

2020 ABSL DIAMONDS AWARDS CONTEST RULES AND FRAMEWORK

The ABSL Diamonds Awards Contest ("**Contest**" or "**ABSL Diamonds**") is a contest organized by **Związek Liderów Sektora Usług Biznesowych** with its seat in Warsaw (registration address: Rondo ONZ 1, 00-124 Warsaw), entered into the register of the business entities and the register of associations, other social and professional organizations, foundations and public health care institutions, maintained by the District Court for the capital city of Warsaw in Warsaw, XII Commercial Division of the National Court Register under the number KRS 0000340712, NIP: 5252465847, REGON: 142072104 ("**ABSL**" or "**Organizer**") and is opened to all companies from the Business Services Sector that operate in Poland.

Any entity meeting the indicated hereby criteria are welcomed to submit their company success story(ies), cases, initiatives in the below 4 categories:

1. Business Leader in Business Excellence;
2. Business Leader in Vibrant Workplace;
3. Business Leader in Talent Development and Education
4. Business Leader in Sustainable Business Strategy

Irrespective of the category Applications must highlight the **innovative and adding value facets** of the project, case or program.

The entire Contest (including the application process, evaluation and publication phases) is supervised by an independent Auditor.

DEFINITIONS

- **The ABSL Diamonds Awards Contest, Contest, ABSL Diamonds** – definition in the Rules and Framework's preamble;
- **Organizer** – Związek Liderów Sektora Usług Biznesowych (Association of Business Service Leaders - ABSL);
- **Application System** – dedicated IT system provided by ABSL, with pre-defined spaces to be filled in by the Applicant in order to describe the project/case or initiative to be evaluated by the Jury of the Contest.
- **Application** – pre-defined fields in the Application System, that need to be filled in by the participating Company representative with the relevant information describing the project, case or initiative (together with any attachments added) and to be then evaluated by the Jury of the Contest.
- **Applicant** – the entity applying for ABSL Diamonds through submitting the Application(s) by the authorized person;
- **Nominated Application** – one of the top three Applications in each category and pool with the highest scores by the Jury according to the Rules & Framework. The best (winning) Application in each pool and category is then indicated by the Jury;
- **Nominated Company, Nominated Applicant** – the entity that have submitted the Nominated Application;
- **Winner** – the Application that has been declared the best per category and per pool by the Jury;

- **Jury** – a group of independent experts appointed by the Organizer to evaluate the Applications presented to the Contest;
- **Auditor** – an independent auditor company (name published at the Contest website).

1. ELIGIBILITY

- 1.1 The ABSL Diamonds Award Contest is opened to any legal entity from the Business Services Sector that operates in Poland, including but not limited to: BPO, Shared Services Centers, ITO, R&D, DO Centers. There is no obligation to be an ABSL member to take part in the Contest. In order to submit the Application, the Applicant needs to register first in the Application System, by introducing name, contact details and basic company information.
- 1.2 The Applications must come directly from the entities participating in the Contest (Applicants). It means the Applicant needs to appoint a legitimate person to register the company and submit the Application(s) on behalf of the Applicant. The Applicant's provider companies, third-party vendors, advisory organizations or similar cannot submit Applications on behalf of the Applicant.
- 1.3 To take part in the Contest, the submitted in the Application project, case or initiative must have been initiated and led by the staff located in the Polish Service Center of the Applicant. ABSL Diamonds Contest does not intend to reward the local deployment of any corporate global programs, projects or initiatives so none of such will be evaluated and rated in the Contest.
- 1.4 A single Applicant can submit only one Application per category but it can compete (submit Applications) in up to all 4 categories defined in the above preamble. There is no fee charged for submitting Applications.
- 1.5 The Applications can be submitted only thru the dedicated Application System, provided by ABSL. It contains the pre-defined fields (with the word count limit) to be filled in with a specific information on the case, project or initiative and the possibility to add supplementary attachments and links. The Applicants will be split in 2 different pools: Tigers or Lions. The split will be done automatically by the Application System, based on the information provided by the Applicant by ticking one box for each of the following questions:
 - 1) Headcount in the Polish Center at the end of June 2020?
 500+ employees less than 500 employees
 - 2) Time of operations in Poland?
 less than 5 years more than 5 years
 - 3) The Center's maturity?
 mature, leading advanced processes & innovation
 starting or rapidly growing activities, developing and maturing
- 1.6 The submitted Applications should refer to a case, project or initiative that started and concluded with visible results in the period **between July 1st 2018– July 31st, 2020**.

1.7 Upon submission of the Application, the Applicant agrees and grants ABSL with unrevocable, without time and territory limits (worldwide), free of charge and non-exclusive licence to use the content provided by the Applicant to the Application System along with registration for the Contest for the following purposes and on the following fields of exploitation. Additionally, the Nominated Applications will be published by ABSL on the Contest website, and/or other communication channels (including internet, digital and tangible, up to the free choice of the ABSL). For the purpose of such publication ABSL (or its appointed production partner company) will produce Nominated Application presentations thru copying and pasting the Nominated Applicant's content entries to the STEP 3 section of the Application System. All such presentations will be branded with ABSL Diamonds key visual elements. Taking the fact that the presentations will only contain the Applicants STEP 3 entries, they will not be distributed to the Nominated Companies for the cross-confirmation prior to their publication. The above consents and licence are granted on the following fields of exploitation:

- a. production and reproduction using printing, reprographic, magnetic, digital, photosensitive, audio-visual, optical, or computer recording techniques;
- b. entering in computer memory or multimedia networks;
- c. multiplication and recording the work or parts of it (or any of its elements) using digital and analogue techniques on any electronic and analogue carriers;
- d. in marketing (of the Contest and/or ABSL) – direct or indirect entering into circulation using any available avenues, techniques and carriers and on all available distribution channels, including:
 - (I) by way of transfer of ownership, a loan, lease or rent, and the making available for use of the original or a copy on the grounds of other legal relationships;
 - (II) as a component of any entity's activity, their know-how or items of intellectual or industrial property, as well as while offering or selling any products or services, and as part of any information, promotion or advertising campaigns, and in any offer, commercial or promotional materials of any entity, as well as by using any technologies and carriers described under letter a) above, in any activity;
- e. broadcasting and rebroadcasting through cable or wireless vision signal by a terrestrial station or via a satellite, by TV or radio broadcast (including in a cable or coded TV), including a right to rebroadcast on digital platforms and/or in cable networks, webcasting, and simultaneous integral broadcasting (rebroadcasting) by any radio or TV broadcaster;
- f. public exhibition, screening, playing, or any other use in any format of exploitation, in particular in open and private viewings, ticketed or otherwise;
- g. making the work or parts of it (or any of its elements) publicly available in such a way as to make it available to anyone at a time and place chosen by them and with any technique;
- h. use in film and other audio-visual and multimedia works;
- i. transferring the work to partners, including a right by such partners to use the work or the content of the work, including the granting of licenses with the right to sublicensing;
- j. any formats of translation of utterances;

k. in the area of producing, using, disposing and the dissemination of derivative works of works produced using the above content - such a consent and authorisation shall cover using them in the exploitation fields defined in sections a-j above.

- 1.8 Before submitting the Application, the Applicant must ensure that any information entered into the Application System (especially STEP 3 entries) are legitimate to reveal to public as well as, all entries has the final, desired wording. No amendments or modifications will be possible after the Application is submitted. It also refers to the entries in STEP 3, that will be copied, published and disseminated for the purposes of the presentations described in the above 1.7. (in case the Application is nominated). Each Applicant is recommended making sure, any information entered into the Application is compliant with the relevant Applicant's policies and rules as well as any legal regulations.

2. AWARD PROCESS

- 2.1 The Application System will be opened for Applications from **September 9th, 2020 thru October 12th 2020, 5 p.m. CEST (UTC +2)**.
- 2.2 All duly placed Applications will go through screening and evaluation of the Jury, that will be supervised by Auditor.
- 2.3 The Jury decisions are final and neither the Organizer nor the Applicant will enter into any communications with each other or with the Jury to influence the verdict or launch any complaint.
- 2.4 Each Application will be assessed individually by 2 of the Jury members. The evaluation is made through five criteria/fields, that are the separate spaces in the Application Systems, filled in by the Applicants. Each of the 2 Jury members, can allocate the score from 0 to 25 points per each criterion/field of the Application. Thus, every Application can receive up to 125 points from each evaluation Jury member and so - the final total score of 250 (from the both Jury members).
- 2.5 In case the Application does not meet the Rules and Framework term(s) or stays in contradiction with any legal regulations, the Organizer reserves the right to disqualify such. After the evaluation phase, the 3 highest ranked Applications in Lions and Tigers pools in every category will be declared the Nominated Applications and publicly revealed **in the alphabetical order** by the Nominated Companies' names in each pool and category. The alphabetical order of such publication will be applied to avoid implying any ratings of the Nominated Applications. Individual rating of the rest of the Applications will not be available to view by Applicants or public. None of the Applications' (nominated or other) scorings will be revealed at any stage of the Contest.
- 2.6 The maximum number of the nominated Applications per pool, per category is 3. In case, there would be insufficient number of Applications in a pool, in a given category, the Jury may consider nomination of the Applications from the other pool in this category, in order to get a total of 6 nominated Applications per category. The Jury may also abandon any nominations in any category and pool at all.

- 2.7 ABSL will reveal the nominated Applications and companies to the public before ABSL Diamonds Gala event winner announcement.
- 2.8 All the Nominated Applications will be reviewed and evaluated by each Jury member. The nominated Applications which will finally get the highest score in each category and pool will be declared the Winners.
- 2.9 Nominated Applications and Winners will be confirmed during a joint calibration meeting/conference call of the Jury (once individual evaluation is completed) in the presence of the Auditor, who will supervise the evaluation stage. The Winners will be publicly revealed at the ABSL Diamonds Gala event on December 3rd, 2020. The event may be arranged in on-line formula.
- 2.10 Any and all decisions of the Jury are final and binding and cannot be appealed from.

3. APPLICATION SUBMISSION

- 3.1 The entity willing to submit the Application in the Contest should appoint a representative, who will register such entity and submit the Application on the entity's behalf. Such representative must provide valid individual corporate e-mail address as part of the Applicant Registration process. Having completed the Registration, the Applicant will receive an e-mail instructions on how to access the Application System in order to launch the Application. The Applicants are responsible for updating the contact details if necessary by contacting the Organizer. There is a User Guide available in the Application System to assist the Applicants in the application process. The User Guide provides the tips and guidelines on the Application System that can be useful to the Applicant when registering or filling in the Application.
- 3.2 By registering the Applicant agrees to receive an e-mail correspondence on the provided e-mail address from the Application System, thru which the Organizer shall communicate the most important Contest information (such as reminders of the uncompleted Application, potential amendments to the Rules and Framework and other - related to the Contest).
- 3.3 The Applications must be introduced in English as well as any supporting materials attached. Applications launched in other languages will need to be disqualified. The language of the Contest shall be English.
- 3.4 Application steps to be completed by the Applicant (after the company Registration) are the following:
 - 3.4.1 logging into the Application System;
 - 3.4.2 selection of the Category to apply in;
 - 3.4.3 Filling in the Application form:
 - STEP 1 – the project/case/initiative name;

STEP 2 – Project description in the separate 4 fields (supplementary questions are provided for each field) and addition of any relevant attachments to be enclosed by the Applicant. There is a word count for each field (1000 characters including spaces) that cannot be exceeded. Additional materials and links as the supplementary evidence of the project outcome may be attached to each field.

STEP 3 – brief overview of the project, which will be imported to the case/project/initiative presentation **IF** the Application would be nominated by the Jury. There is a word count for each field (200 characters including spaces) that cannot be exceeded.

After successful completion of the submission of the Application an e-mail confirmation will be sent to the Applicant.

- 3.5 By submitting the Application, the Applicant confirms that it has read and accepts the Contest Rules and Framework and that all information introduced is 100% true and accurate (including those, based on which the allocation to the Tiger or Lion pool is done by the Application System).
- 3.6 Any kind of plagiarism is strictly prohibited and will lead to disqualification of the Application as contradictory to the law.
- 3.7 By submitting the Application and accepting the Rules and Framework, the Applicant acknowledge and accepts that the content, documents and materials introduced within the Application (text, images, company/companies logos, etc.) can be reproduced by ABSL or its appointed production partner company on terms and conditions described in this document, including for the purpose of promoting the case/project/initiative, the Contest and ABSL and so it means that the Applicant grants ABSL such a license to use the content, documents and materials for the purpose and on fields of exploitation described in the above 1.7.. At the same time the Applicant declares that the provided content, document and materials do not violate the provisions of generally applicable law (including the rights of any third parties) and that the Applicant duly obtained all necessary permits (including the recording and publicity of the image of persons registered / recorded in these materials). The Applicant is fully responsible for the content provided to the Application System (including intellectual property, trade secrets, personal goods, image, voice and utterance if applicable) and hereby releases ABSL from liability to the fullest extent possible.
- 3.8 The Applicant guarantees that the Applicant indemnifies ABSL against all loss, liability or expense (including reasonable attorney and witness fees and expenses) arising out of any claim brought by a third party that any material/ document /content submitted by the Applicant to the Contest infringes upon intellectual property rights or other rights protected by laws that belong, are owned, possessed or controlled by the third party.
- 3.9 Any additional questions concerning the ABSL Diamonds Awards should be sent via email to diamonds@absl.pl;
- 3.10 ABSL allows for the use of the ABSL Diamonds logo and the full name of the name of the Contest for the Winners' promotional purposes provided with the year for which the prize is awarded and the full

name of the organizer – for example, ABSL Diamonds 2020. The license conditions shall be provided by ABSL to the Winners via email.

4. DATA PROTECTION

- 4.1 All the potential Applicants are informed hereby, that ABSL is the controller of personal data provided by the Applicant. Personal data collected by ABSL through the Application System shall be processed for the purposes of ABSL Diamonds organization and settlement of the Contest in accordance with these Rules and Framework. Any personal data provided to ABSL are protected by ABSL in accordance with the Privacy Policy that you will find at <https://absl.pl/en/about/privacy-policy>.
- 4.2 All the potential Applicants are informed hereby, that under a separate agreement related to providing IT and maintenance services of the Application System, ABSL has entrusted processing of personal data to Smultron Sp. z o.o.

5 FINAL PROVISIONS

- 5.1 These Rules and Framework shall come into force on **September 09th, 2020**
- 5.2 ABSL reserves the right to modify or amend these Rules and Framework at any time. Any of such modifications or amendments will be published on ABSL Diamonds website and are effective from the moment of their publication or any later date indicated in the document introducing modifications.
- 5.3 The Contest and all the matters connected with its organization, as well as granted rights and licences are subject to Polish law and the jurisdiction of Polish common court.
- 5.4 The court with jurisdiction over any disputes arising in connection with Contest shall be a court with jurisdiction at the Organiser's registered address.