



INSEAD Alumni Balance and Business Awards Terms & Conditions

Eligibility to Enter: As we rely on the information you provide when deciding whether to accept your entry, it is important that you consider each of the statements below carefully before responding.

By entering the Award, you automatically agree to the Terms & Conditions. If you are unsure whether a statement is accurate and would like further advice, please contact the Awards event team before submitting your entry.

By submitting your entry, you are confirming that the information it contains is true and accurate. If the information is found to be false or inaccurate your entry will be withdrawn.

1. The awards will be administered by the INSEAD Alumni Balance in Business Initiative ("BiB").
2. Only FTSE250 and FTSE100 and the Top 50 Private Cos Companies are eligible to enter.
3. Each company may only apply for an award in one category.
4. Entries are open from 12th December 2022 to 6th February 2023.
5. The Data submission process takes place through an online survey form. The form is designed to gather company specific data regarding the number of men and women on (i) the Executive Committee; (ii) Direct Reports to the Executive Committee; and (iii) Board Representation, at a snap-shot reporting date of 5th December each year. This year's Leadership Gender Data will need to be compiled as at 5th December 2022.



Please Note: For the Board Representation data, the four roles are the Chair of the Board, the Senior Independent Director/or Deputy Chair, the Chief Executive Officer (CEO) and the Chief Financial Officer/Financial Director. No other data relating to the Board is required in this submission. Any Executive Director who is a member of the Board and a member of the Executive Committee, needs to also be included via online survey form. This is likely to include the CEO and the Finance Director only, who most often sit on the Board and on the Executive Committee, but it may also include any other Executive Director that is also a member of the Board.

6. There are two types of information collected in this process: firstly, the personal contact details of the relevant employees (including the individuals themselves, their PA, and an appropriate HR contact); and secondly, the gender specific data (i.e., the number of men and women that make up the leadership team and the Board of each company):

The data from the relevant employees will not be published and will remain confidential to BiB. Please read our latest [Privacy Policy](#) for further details on the use of the data.

The Leadership Gender Data and selected Board Gender Data that is required might be published in the case of being awarded a finalist or winner of a BiB Award.

7. BiB will appoint independent judges to assess all entries and thereafter to draw up shortlists and winners in each award category.

8. The Judges may, in rare cases, contact the applicants for further information. This contact will be made via BiB staff.



9. The Judging Panel's decision is final and binding, and no correspondence will be entered into regarding unsuccessful applications.
10. By entering a submission for the awards, you agree to supply any additional financial or other information requested. Entrants consent to this information being made available to Judges and staff associated with the awards process. This information shall be held in the strictest confidence for the purpose of judging only and will not be disclosed to any other third party.
11. Any companies and /or individuals who submit and complete an entry, in any year, shall be considered to have agreed to take part in and assist with any promotional activities or PR supporting the awards, for this and future awards.
12. The Judges have the right to withhold an award in any category or cancel a category if they feel the entries are not of sufficient merit.
13. The Judges may, at their discretion, reallocate an entry to a different category if they feel it better meets the criteria of that category. You will be notified and asked to provide entry information for the proposed change in categories, where required.
14. Finalists and Winners are automatically invited to attend the celebration.
15. All applications should disclose any current or historic adverse regulatory or disciplinary findings against the company, any related company, or any of the individuals referenced in the award application from any relevant supervisory body, or any other issues which might otherwise bring BiB or the BiB awards into disrepute.



By submitting your details, you agree to BiB holding and processing your personal data in accordance with current data protection legislation. Data protection and confidentiality is a priority for the BiB team, and reasonable steps will be taken to ensure that data consents, collection and storage processes are compliant with GDPR regulations.

The details you provide us with may be used before, after and during the event. We will use your personal data to send you information to aid the entry process.

After the event, we may send you follow up emails relating to the event, seeking your feedback and also informing you of similar events that we think will be of interest to you.

For more information about our data protection policy, please refer to NSEAD's [Privacy Policy](#) and [Terms & Conditions](#).

If you have further questions, please contact the BiB team under inseadimpact@gmail.com