

2017 BUSINESS OF INTEGRITY AWARD APPLICATION

To be considered for an award, submit the entry form and a completed questionnaire for each category that you are applying for. Criteria for each award can be found below.



SUBMIT ENTRIES TO:
BETTER BUSINESS BUREAU
BUSINESS OF INTEGRITY
APPLICATION
408 N. CHURCH ST., SUITE C,
GREENVILLE, SC 29601

DIRECT QUESTIONS TO:
TAMMY DANKOVICH
VP OPERATIONS
864-242-6905
TAMMY@UPSTATESC.BBB.ORG

Fee payable to the BBB
Education Foundation, Inc.
by check and sent to the
address above with
application, or online if using
Visa or Mastercard

AWARD FOR MARKETPLACE ETHICS

1. Information highlighting specific business and management practices relevant to ethics in the marketplace.
2. Information that shows the company's commitment to fair and honest conduct in the marketplace.
3. Information showing the company's position regarding business integrity and ethical practices. This may include a formally adopted policy or mission statement.
4. Include a customer reference of at least two years that attests to the demonstration of ethical standards for your business.

AWARD FOR CUSTOMER SERVICE

1. Information from a customer service policy that specifically highlights ethics in customer service
2. Information regarding training of employees with regard to customer service.
3. Specific information regarding how the company handles consumer complaints.
4. Attach at least three letters from customers regarding outstanding customer service.

AWARD FOR COMMUNITY SERVICE

1. Information regarding the company's participation with any charity or community organization.
2. Information regarding individual employees outstanding participation with any charity or community organization.
3. Information showing why participation within a charity or community organization is important to the company and its employees. Include specific points that resulted from your company's leadership role in a charity or community organization.
4. How your company encourages or allows participation in charitable or community organizations (such as paid time off for participation or requiring a certain number of hours of participation). **In this category, applicants may include pictures of trophies, plaques, certificates, and any other items that demonstrate participation in community organizations.*

*There is an **application fee of \$100** which includes two tickets to the Business of Integrity Awards Gala at Hilton Greenville on November 9, 2017 where finalists and award winners will be recognized. Applications for additional categories require a separate application and an additional \$50 fee per category. This fee does not include additional tickets but they can be purchased from the BBB.*

BUSINESS OF INTEGRITY AWARD ENTRY FORM

ELIGIBILITY The Business of Integrity Award is open to all for-profit businesses in the upstate region of South Carolina with a minimum of three traceable years of business history. Previous category winners may not enter the business of integrity awards for three consecutive years from the year they receive the award, however they may enter in another category.

CATEGORIES Entries may be submitted in any or all of the following categories. Please check the categories for which you are applying:

MARKETPLACE ETHICS

CUSTOMER SERVICE

COMMUNITY SERVICE

COMPANY NAME

COMPANY STREET ADDRESS

CITY

STATE

ZIPCODE

STATEMENT

By signing this application:

We certify our compliance with federal state and local laws and regulations governing our business or industry.

We agree that to abide by BBB guidelines for referencing the business of integrity award in any advertising or public announcements.

We acknowledge that all submitted entries become the property of BBB and will not be returned.

We understand that status as an award winner is contingent on continued adherence to BBB standards and can be revoked if deemed necessary.

COMPANY PRESIDENT

COMPANY TELEPHONE

WEBSITE URL

EMAIL ADDRESS

TYPE OF BUSINESS

NUMBER OF YEARS IN BUSINESS

CONTACT NAME

TITLE

TELEPHONE

EMAIL

INDIVIDUAL TO BE INTERVIEWED BY AWARDS COMMITTEE (REQUIRED)

CHECK THE NUMBER OF EMPLOYEES THE BUSINESS HAS. (SHOULD BE DETERMINED BY THE NUMBER OF W2s ISSUED.)

1-10

11 - 49

50 - 199

200+

LOCAL AFFILIATE FRANCHISE

_____ #LOCAL EMPLOYEES

_____ #NATIONAL EMPLOYEES

STATEMENT: We understand that by signing this application, we certify our compliance with federal, state and local laws and regulations governing our business or industry. We further understand that the questionnaire we are submitting is the first step in the application process and we may be asked to supply additional information.

AUTHORIZING OFFICIAL (PRINT NAME): _____

OFFICIAL SIGNATURE: _____ **DATE:** _____

APPLICATION DEADLINE - SEPTEMBER 15 2017

PLEASE INCLUDE ALL THE FOLLOWING PIECES IN APPLICATION

1. **OFFICIAL ENTRY FORM**
2. **QUESTIONNAIRE FOR EACH CATEGORY**
3. **\$100 APPLICATION FEE. *SEPARATE APPLICATION AND \$50 FOR EACH ADDITIONAL CATEGORY REQUIRED.**
4. **THUMBDRIVE WITH JPEG OR EPS OF COMPANY LOGO IN COLOR. (EPS PREFERRED)**

MARKETPLACE ETHICS AWARD QUESTIONNAIRE

1. Information highlighting specific business and management practices relevant to ethics in the marketplace.

2. Information that shows the company's commitment to fair and honest conduct in the marketplace.

3. Information showing the company's position regarding business integrity and ethical practices. This may include a formally adopted policy or mission statement.

4. Include a customer reference of at least two years that attests to the demonstration of ethical standards for your business.

CUSTOMER SERVICE AWARD QUESTIONNAIRE

1. Information from a customer service policy that specifically highlights ethics in customer service.

2. Information regarding training of employees with regard to customer service.

3. Specific information regarding how the company handles consumer complaints.

4. Attach at least three letters from customers regarding outstanding customer service.

COMMUNITY SERVICE AWARD QUESTIONNAIRE

1. Information regarding the company's participation with any charity or community organization.

2. Information regarding individual employees outstanding participation with any charity or community organization.

3. Information showing why participation within a charity or community organization is important to the company and its employees. Include specific points that resulted from your company's leadership role in a charity or community organization.

4. How your company encourages or allows participation in charitable or community organizations (such as paid time off for participation or requiring a certain number of hours of participation). **In this category, applicants may include pictures of trophies, plaques, certificates, and any other items that demonstrate participation in community organizations.* a customer service policy that specifically highlights ethics in customer service.