



Business Ethics Award Application

The Uncommon Friends Foundation, established in 1993, is a character education foundation whose mission is to instill ethics, moral values and a sense of purpose in tomorrow's leaders.

In addition to developing **character education curricula** for classrooms grades 3 through college and supporting the establishment of a **Chair of Ethics in the College of Business at Florida Gulf Coast University**, the Foundation is now more than ever committed to rewarding ethical conduct in business.



Business Ethics Award:

The **Uncommon Friends Foundation Business Ethics Award** recognizes organizations that exemplify standards of high ethical behavior in how they conduct their daily operations and during times of crises. These organizations demonstrate a commitment to business ethics at all levels of the organization (from line employees to middle and upper management); a commitment to business ethics in their dealings with customers, vendors, shareholders, regulators, lenders and the community; a commitment to business ethics in their marketing, communications and sales practices; and finally, these organizations have a reputation within their industry and their communities for a commitment to business ethics.

The selection process for determining the recipient of this award is as follows:

- 1. Nomination Process:** Representatives from business, political, community and religious organizations in the five county area of Southwest Florida may nominate a company for this award. Email the company's name and contact to Aroth@UncommonFriends.org by February 1. Companies may self nominate by filling out the following application.
- 2. Independent Panel of Judges:** A group of distinguished ethics experts from across the country will judge the applications and select the finalists and ultimately the winner. The winner will be announced at the Uncommon Evening held in June. This independent panel of judges is not involved in the nomination application step of the process, or the planning of the award event.

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ELIGIBILITY REQUIREMENTS

The Uncommon Friends Foundation Business Ethics Award program is open to any organization that meets the following criteria:

- Is currently doing business in and has an office in any of the five counties of Lee, Collier, Charlotte, Hendry and Glades of Southwest Florida.
- Has a system-wide commitment to business ethics and models this ethical behavior throughout the company.

DEADLINE FOR APPLICATION

All application forms and supporting documentation must be postmarked no later than March 1. Mail to Uncommon Friends Foundation, P.O. Box 811, Fort Myers, FL 33902. The top finalists will be announced at the Uncommon Evening held in June.

ORGANIZATION PROFILE

Company Name: _____

Owner/Principal Executive Name and Title: _____

Address: _____

Business Phone: _____ Fax: _____ Email Address: _____

Contact Name (If Different from Above): _____

Type of Business (Check One): Publicly Traded Privately Held Family Owned Franchise Partnership Non-Profit Other

Year Established: _____ Number of Employees: _____

Brief Description of Product/Service: _____

NARRATIVES

Your application will be judged on the information you provide in answer to the following essays and the supporting documentation requested. Please respond on your company letterhead in 1000 words or less to each of the following queries:

1. Describe the ethical issues that could or do arise in your organization's operations.
2. Discuss a situation faced by your organization in which an ethical decision was required, how was it handled and why.

SUPPORTING DOCUMENTATION

Please include with your application 5 copies of any materials you have related to the seven factors below, which may include some or all of the following: employee handbook, mission or values statement, organizational chart, compliance policies, continuing education or training policies for employees.

1. An ethical risk assessment or evaluation that indicates your organization has considered where its vulnerabilities may lie with regard to ethical issues arising from your operations.
2. Your code of ethics, mission, values or code of business conduct.
3. Evidence that there is a commitment to those values by senior management.
4. Communications to employees, customers or others explaining your organization's values.
5. Training for employees in your organization's values and ethical decision making.
6. Resources available for employees who face an ethical or compliance issue.
7. Any other information you would like the panel of judges to consider.

STATEMENT OF VALIDITY/RELEASE

I hereby attest that the information I have provided in this application is true and complete to the best of my knowledge. I understand that the Uncommon Friends Foundation and the independent panel of judges selected by the Foundation may use this information for education and/or marketing. My signature below authorizes the use and public release of my name and my organization's name, our non-financial information, video recordings, audio recordings and photographs of myself and employees of my company and permission to speak with my employees, business partners and suppliers, in association with information related to this application to the Uncommon Friends Foundation Business Ethics Awards program.

Nominee's Signature (must be signed by owner/principal executive)

Date