



## How the Process Works

### Eligibility

In order to qualify for the competition your company **must** employ:-

- at least 50 full-time staff or part-time equivalents. This cannot include contractors, freelancers, or people not on your payroll
- at least 50 staff that are based in the UK.

### Registration

You must register your company using our website [www.bestgreencompanies.co.uk](http://www.bestgreencompanies.co.uk).

In order to register you will need to provide the following details:-

- name and contact details of the person within your organisation who will be the principal contact during the internal data collection process
- company address, size and industry sector
- company registration and VAT numbers.

To finalise registration we will also collect payment (via credit card) for entry into the competition. Costs for entry into the competition are shown in the table below.

### Cost of entry

Company Size	Number of employees	Cost (excl. VAT)	Cost (Incl. VAT)
Small	50 – 249	£500.00	£587.50
Medium	250 – 4,999	£750.00	£881.25
Large	5,000+	£1,500.00	£1,762.50

Payments can be made using a credit card via our website. If you are unable to pay by credit card, please contact us to arrange an alternative method of payment.





### The competition

There are two questionnaire inputs which must be submitted as part of the competition; employer and employee questionnaires.

All questionnaires must be completed online and we will send you links to both surveys within 7 working days after you register. In this email you will receive:-

- full joining instructions
- your employer survey link
- your employee survey link
- your Best Green Companies password.

### Employer survey

This must be completed once on behalf of your whole company. This questionnaire is extensive and requires factual data on environmental performance such as energy consumption, waste production and internal environmental policies and procedures.

We are aware that several people may need to input into the questionnaire thus there are two options available.

There is a PDF copy of the questionnaire that you may download from the website and circulate internally to the appropriate people to fill in. Once completed on this paper version, someone must enter all the information online via your survey link. Alternatively, you may stop the survey at any time and your data will be saved. Simply click on your unique link and you will be returned to the place where you left the survey.

Please note that all submissions **must be made online** through your unique link – we will not accept hard copies of the questionnaire through the post or entries submitted by email.

### Employee survey

This must be completed by a minimum of 40% of your work force or 385 employees, whichever is the lower figure. We will of course accept much larger numbers of employee surveys and all responses will be counted – these are only the minimum requirements for qualification as this gives us robust numbers for analysis.

The employee survey link will be sent to you along with joining instructions and each company is responsible for sending the link via email to their employees.

In order to keep you up to date on the number of staff who have completed the survey you will be able to log on to the homepage of our website [www.bestgreencompanies.co.uk](http://www.bestgreencompanies.co.uk) and enter your unique company password in the auto update box; you will then receive a real-time update on the number of surveys that have been completed by your staff.

You must also ensure that all types of employees within your organisation are given the opportunity to complete the survey, so please circulate the link via email to all offices and sites within the UK.





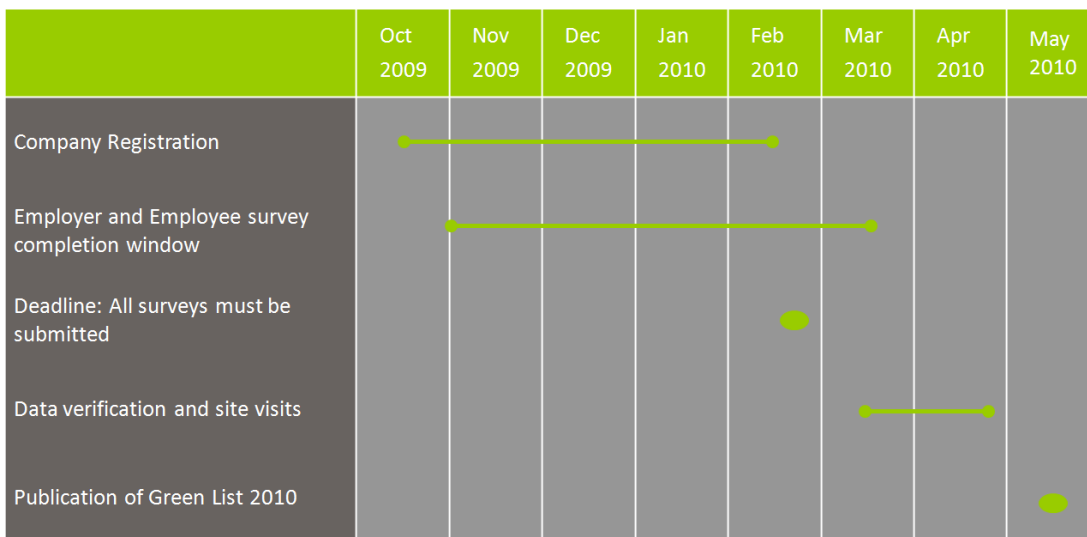
**Verification**

To ensure a fair contest we will be verifying information submitted in both surveys. All company data supplied in the employer survey will be verified by environmental management consultancy Bureau Veritas, with a sample of companies receiving a site visit. Employee data will be verified via email by Munro Global. This procedure is necessary to uphold the quality of the awards and prevent fraudulent submissions.

**Competition Timings and Deadlines**

Key dates for this year’s competition are as follows:-

- Registration opens 18 October 2009
- First survey links sent to entrant companies 2 November 2009
- Registration closes 26 February 2010
- Employer and employee survey submission deadline 19 March 2010
- Data verification and site visits 15 March – 23 April 2010
- Green List 2009 published in The Sunday Times May 2010.



If you have any queries please refer to our website [www.bestgreencompanies.co.uk](http://www.bestgreencompanies.co.uk) or call our helpline on 020 7281 3383.

We wish you the best of luck with the competition.

