



ICCLA Best Environmentally Conscious Workplace

This award is for organisations who go above and beyond in terms of their environmental responsibility and have made a positive impact on their workplace. Initiatives can include carpooling, public transportation, bike riding to work, transition to digital documents, recycling and other unique initiatives.

Please note your application should be no more than 10 pages (5 double sided sheets) and a maximum of **2500** words.

Please Include the following information:

Summary	In no more than 250 words summarise why your company deserves to win this award.
Company Background	In no more than 250 words describe your organisation include the size (employee number), nature of your organisation etc.
Strategy Overview	Describe the steps your organisation has taken to improve energy efficiency and/or water efficiency. Describe any sustainable transport initiatives your organisation has taken, e.g., to reduce congestion, to green your fleet, or any other any other actions that result in fuel savings, CO2 emission reduction. Describe the steps taken to reduce and recycle waste within your organisation or any other environmental initiative undertaken by the organisation.
Implementation	Provide an overview of how the strategy was implemented and communicated to the organisation and the level of senior management and employee buy-in.
Challenges	Describe the challenges that were faced in introducing and implementing the strategy and how these were overcome.
Outcomes & Results	Detail how the success of the strategy is monitored in accordance with its stated objectives. Demonstrate evidence of measurable impact / benefits.
Sustainability	Evidence that the strategy is being continuously monitored and improved

Essential Tips for A Successful Entry

A successful application **must** address all the points above. Marks will be allocated only on the evidence you provide.

Don't underestimate the power of presentation! Use bullet points, charts, photographs, and client feedback wherever possible in your submission.

The more impressive your application appears and the stronger your evidence, the more it will support your case with the judges.

Make sure to include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits.

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DO NOT include company marketing brochures in your entry.

****We reserve the right to quality check applications and may contact to ask for additional information if necessary.***