

Corporate Sustainability - the First Mile (CS-tFM) Terms & Conditions

1. Participation:
 - a. A company is allowed to submit one entry. Multiple entries are not permitted.
 - b. Companies should register their interest following which a link will be emailed to the specified registered email address along with completion guidelines;
 - c. Incomplete submissions may be rejected, though we reserve the right to consider partially completed entries for the sections where complete information has been provided.
2. Data Confidentiality: the data collected will be kept confidential and the collection, use and disclosure of the same shall be subject to Singapore Personal Data protection Act (PDPA) 2012 and all subsidiary legislation related thereto. We reserve the right to share the information received with associates/partners/contractors to facilitate the receipt, recording, analysing (including drawing comparisons/trends), assessing, printing and judging the submissions. All such entities will be subject to the prevailing data confidentiality regulation in their respective jurisdictions. We also reserve the right to use the information collectively to draw trends/comparisons. The data submitted shall be used to further inform and contribute to subsequent versions of the programme. This shall in turn benefit all participants as it will add to the robustness of the assessment.
3. Voluntary Submission: By submitting the Questionnaire, you agree that the data shared by you is on a voluntary basis.
4. Programme Process:
 - a. The programme is based on peer comparison and provides insights on the industry sector of the participant. It is therefore imperative that the respondent identifies its sector accurately.
 - b. The assessment process would require verification of data submitted by the participant. This would be dependent on the programme package selected by the participant. For the "Limited" package, data validation would be based on self certification provided by the participant (CEO/CFO and equivalent). The participant would also undertake to submit supporting documents, if requested, at a later stage. For the "Advanced" package, data validation would be based on sampling techniques deployed by Global Initiatives. For both packages, the assessment process may involve an interview call to further verify the data

submitted.

- c. This assessment does not constitute an audit of the participant company. Furthermore, the assessment and the result provided are not intended for assessing traceability of the participant's operations.
 - d. The report to the participant are for internal use only by the participant company. Additional brand license fees may be charged if the participant chooses to share the results externally.
 - e. The participant agrees that the information provided by them in the programme is a true and fair representation of their practices to the best of their knowledge.
5. **Assessment Results:** This assessment is based on peer evaluation and self submission of data. As a result the report/comparisons should be seen as indicative and not an exact representation.
6. **Charges, Taxes and Levies:**
- a. The participation fee is dependent on the package selected by the participant. The two packages are "Limited" and "Advanced". Details of the packages are provided in subsequent points below.
 - b. **Limited Package** provides the following information:
 - Overall performance
 - Overall breakdown by Dimension, and Indicator
 - Benchmark comparison of overall performance against peers in the sector
 - Summary of 3 strengths and weaknesses
 - Data validation based on self certification
 - PDF report
 - Introductory price at SGD 99 plus GST
 - c. **Advanced Package** provides the following information:
 - Limited Package plus the following
 - Alignment status with international standards e.g. GRI, UN SDGs etc
 - Identifying key areas of focus for improvement
 - Action plan recommendation based on industry best practices determined by the programme
 - Data validation based on supporting documents using sampling techniques
 - More detailed PDF report

- Introductory price at SGD 299 plus GST
- d. Brand License Fee: The results of the programme are for internal use by the participant. If they choose to share it externally, then an additional brand license fee may be charged from the participant.
7. Payment Modalities: An invoice with payment instructions will be sent to the participating company. Payment can be made by Bank Transfer, Paypal or Stripe. **All bank charges/local taxes if any will need to be borne by the participant.**

For more information about the Awards, please visit our [website](#) or contact us at response.firstmile@globalinitiatives.com