SUBMISSION REQUIREMENTS

All companies wishing to be considered for the Societas Award must submit a complete application package in the format described below no later than November 30, 2012.

A. Submission Format – application packages may be submitted either in hardcopy or digital format based on the company’s preferences.

1. Hardcopy Format:
   - Two duplicate 3-ring binders each including complete application contents.
   - Binder cover must include company name and the title, “2012 Societas Award Application”.
   - Table of Contents (see section B). Internal pages do not have to be numbered but must follow the order outlined in the table of contents.
   - All pages, including company literature and exhibits, must be formatted in 8.5 x 11 sheet size and hole-punched for inclusion in binder.
   - No loose sheets or other media should be included with submission.

2. Digital Format:
   - Single file PDF submitted either via email or CD.
   - Filename should be “Company Name 2012 Societas Award App”
   - All pages must follow same format and sequence as described above.

B. Application Contents

- Completed and signed 2012 Company Award Application Form
- Section I. Executive Commitment to Business Ethics
- Section II. Illustrated Ethics Program
- Section III. Ethical Business Practices in Company Operations
- Section IV. Commitment to Stakeholders
- Exhibits Include any company literature, brochures, or articles which demonstrate your company’s core values or best practices, but may not fit the specific information requested in Sections 1 through 4.

C. Information Detail
Section I.

Executive Commitment to Business Ethics

1. Provide a letter from your CEO briefly outlining the company’s commitment to business ethics. This letter should serve as an executive summary of your entry. Include your company’s story as it relates to a culture of strong business ethics and why your company should be recognized for its ethical business practices.

2. Include your company’s Mission and/or Vision Statement along with a summary of the principles that guide your business.

3. OPTIONAL: Include an example of executive commitment to business ethics from either the transcript of a speech, presentation, or other previously distributed document.

Section II.

Illustrated Ethics Program

1. Provide a copy of your company’s code of ethics or code of conduct which demonstrates the company’s requirement for honesty and integrity in all business dealings.

2. Explain how your company’s ethics program is communicated to employees and other stakeholders and demonstrate how employees understand and accept the company’s ethical standards (either through signed agreements; internal audits; or surveys).

Section III.

Ethical Business Practices in Company’s Operations

1. Explain how your company ethics program lives and breathes in your day-to-day operation. For example, has your company exceeded industry norms, raised industry standards, or developed ways to deliver services or communicate with its customers in an open and accountable manner?

2. Describe how your company offers employees a mechanism to report or seek counsel on ethics-related issues in a confidential manner.

3. An ethical dilemma can be described as a problem, situation, or opportunity that requires an organization to choose among several wrong, or unethical
actions. Describe one ethical dilemma your company faces (or has faced) and discuss how you are handling (or have handled) it.

4. NOTE: If your company is involved in any significant litigation or government oversight that might have negative ethical implications, please include a brief but thorough explanation at the end of this section.

Many businesses today face a variety of ethical challenges. Such company problems will not automatically disqualify a company from consideration of this award.

Section IV.

Commitment to Stakeholders

1. Provide examples that show that your work environment is safe and free from harassment or inappropriate discriminatory behavior. (Written employment policies and agreements related to this area can be included as examples).

2. Explain what opportunities you provide for employees to develop and grow professionally.

3. Provide examples of high-quality products, services, business and/or production practices that demonstrate an ongoing ethical pursuit of excellence in your business. Manufacturing companies may also include a demonstration of awareness of environmental impact and steps they take to mitigate it.

4. Provide documentation of customer satisfaction from testimonial or referral letters, survey results, or online feedback.

5. Include examples of your corporate commitment to community, such as support of civic and charitable endeavors through gifts of time, materials, or money.

Mail or Delivery Instructions
Please submit your application package no later than November 30, 2012 to the following address:

First-Class Mail
Forum for Ethics in the Workplace
c/o DeSales University
2755 Station Ave.
Center Valley, PA  18034

Email
ethics.workplace@desales.edu
(Please include “2012 Societas Award” in your heading)

Questions should be addressed to Lori Koch at 484-244-4684.