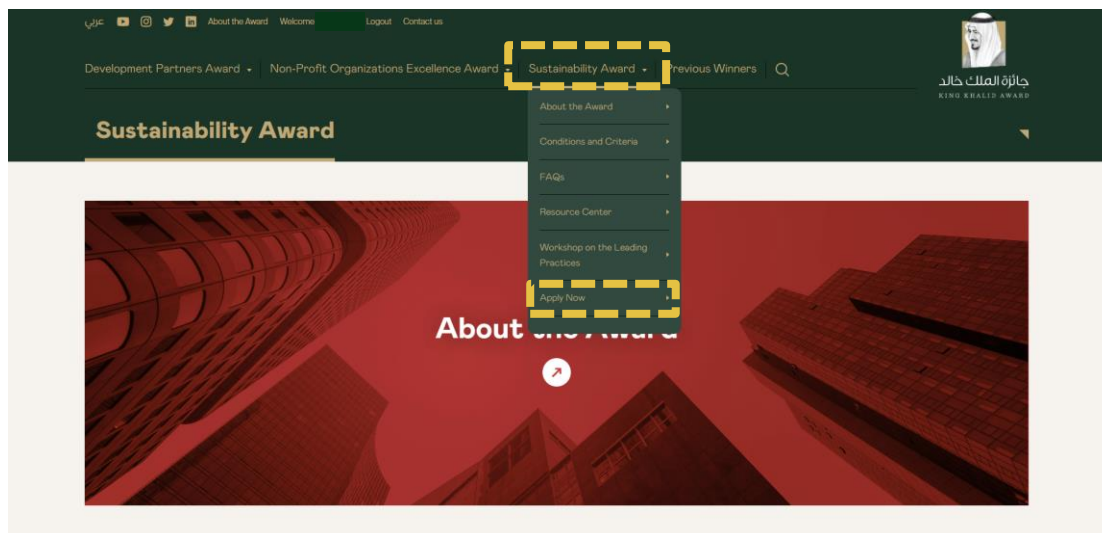


The first screenshot shows the top navigation bar of the Sustainability Award website. The navigation bar is dark green and contains the following elements from left to right: a language selector 'عربي', social media icons for YouTube, Instagram, Twitter, and LinkedIn, a link 'About the Award', a dropdown menu 'Login / Register' (highlighted with a yellow dashed box and a yellow arrow pointing to it), and a link 'Contact us'. Below the navigation bar is a secondary menu with links for 'Development Partners Award', 'Non-Profit Organizations Excellence Award', 'Sustainability Award', and 'Previous Winners', followed by a search icon. The King Khalid Award logo is visible in the top right corner.

The second screenshot shows the 'Log In' page. The page has a light beige background. At the top, there is a dark green header with the same navigation elements as the first screenshot. Below the header, the text 'Log In' is displayed in a large, bold font. The main content area contains a white rounded rectangle with a thin brown border. Inside this rectangle, there are two input fields: 'Email' and 'Password'. Below the input fields is a reCAPTCHA box (highlighted with a yellow dashed box) containing a checkbox labeled 'I'm not a robot' and the reCAPTCHA logo. To the right of the reCAPTCHA box is a link 'Forgot password'. At the bottom of the white rounded rectangle, there are two buttons: 'Log In' (highlighted with a yellow dashed box) and 'Register'.

ACCESSING THE APPLICATION

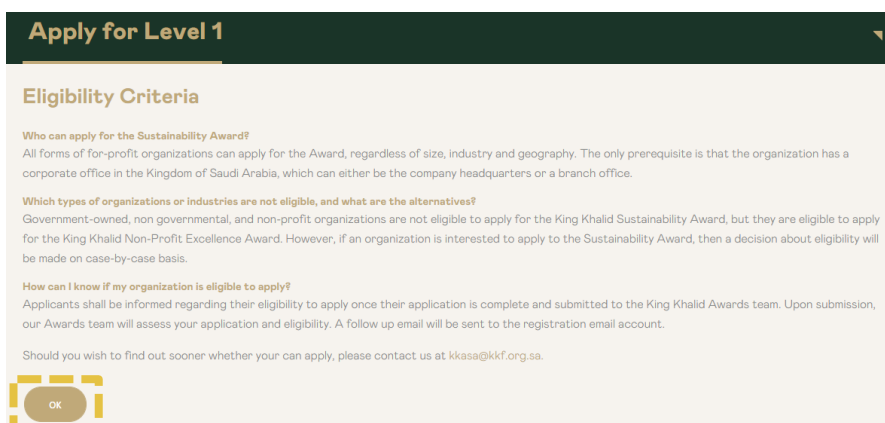
Once logged in, select “Sustainability Award” and then “Apply Now” to access Level 1 of the application.



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.

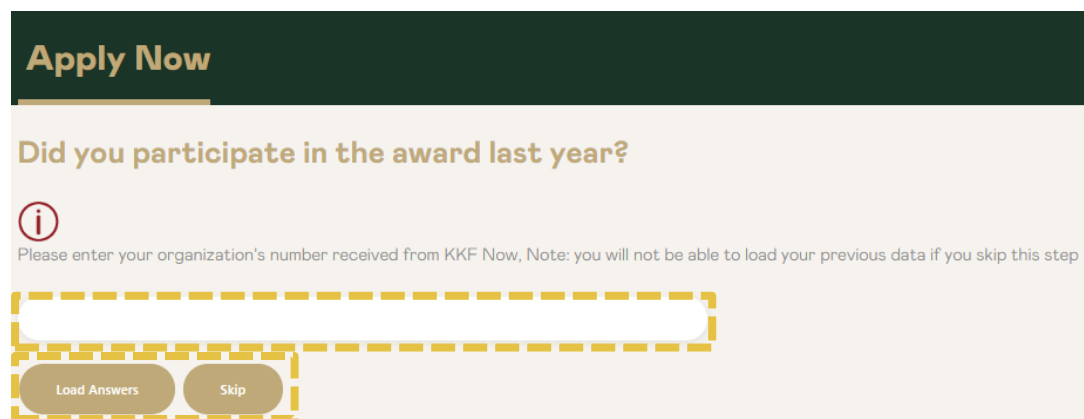
If your organization is not eligible to apply, you will still be able to access the application and apply, however the application will not be taken into consideration.



PREPOPULATING APPLICATION USING YOUR UNIQUE ID


If you are a returning applicant and applied in the 2021 Award cycle, you will be able to pre-populate responses based on your organization's 2021 application.

To pre-populate responses, you will need to provide your organization's unique ID number received in the 2021 Award cycle in the registration box below and then select "Load Answers". If you did not participate in the last Award cycle or do not wish to prepopulate the application, please click "Skip".



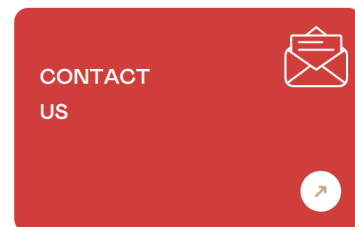
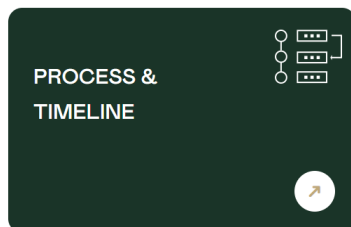
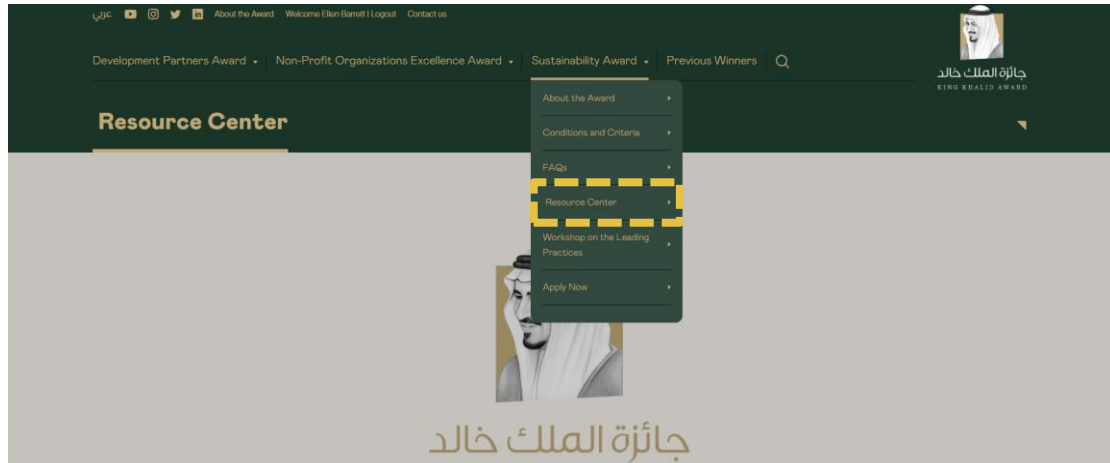
Apply Now

Did you participate in the award last year?

 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

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 such as, key resources, and how to contact us if you wish to reach out to our team for any questions.



COMPLETING THE APPLICATION FORM

The application consists of **four** main sections:

- ▶ General Information
- ▶ Sustainability Performance Areas (the four assessed sections of the Award):
 - Governance
 - Environmental
 - Social
 - Economic
- ▶ Opinions of Corporate Responsibility, Sustainability, and the Sustainability Award
- ▶ Sustainability Award Follow Up Survey

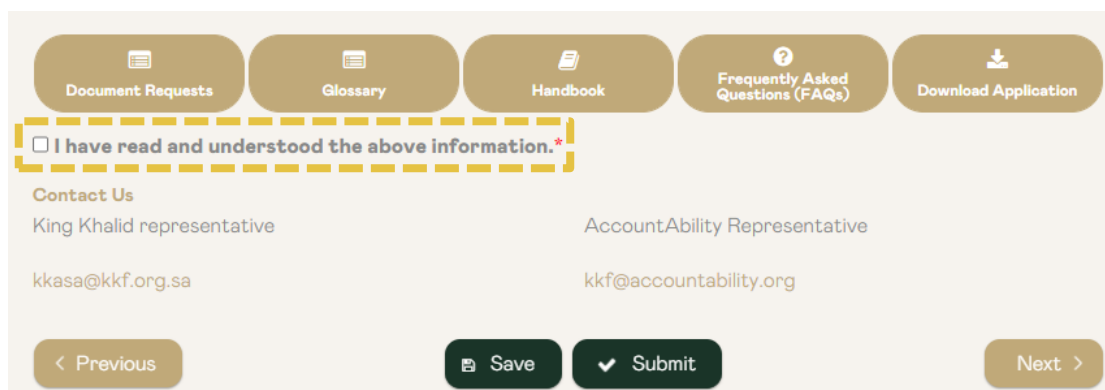
You can use the “Next” and “Previous” icons at the top and bottom of the page to navigate the different pages of the application form. All questions with a red “*” symbol next to them are mandatory.

Registration Page

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 Frequently Asked Questions (FAQs);
- ▶ Download the Application.

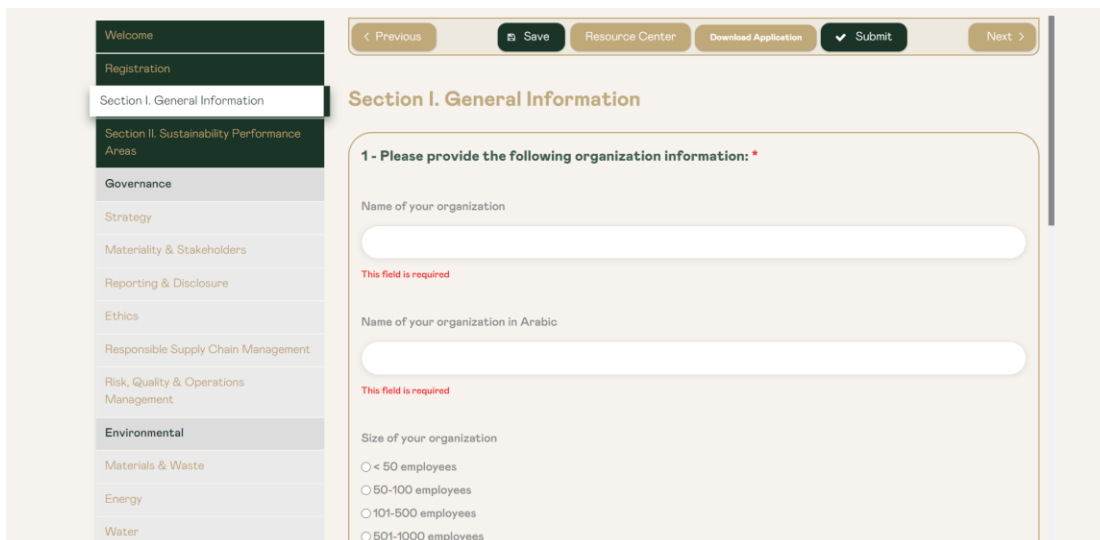
You will be asked to confirm that you have read and understood the information.



The screenshot shows a navigation bar with five buttons: Document Requests, Glossary, Handbook, Frequently Asked Questions (FAQs), and Download Application. Below the navigation bar is a checkbox with the text "I have read and understood the above information.*". Below the checkbox are two columns of contact information: "Contact Us" for King Khalid representative (kkasa@kkf.org.sa) and AccountAbility Representative (kkf@accountability.org). At the bottom are four buttons: Previous, Save, Submit, and Next.

General Information

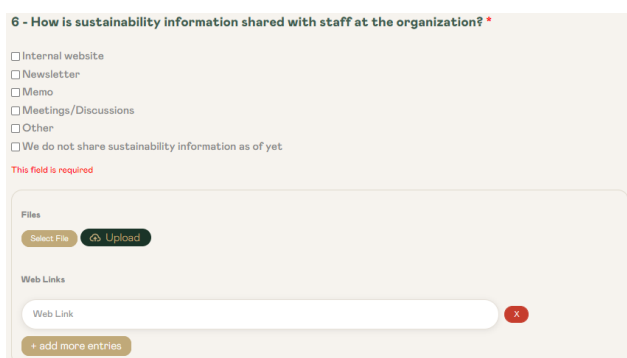
Once you have read and acknowledged the information on the Registration page, click on the “Next” icon to be taken to the first main section of the application, the General Information page. This section asks you to populate fields with basic information about your organization and contact details.



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.

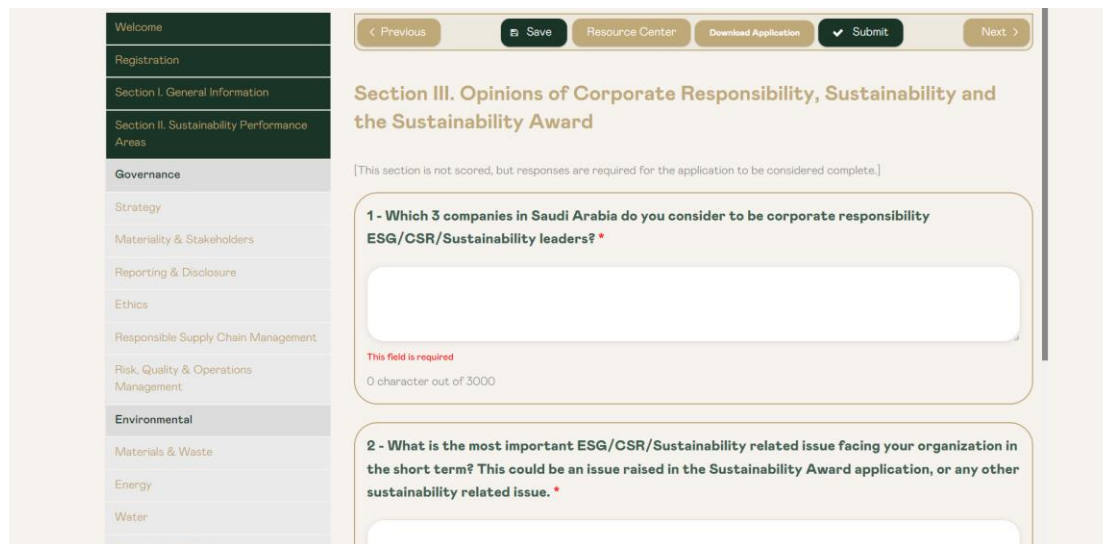
There are a range of question types including multiple choice, Yes/No/NA, and open-ended text questions (see a few example questions below). Some questions may ask you to complete a table with quantitative information. For more information on the types of questions you may encounter, please visit our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




	2020	2021	2022	2023 Target
Total Waste Produced	Kg	Kg	Kg	Kg
Waste Recycled/Reused	Select			
<input type="checkbox"/> We do not measure this yet				

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 ESG/CSR/Sustainability in Saudi Arabia.



Welcome

Registration

Section I. General Information

Section II. Sustainability Performance Areas

Governance

Strategy

Materiality & Stakeholders

Reporting & Disclosure

Ethics

Responsible Supply Chain Management

Risk, Quality & Operations Management

Environmental

Materials & Waste

Energy

Water

Bioclimatic & Ecofriendly

< Previous Save Resource Center Download Application Submit Next >

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

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

1 - Which 3 companies in Saudi Arabia do you consider to be corporate responsibility ESG/CSR/Sustainability leaders? *

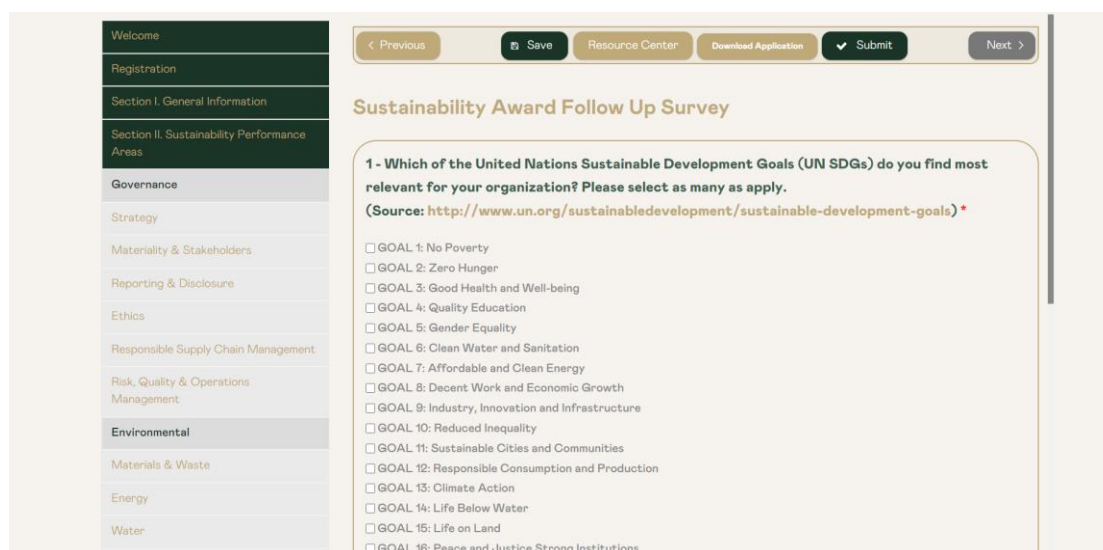
This field is required

0 character out of 3000

2 - What is the most important ESG/CSR/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. *

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.



Welcome

Registration

Section I. General Information

Section II. Sustainability Performance Areas

Governance

Strategy

Materiality & Stakeholders

Reporting & Disclosure

Ethics

Responsible Supply Chain Management

Risk, Quality & Operations Management

Environmental

Materials & Waste

Energy

Water

Bioclimatic & Ecofriendly

< Previous Save Resource Center Download Application Submit Next >

Sustainability Award Follow Up Survey

1 - Which of the United Nations Sustainable Development Goals (UN SDGs) do you find most relevant for your organization? Please select as many as apply. (Source: <http://www.un.org/sustainabledevelopment/sustainable-development-goals>) *

GOAL 1: No Poverty

GOAL 2: Zero Hunger

GOAL 3: Good Health and Well-being

GOAL 4: Quality Education

GOAL 5: Gender Equality

GOAL 6: Clean Water and Sanitation

GOAL 7: Affordable and Clean Energy

GOAL 8: Decent Work and Economic Growth

GOAL 9: Industry, Innovation and Infrastructure

GOAL 10: Reduced Inequality

GOAL 11: Sustainable Cities and Communities

GOAL 12: Responsible Consumption and Production

GOAL 13: Climate Action

GOAL 14: Life Below Water

GOAL 15: Life on Land


GOAL 16: Peace and Justice Strong Institutions

INFORMATION ICON

For more information on a specific question, please click on the information icon found to the right of the question, if available. When 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 Check all that apply 

- ESG/CSR/Sustainability Strategy
- Risk Management Strategy
- ESG Risk Management Strategy
- Environmental Risk Strategy (Specifically)
- Charitable Foundation(s) & Partnerships Strategy
- None of the above



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.

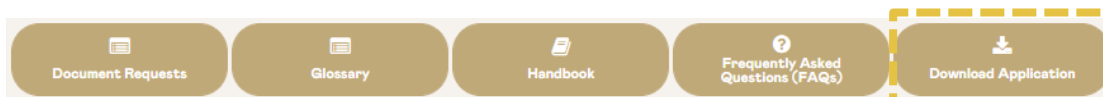
Top of the page:



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 cycle'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