



SUSTAINABLE QUALITY AWARD 2012 APPLICATION - COVER SHEET

BUSINESS NAME _____

CONTACT NAME _____ TITLE _____

TELEPHONE _____

BUSINESS ADDRESS _____

WHICH AWARD ARE YOU APPLYING FOR (CHECK ONE)

SQA (GRAND PRIZE)
OR

EXCELLENCE AWARD IN THE CATEGORY(IES):

- ECONOMIC DEVELOPMENT SOCIAL RESPONSIBILITY
 STEWARDSHIP OF THE NATURAL ENVIRONMENT

DESCRIPTION OF PRODUCT(S) OR SERVICE(S) YOUR COMPANY PROVIDES:

YEARS IN BUSINESS _____ SANTA MONICA CHAMBER MEMBER? _____

LEGAL STATUS (CHECK ONE): PUBLIC COMPANY PRIVATE COMPANY
 NON-PROFIT ORG. GOVERNMENT

NUMBER OF FULL-TIME-EQUIVALENT EMPLOYEES _____

DO YOU OWN OR LEASE YOUR SPACE? _____

HOW DID YOU HEAR ABOUT THE SQA PROGRAM?

TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED
IN THIS APPLICATION IS ACCURATE.

SIGNATURE

DATE

2012 SANTA MONICA AREA SUSTAINABLE QUALITY AWARD APPLICATION

“Enhancing Our Economy, Community and Environment”

Sustainability is the intelligent use of our resources - - natural, human and technological - - in order to meet our community’s needs today while ensuring that these resources are available to meet the needs of future generations as well. It has become apparent that the local economy, environmental quality and quality of life are interdependent and can no longer be addressed as isolated issues. Many businesses worldwide have come to recognize that their long-term economic viability is reliant on a healthy environment and a healthy, functioning community. These individuals and organizations are addressing this fact by applying sustainable practices to their operations.

PURPOSE OF THE SUSTAINABLE QUALITY AWARDS

The Santa Monica Chamber of Commerce, the City of Santa Monica, and Sustainable Works have developed the Sustainable Quality Awards (SQA) to identify and recognize businesses in the Santa Monica area that are successfully incorporating sustainable practices into their operations. The SQA promote the efforts of local businesses that have made significant achievements in the areas of sustainable economic development, social responsibility, and stewardship of the natural environment. By recognizing these achievements, this awards program educates and inspires other businesses to adopt their own sustainable practices, thus helping Santa Monica become a model sustainable community, providing its residents and visitors with a healthy economy and environment.

The Sustainable Quality Award Grand Prize will be given *for combined excellence in three areas: Economic Development, Social Responsibility, and Stewardship of the Natural Environment*. In addition, excellence awards will be given to businesses with outstanding achievements in any one of the three areas.

THE BENEFITS OF PARTICIPATION

In addition to receiving a display Sustainable Quality Award, award winning businesses will receive special recognition and media attention to highlight their success as a model business. Award winning businesses will receive:

1. Coverage in several local publications, such as BUSINESS Santa Monica, and local media.
3. Access to logo and promotional material to include in marketing efforts.
4. Feature presence in various public presentations, and the Chamber of Commerce Sustainable Quality Awards Luncheon.

ELIGIBILITY

The Sustainable Quality Awards program is open to businesses that are:

1. In operation for at least two years
2. Employing at least two Full Time Equivalent (FTE) employees
3. *Either* a Santa Monica Chamber of Commerce members *or* a businesses located within the City of Santa Monica
4. In compliance with all local, state and federal regulations.

Businesses of all sizes are encouraged to apply. Applications will be judged in three size categories. Categories range in size from “Small,” 2-15 Full Time Equivalent (FTE) employees; “Medium,” 16-100 FTE, employees; and “Large,” more than 101 FTE employees.

SELECTION PROCESS

All finalists will be evaluated by the SQA Selection Committee - - an independent panel of qualified professionals with expertise in quality, management, environmental policy, organizational development, strategic planning, and social responsibility. The applications will be reviewed according to the following process and timeline.

Stage One: Evaluation and scoring of the application by an independent review team. The Selection Committee will review all applications and select finalists. Committee members may contact you during this evaluation stage if they require additional information.

Stage Two: The necessity of site visits to finalists will be determined during preliminary evaluations. Site evaluators may request to talk to one or more of your employees during this visit, depending on the size and complexity of your business and your application responses.

Stage Three: Selection Committee provides award recommendations to the Santa Monica Chamber of Commerce Environmental Affairs Committee which will render the final decisions. Award winners will be notified at least two weeks prior to the SQA luncheons.

HOW TO APPLY FOR THE SQA

Please summarize how your company demonstrates sustainable business practices in each of the three categories: Economic Development, Social Responsibility, and Stewardship of the Natural Environment. Applicants for the SQA Grand Prize must respond to all three categories. Applicants for SQA Excellence Awards should respond to the appropriate categories. Your business will be evaluated based on your written summaries regarding the SQA Award criteria. Written text for SQA applications must be limited to five (5) double sided 8½ x 11 sheets.

Email your final application to: marketing@smchamber.com and shannon.parry@smgov.net

In addition, SQA applicants are requested to include support material. *This may be taken from your existing company literature.* Photographs and other graphic materials illustrating key points may be included in this material. You are encouraged to use recycled paper, folders etc., but please do not bind or staple the sheets together.

Hand in ONE COPY of support materials directly to the Chamber office on or by due date.

2012 SQA APPLICATION DUE DATE: FEBRUARY 24, 2012

SQA CRITERIA

The Sustainable Quality Awards recognize innovation, commitment and results for a sustainable community. Sustainable Quality Award recipients exhibit extraordinary achievements in sustainable business practices. They serve as models of best practices that can be adopted by other businesses. They can inspire other organizations to develop sustainability practices of their own. The most successful applications will speak to the criteria with a view to demonstrating excellence in the following ways:

Innovation: That the organization has demonstrated leadership in sustainability by being among the first in the Santa Monica area to create or adopt a more sustainable strategy, method, process, procedure or technology.

Commitment: That the organization is participating in a comprehensive or significantly greater number or degree of sustainable practices than the typical area business in its industry.

Documented Results: That the organization has reported the measurable results of their adoption of sustainable practices. Examples might include increase in employee productivity resulting from implementation of a training program; specific and significant reduction of energy use (kilowatt hours), water use (gallons), waste (pounds) or carbon emissions (tons) from adopting conservation measures; number of summer jobs or internships created for the community's youth. Documented benefits to business (such as cost savings resulting from conservation measures or increase in sales from the offering of environmentally-friendly products) should also be noted.

All SQA Grand Prize applicants should address criteria for Economic Development, Social Responsibility, and Stewardship of the Natural Environment. Excellence Award applicants should address the criteria for the area in which they are applying.

ECONOMIC DEVELOPMENT

Describe Efforts that Demonstrate Your Organization's Commitment to the Long-term Economic Sustainability of its Operations and to Sustaining the Local and Regional Economy

Businesses that provide products and services are aware that customer needs change over time. A sustainable organization is able to accommodate these changing needs, maintain economic viability and encourage sustainable economic development by balancing profits with a consideration for long-term development. Your response should include your company's quality policy, your process for evaluating product and service performance, and your efforts for improvement. Your response should also encompass your company's contribution to the development of the local economy (creation of jobs and business opportunities), and/or company efforts to increase efficiency and reduce costs in operations.

SOCIAL RESPONSIBILITY

Describe Efforts that Demonstrate Your Organization's Commitment to Sustain Human Resources

Sustainable businesses recognize that the long-term viability of a business is dependent on the quality of jobs and the personal and professional development of the people who make up the community. Good business citizenship also necessitates the continuing involvement with and support of activities that contribute to the quality of life in the community. Your response should include your efforts to facilitate communications within your organization to improve employee relations and increase opportunities for employees to participate in the development of the organization. Family-friendly and work-life-balance policies and programs should also be presented along with employment practices that encourage skill development and career advancement. Programs that encourage employee volunteerism in the community and that support charitable organizations should also be described.

STEWARDSHIP OF THE NATURAL ENVIRONMENT

Describe the Efforts that Demonstrate Your Company's Commitment to Sustaining the Natural Environment

A healthy environment is essential to ensure the long-term economic viability of a business and community. Pollution and overuse of resources can impact everything from the availability of raw materials for manufacturing, to the number of tourists that visit your community and support the local economy. Your response should not only include efforts you have taken to comply with environmental regulations, but also voluntary measures to address waste reduction, pollution prevention and resource conservation. Examples of these measures may include company wide purchasing policies specifying recycled content products, or products with minimal packaging; operations changes that eliminate the use of toxic chemicals or reduce waste generation, or the implementation of an energy-efficiency, water conservation or recycling program.

ECONOMIC DEVELOPMENT

1. Has your company adopted a mission statement that focuses on how the revenue generated contributes to the wealth not only of its owners and employees but also for its stakeholders and the surrounding community? *Describe or provide mission statement.*
2. How does your company diversify products and services? Typically, the more diverse the company is the more economically sustainable it will be because it will be better able to weather slow economic periods than a less diverse company.
3. Does your company have policies in place for maintaining innovation in products and services, particularly in response to or in anticipation of changing customer needs? Continual improvement allows businesses to remain competitive and economically viable in a changing marketplace. *Provide policy document.*
4. What strategies does your company have for remaining competitive in the areas of customer satisfaction with a focus on price, quality and service? How does your company demonstrate an awareness of marketplace conditions and a commitment to providing high quality products and service at a fair price?
5. How does your company maintain and increase the productivity of individual employees, groups of employees and operations in general? Such policies may focus on skill building, team building and other strategies. *Provide policy document and/or system description.*
6. Demonstrate how your company commits to creating quality jobs (jobs of dignity for individuals) as well as job growth in the community? This may include designing jobs requiring skill variety, task significance and participation in decision making.
7. What training programs does your company have to create an ongoing development and diversification of employee skill sets? What incentives does your company provide to encourage continuing education (e.g., tuition reimbursement)? *Provide description of training programs, policies or practices.*
8. Demonstrate the effectiveness of your company's marketing/business development efforts in generating business and educating customers about your products/services?

SOCIAL RESPONSIBILITY

1. What procedures does your company have in place to facilitate communication and encourage employees to provide feedback about the quality of their working relationships (with peers, subordinates and superiors) and the quality of their social environment at work? These may include “open door” policies, encouraging and rewarding initiative and free-thinking among all employees. Does your company regularly request opinions and provide a means for staff to implement their ideas? *Provide description of policies, practices or programs.*
2. Describe your company’s family-friendly policies and benefits for employees. These may include provisions for family leave, flexible scheduling, health insurance, extended leave provisions, financial or in-kind overtime compensation, and the recognition of contemporary family structures. *Describe program or practices, and provide policy document.*
3. What work-life policies and programs, such as flextime and daycare, does your company offer to employees? Explain how these options are communicated. Are surveys regularly conducted to facilitate the continual effectiveness of these policies and programs? *Describe program or practices and provide documentation.*
4. Does your company solicit employee advice in designing benefit plans that are flexible and portable? What services and benefits do you offer for low-wage workers (e.g., referral services, employee assistance plans, flextime, or tuition assistance). *Describe program or practices.*
5. What training or educational opportunities does your company offer that extend beyond strictly job-related areas? These may include retirement planning, credit management, long-term care insurance and other issues of personal financial management, elder care, and work-life balance. *Describe program or practices and provide documentation.*
6. What measures does your company take to ensure performance evaluations of employees and superiors are regularly conducted, fair and authentic? *Describe systems to address grievances, performance inadequacies and other issues that come to light as a result of these evaluations.*
7. Does your company offer summer jobs, internships or other programs aimed at developing skills and employability among diverse groups? *Describe efforts made to train and employ underrepresented members of the community.*
8. How does your company support local charities and community programs? These may include financial donations, in-kind contributions, community-volunteer incentives for employees, and regular involvement with cultural or environmental local organizations. *Describe practices or provide annual donation amounts or thank-you letters.*

STEWARDSHIP OF THE NATURAL ENVIRONMENT

1. What energy conservation measures does your company implement? These may include the installation of energy efficient HVAC and lighting fixtures, upgrading equipment or modifying processes to reduce energy use. What policies and practices are in place to support behavioral approaches to energy conservation such as the use of energy at non-peak hours and turning off lights and equipment that are not in use? *Provide description of energy conservation programs, policies or practices.*
2. What water conservation measures have been implemented by your company? These may include the installation of water conserving toilets and fixtures, drought tolerant landscaping, drip irrigation systems, and upgrading equipment or modifying processes to reduce water use. *Provide description of water conservation programs, policies or practices.*
3. What waste reduction measures are taken by your company? These may include the use of computers to reduce paper use, instituting a company-wide policy for double sided copying, recycling of office materials, modifying equipment or processes to reduce manufacturing waste, and efforts to reduce product packaging. *Provide description of waste reduction programs, policies or practices.*
4. What pollution prevention measures has your company implemented? These may include proper storage and disposal of hazardous materials, the use of non-toxic or less toxic products, efforts to reduce stormwater runoff, and upgrading equipment or modifying processes to reduce hazardous materials use and waste generation. *Provide description of pollution prevention programs, policies or practices.*
5. What procurement policies does your company maintain that specify the purchase of environmentally preferable products such as paper and office supplies, food, cleaning supplies, building materials and furnishings, and energy and water efficient equipment? This could include contracting with suppliers that provide environmentally preferable products or services. *Provide description of procurement programs, policies or practices.*
6. What measures are in place to reduce traffic congestion and the pollution associated with transportation? What policies or programs does your company have in place to reduce greenhouse gas emissions or purchase carbon offsets? *Provide greenhouse gas (GHG) reduction policy and/or program description. If possible, demonstrate actual GHG reductions.*
7. How does your company offer employee training about environmental policies? How does your company integrate environmental issues and policies into employee manuals and staff meetings? *Provide description of employee training programs, policies or practices.*
8. How does your company support environmental restoration efforts and environmental organizations? *Provide description.*

~~END of SQA Application~~