



AWARD NOMINATION GENERAL INSTRUCTIONS

Instructions for Top Employer Nomination

Thank you for submitting a nomination to celebrate expertise and leadership in the environmental sector. The nomination should take 5-6 hours to put together (not including the Nomination Support required by peers/colleagues) and must include the following:

1. Tell us about the organization you are nominating in 200 words or less, and why they would be a good fit to receive the Top EP Employer Impact Award. *Estimated time to complete: 10 minutes.*
2. Submit a summary of the organization's overall contribution to the sector and/or a project throughout the last 2 years. The submission summary should be no longer than eight pages in length and must include details about the organization's environmental impact, initiatives, HR policies, and how the organization motivates and challenges their employees to achieve excellence. *Estimated time to complete: 3 hours.*
3. Highlight the organization's quality and impact of contribution to the environmental sector using the relevant sections in the nomination form. *Estimated time to complete: 2-2.5 hours.*
4. You are required to ask two individuals (client, current/former staff) to support your nomination by completing the Nomination Support Form, and e-mailed in separately prior to the nomination deadline. *Estimated time to complete: 1 hour.*
5. Provide a list of the EP/EP Auditor/EPt members that the organization employs. If you need help putting this list together, email EP@eco.ca.
6. Submit the organization's mission and vision statements, biography and logo.

Once you have completed the nomination form in full, e-mail your submission to:
impactawards@eco.ca.

Thank you,

ECO Impact Awards Committee



AWARD NOMINATION TERMS AND CONDITIONS

Nomination Rules:

1. The member must not be nominated in any other designation category. For example, if the nominee is an EP and an EP(CEA), they cannot submit in both, but can submit as an EP or EP(CEA) and Top Employer.
2. The member or employer is not submitting the same project in any other category.
3. The member or employer is not submitting the same project that was submitted from a previous year.
4. The project must have been conducted/ completed within the last two years.
5. The member submission must be supported by a minimum of two letters of support with the application form.
6. ECO Impact 2021 sponsors are not eligible for the Top EP Employer Impact Award (though their employees are eligible in the individual award categories).
7. Event speakers are not eligible for an ECO Impact Award.
8. Each member or employer submission must contain a summary of how they meet the criteria of the award, and should be no more than eight pages in length. Specific project/initiative details are required.
9. The employer submission must be supported by a minimum of two testimonials (from client, employee, etc.) with the application form.
10. If preferred, nominations can be submitted with all elements of the nomination in a single .docx or .pdf file in lieu of the file/application provided.

In your submission, please also remember to include:

1. Complete nomination form including anecdotal comments on each of the criteria
2. Summary/project description not exceeding 8-page limitation
3. Headshot and bio if nominating an individual or company bio and logo if submitting in the Top Employer category



AWARD NOMINATION TOP EMPLOYER

Once you have completed the nomination form in full,
e-mail your submission to: impactawards@eco.ca.

1. APPLICANT'S DETAILS (the person filling out submission form)

First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Date of Submission	
<input type="text"/>	<input type="text"/>	

2. ORGANIZATION AFFILIATION (check the box that applies)

- I am submitting a nomination on behalf of my organization.
 I am submitting a nomination for an organization I do not work for.

3. ORGANIZATION DETAILS

Organization Name	Contact First Name	Contact Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Job Title	Contact Email	Contact Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization Size	Organization Industry	Organization Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. ORGANIZATION'S AFFILIATED MEMBERS - EPt, EP, EP Auditor (check box that applies)

- ECO Canada will pull list of certified members.
 I will attach list in submission email.

Nomination tips: For a strong submission, be sure to complete all responses thoughtfully and completely. Highlight your unique contributions to the profession.

5. SUMMARY OF CONTRIBUTION

Include your response as a .docx or .pdf file and attach it to your nomination.

Highlight the organization's overall contribution to the sector and/or a particular project throughout the last two years. The submission summary should be no more than eight pages in length and include details about the Employer's environmental impact, initiatives, HR policies and/or commitment to staff excellence.

6. IMPACT ON SUCCESS

Please elaborate how you feel the employer performs where the following deliverables are concerned. Record this information in the subsequent 'Considerations/Comments' sections.

Quality of Contribution

Describe the quality of the organization's contribution to the sector/a particular project. Keep the following points in mind for your response:

- Innovation, uniqueness and ground-breaking action
- Technical complexity
- Outstanding achievement in the environmental sector

Considerations/Comments

Impact of Contribution

Describe the organization's direct impact on the environmental sector, whether as a whole or provide an example from a particular project. Keep the following points in mind for your response:

- How the organization's work or projects have contributed to a particular community, group, or initiative
- How the organization's contributions have improved the quality of life/work
- How the organization's contributions have positively impacted environmental protection, enhancement and/or sustainable development initiatives

Considerations/Comments

7. TRANSFERABLE SKILLS AND PERSONAL ATTRIBUTES

Nominations for Top Employer must be submitted along with testimonials/support for the nomination from a minimum of two individuals. These individuals can be current or former employees/executive or clients that have had a specific interaction with the organization within the last year. The testimonial must include:

1. A summary of why they support your nomination (500 words or less)
2. An assessment of the organization's attributes according to the information below (See: Nomination Support (Employer) Worksheet for a template)

Professional Ethics and Work Style

- How does the organization demonstrate professional and ethical conduct such as trust, integrity, confidentiality and discretion during the conduct of all work activities?
- How does the organization demonstrate attention to detail to ensure the thoroughness and accuracy of work results?

Learning and Creativity

- How does the organization continuously pursue personal learning and development opportunities to promote professional growth and development for its staff and executive?
- Does the organization use creative approaches to develop innovative ways of working, new designs and technologies, and cost-effective solutions to technical and business challenges?

Communicating Effectively

- How does the organization prepare clear, well-formatted reports and other written communications that meet established protocols and are appropriate to the target audience?
- How does the organization convey technical information accurately, clearly and concisely, interpreting it appropriately and effectively for the target audience and/or the public?



Critical Thinking and Judgement

- How does the organization ensure an objective and thorough analysis of information and data from multiple sources?
- How does the organization distinguish between facts, inferences and assumptions to establish the quality of the information collected and the reliability of its source?

Leading and Influencing Others.

- How does the organization build consensus and commitment to the team mandate, vision, goals, roles, responsibilities and processes?
- How does the organization effectively manage the work of others, including project teams, working groups and contractors?
- How does the organization facilitate solutions to barriers that affect individual, team and project performance?
- How does the organization identify the individual and/or team competencies that are required to accomplish work/project objectives and deliverables?
- How does the organization create an environment that promotes innovation, creativity and entrepreneurial thinking?
- How does the organization effectively navigate through political and organizational complexities to avoid or overcome potential barriers to successful completion?

8. ORGANIZATION'S MISSION AND VISION STATEMENTS

Attach in submission email.

9. ORGANIZATION BIOGRAPHY

Attach in submission email.

10. TESTIMONIALS (2) (FROM CLIENT, EMPLOYEE, ETC)

See Nomination Support (Employer) Worksheet for a template. Attach in submission email.

11. COMPANY LOGO

Attach in submission email.

I agree that by submitting this nomination I am available or an employee from this organization is available January 27-28, 2021 to accept the award should they win.