



EHCA  DCH



European Healthy Companies Association

GENERAL REGULATIONS GOVERNING THE SELECTION PROCESS OF THE
EUROPEAN ACTIVE AND HEALTHY
COMPANY AWARD

January 2018

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PREAMBLE

“Sport is part of every man and woman's heritage and its absence can never be compensated for”

Pierre Coubertin

From a sociological, economic and organizational point of view, among many others, the benefits of sport for society are undeniable. Sport is an important driver of human values such as team spirit, tolerance, solidarity and loyalty.

On a myriad of occasions, Europe's institutions have recognized the importance of sport for the European Union as a whole. In 2000, the Council of Europe acknowledged the importance of sport in European society and the value of addressing sport when designing common policies that apply to all the citizens of the European Union.

In its White Paper on Sport published in 2007, the European Commission tackles the main problems associated with sport. The Paper's objective is to provide strategic guidelines on the role of sport in Europe encourage debate on specific problems related thereto and enhance the importance of sport to fuel solidarity among states of the European Union.

However, it was not until 2009, with the entry into force of the Treaty of Lisbon, that the European Union first acquired specific competences in sport-related matters. Article 165 of the Treaty on the Functioning of the European Union¹

¹ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:12012E/TXT&from=EN>

(TFEU) refers to EU sports policy: “The Union shall contribute to the promotion of European sporting issues, while taking account of the specific nature of sport, its structures based on voluntary activity and its social and educational function” . Furthermore, article 6 of the TFEU refers to sport as a political area in which the European Union is competent to support, coordinate or supplement the actions of Member States.

The European Parliament is of the view that there is a growing need for the EU to deal with sports matters within a framework of full respect for the principle of subsidiarity. Parliament is aware that sport itself constitutes an important social phenomenon and a public good and is working on this topic together with the other EU Institutions. For this reason, through its permanent committees, it has drawn up a report on the European dimension in sport based on the communication “Developing the European dimension in sport” ², which follows the same structure as the White Paper, referring to the societal role of sport, the economic dimension of sport and the organization of sport, among other matters.

In recent years, ACES Europe’s activity, importance and influence have increased substantially. This phenomenon has raised ACES Europe’s media profile and reinforced its public image, making it necessary for the institution to address its growing accountability vis-à-vis the public authorities, particularly in Europe, and society at large.

² <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2011:0012:FIN:en:PDF>

Targets that cannot ignore the job being made by companies that privately promote sport as a goal that goes beyond its business, involved in the promotion and strengthening of the European sport policies, and therefore contribute to a more modern society committed to sport values. An idea that enables the development of this Regulation, which aims to highlight its support and visibility for the European commitment.

These regulations constitute EHCA's response to the demand to tailor its actions and public activities to an established set of rules that give the entity the credibility it deserves. Their aim is to strengthen the institution by providing a solid basis for action that will enable it to fulfil the purpose for which it was founded, this being none other than to promote physical exercise and sport at all levels of society.

This document, which establishes and explains how EHCA award the European Active & Healthy Company, is an indispensable part of EHCA corporate governance structures. Furthermore, it aims to strengthen the procedures associated with the awards granted.

ACES EUROPE

Since its inception in 1999, ACES Europe seeks to promote sport among all the citizens of the European Union, particularly disadvantaged groups, children, the elderly and the disabled, among others.

ACES Europe's goal is also to encourage private and public initiative in order to increase support for sport, not only from a professional point of view, but also as a channel for social cohesion and to improve the health and quality of life of citizens.

The goals that ACES Europe pursues for all its initiatives can be resumed in five main objectives:

- Enjoyment with physical exercise.
- Willingness to achieve goals.
- Sense of team.
- Learning fair play.
- Improvement of health.

ACES Europe awards the European Capital of Sport title, an initiative that has received the recognition of the European Commission in the White Paper (Art. 50). In addition, ACES Europe is an official partner of the European Commission in the European Week of Sport. Both facts suppose the recognition of the work and activity of ACES Europe.

ACES Europe also has the endorsement of two important associations: The EGFA (Europarliamentary Group of Friends of ACES) and the GCE (Groupe Consultatif Européen). Both associations are a source of ongoing and steadfast support within the European Parliament, guaranteeing ACES Europe's visibility within the highest European institutions. Both associations are presided and composed over by Euro parliamentary members.

ACES Europe's solid footing in the European institutional landscape and its firm belief in the legitimacy of its objectives spur ACES Europe and its members on to continue in their endeavor, namely the promotion of sport in society, through both public and private stakeholders that make it possible.

DCH

Organización Internacional de Directivos de Capital Humano

(International Organization of Human Capital Directors).

As a Professional organization of Human Resources Directors, it provides the Managers of Human Resources departments an environment where they can share experiences, knowledge and create a contact network of a very high professional value.

DCH offers a great variety of services and periodical activities that may be attended with no cost for its members and where they can find a place intended to meet and exploit the different practices performed by each Human Resources Manager.

As a Foundation and therefore non-profit body, it undertakes social involvement and value contribution activities to society. In this sense, the initiative launched jointly with ACES Europe, places it as pioneer organization in the HR area, for dissemination of sport and health values, among the companies' employees, as one of the basic pillars for progress and development, both professional and personal.

TITLE I

GENERAL PROVISIONS

Article 1. Scope of application.

These Regulations constitute the legal framework of reference for the members of EHCA's Evaluation Committees and the representatives of companies submitting their candidature for the award. They aim to serve as guidelines for members of the Evaluation Committees, the participating companies and any person interested in learning about the European Active and Healthy Company selection process.

Article 2. Transparency.

EHCA undertakes to run its activities clearly and responsibly, at all times exercising transparency and diligence, respecting the prevailing data protection laws of each country and providing truthful information to the following recipients:

- a) The participating Companies.
- b) The Public Authorities.
- c) Members of the Evaluation Committees.
- d) Society at large, as both recipient and beneficiary of EHCA's activities.

Article 3. Public disclosures.

EHCA will keep the interested parties informed of its activities through its website, to which it will periodically upload information on events, initiatives, agreements, activities and other relevant information related to its activity. This Regulation shall be publicly available for consultation by anyone who may be interested.

TITLE II

LEGISLATION APPLICABLE TO THE EUROPEAN ACTIVE AND HEALTHY COMPANY SELECTION PROCESS.

Article 4. Knowledge of and adherence to these Regulations.

1. All persons forming part of the Evaluation Committees for the Companies submitting their candidatures for any of the distinctions awarded by EHCA must formally declare explicit knowledge of these Regulations.
2. Adherence to these Regulations shall entail compliance with all the paragraphs included therein, and knowledge thereof shall be evidenced by signing the form attached as Appendix III to this document.

Article 5. The voting process

The voting process is the act that marks the conclusion of the visits and determines the companies adhering to the program and the awarded ones. The importance of this act makes it necessary to draw up an independent set of rules to regulate it. Appendix II to these Regulations sets out a detailed explanation of the voting process and is made available for public consultation when the interested parties deem it appropriate. All members of the Evaluation Committees must have knowledge of these Regulations.

Article 6. Eligibility criteria.

EHCA's eligibility criteria provide the basis for evaluating the candidate Companies for the European Active and Healthy Company award. Evaluation Committee members assess the companies they visit on the basis of their

degree of compliance with these nine criteria. They are available for public consultation to any interested party as Appendix V to these Regulations.

Article 7. About future amendments to this Regulation.

If this Regulation needs to adapt some of its contents to the requirements of the election process of the European Active and Healthy Company, the changes will be made by EHCA Board. Successive developments will be recorded on the second page, where the date of the change and a brief summary of the main issues adapted will be presented.

TITLE III

THE EVALUATION COMMITTEE

Article 8. Composition of the Evaluation Committee.

Number of Evaluation Committee members: The Evaluation Committees of the candidate Companies for the European Active and Healthy Company award, shall comprise no fewer than 3 and no more than 5 members.

Article 9. Evaluation Committee membership criteria.

Evaluation Committee members must have proven experience in the field of sport, whether in the public domain or in private enterprise. This experience may be accredited through professional experience in a Public position in Town/City Councils or other National or International Public or Private bodies, membership of Associations linked to the world of Sport, professional involvement in Companies related with Sport, Human Resources or Health at

Work or the professional practice of a sporting discipline, at present or in the past.

TITLE IV

EVALUATION COMMITTEE MEMBERS

Article 10. Selection of Evaluation Committee members.

The selection of the Evaluation Committee members shall be carried out by EHCA Board based on the criteria they deem appropriate, while seeking a diversity of profiles and minimizing the possibility of conflict of interest. This serves to strengthen the objective nature of the evaluation process.

Article 11. Criteria for exercising voting rights.

1. In order to be able to exercise their right to vote, each Evaluation Committee member must be free of any of the conflicts of interest included in Article 12 of these Regulations.
2. Exercising the right to vote requires having full knowledge of what is being evaluated. Therefore, in order for Committee members to be able to exercise their right to vote, they must be present at all acts held during the main days of the visits to the companies competing for European Active and Healthy Company. The particulars of the visits to the candidate companies are set out in Appendix I to these Regulations.

3. In order to be able to exercise their voting rights, all Committee members must have confirmed their adherence to these Regulations by completing Appendix III.

Article 12. Conflicts of interest. Situations that might constitute a conflict of interest.

1. Evaluation Committee members must carry out their duties in good faith, guided solely by the purpose and objectives implicit in their membership of the Committee, namely to select the company with sufficient merits to be designated the European Active and Healthy Company. At all times, they shall undertake to avoid situations that could give rise to a conflict of interest.

2. Evaluation Committee members must at all times avoid using the capacity afforded them for the performance of their duties to obtain any personal benefit.

3. A conflict of interest could exist when members of the Evaluation Committee have some type of personal³ or asset-based relationship that might in some way influence their objectivity when exercising their right to vote in their capacity as Committee members, that is, by assigning a rating to the candidate Company.

4. The delivery of any gifts, services or other benefits by a person or institution related directly or indirectly with the company presenting its candidature that might undermine the objectivity of any Evaluation Committee member, constitutes a potential conflict of interest. Members of the Evaluation Committee may not accept gifts from the candidate Company in excess of an estimated value of €100.

³ A personal conflict of interest is a situation in which the private interests of one person, as external professional relationships or personal financial assets, interfere or can be understood to interfere with the performance of duties as a member of the Evaluation Committee.

5. Other situations that could give rise to a conflict of interest are as follows:
Having an economic or personal interest beyond that afforded by EHCA or MSP Europa.

Article 13. Conflicts of interest. Criterion for taking action.

In the event of a conflict of interest, the Evaluation Committee member affected shall be bound by a duty to notify said circumstance to EHCA Board and abstain at all times from intervening or participating, directly or indirectly, in the resolutions or decisions adopted by the latter, particularly with respect to voting of the candidate Company.

Article 14. Duty of secrecy and confidentiality.

1. Evaluation Committee members shall at all times exercise prudence commensurate to their position in connection with the duty of secrecy and confidentiality. Therefore, the secrecy of deliberations and opinions, whether own or of others, arising during the candidate Company evaluation process, shall be required to be preserved at all times.

2. The duty of secrecy and confidentiality must be observed even after the process for the evaluation of the candidate Companies has concluded and the award has been given. The duty of secrecy and confidentiality shall also continue to be observed, even after a Committee member's contractual relationship with EHCA ends.

TITLE V

THE CANDIDATE COMPANY

Article 15. Steps for the presentation of the candidature.

The submission of a candidature for European Active and Healthy Company will take the following steps:

1. The Company or Corporation Director, Manager or President will submit a letter with the formal statement to present the candidature as European Active and Healthy Company. The deadline for sending this letter begins the day after the awards ceremony in November in Brussels. Companies from countries in the European Community, according to the distribution established by EHCA, can present candidature for the *European Active and Healthy Company* award. The admission will be determined by order of receipt of the letter from the responsible manager.
2. The candidate Companies must prepare a bid file of the candidature (see Appendix V, Guidance for the development of the bid file). It must be delivered to EHCA Board in digital format two weeks prior to the visit of the Evaluation Committee, and in physical format the first day of the visit.
3. The first visit to the candidate Companies will take place on the date previously agreed by both the Company Management and EHCA.
4. Following the outcome of the first visit and the assessment of the *bid file*, the Companies successfully selected for adherence to the Program will be officially informed. The official announcement will be made at the annual gala held at the European Parliament in Brussels in November.

5. During the first three years following the adherence to the Program, the Evaluation Committee will follow up the committed and approved Project, when documentation and information will be required. A physical visit to the Company facilities will take place once annually.

Article 16. Criteria for submitting candidatures for the European Active and Healthy Company designation.

1. A Company may be candidate for the European Active and Healthy Company award whenever it meets the following prerequisites:

- It must have a clear commitment to sport, physical activity and health of its employees.
- It must have sport facilities either of its own or in collaboration with third parties, as well as specific action programs in the field of Sport and Health for its employees.
- It must be based in one of the countries of the European Continent.

Article 17. Adherence to these Regulations.

1. At least one official representative of the candidate Company for the European Active and Healthy Company award must confirm explicit formal knowledge of these Regulations through his/her adherence thereto.

2. Adherence to these Regulations will imply compliance with all of the sections contained therein, and knowledge thereof shall be evidenced by signing the form attached as Appendix IV to this document.

Article 18. Visits to candidate Companies.

1. A standard protocol will be followed during the visits to the candidate Companies for the European Active and Healthy Company award. It covers both obligatory aspects and recommendations and has been developed to enable Evaluation Committee members to become informed on all aspects of sport in the companies visited. This protocol is set out in Appendix I to these Regulations
2. The visits to the facilities will be agreed jointly by EHCA Board and the candidate Company. It will be communicated at least one month prior to the date scheduled for the visit.

Article 19. Candidature bid file.

1. The candidate Companies for the European Active and Healthy Company award must, as prerequisite for their candidature, provide EHCA with a bid file containing the answers to the questions included in the guidance for the development of the *bid file* (see Appendix V).

Article 20. Company hospitality.

To avoid the possibility of a conflict of interest among Evaluation Committee members (see Article 12 of these Regulations), visits to the candidate Companies shall be organized so as to avoid the presentation of gifts that might to some degree undermine the objectivity and independence of Committee members. Therefore, these Regulations stipulate that the organizing company may not make gifts to Evaluation Committee members exceeding an estimated value of €100. Travel, accommodation and meals expenses of the Evaluation Committee will be all covered by the candidate Companies.

Article 21. Candidatures for more than one award.

1. European Active and Healthy candidate Companies not awarded the distinction may submit a new application for the award as from the year

following the presentation of their first candidature. Companies may submit their candidature to the award a maximum of two times.

2. Winners of the European Active and Healthy Company award may not submit further candidatures for this distinction in a minimum term of 10 years.

Article 22. Payment of the application fee for candidate Companies.

1. Once the company is informed that it is one of the winners, the company has to pay a fee of 6,000 euros for the membership Program. In this price are included the technical report drafted by the Evaluation Committee and all the travel expenses arising from the Commissioner's visit (accommodation, meals and travel costs). Later on, the Committee will visit the organization.

2. During the first three years implementing actions to obtain the distinction, the Company will pay to EHCA a annually fee of 2.000 euros for maintenance and on-going assessment as well as are included the annual technical report and all the Commissioner's travel expenses previously described.

3. In case a Company should wish to use the European Active and Healthy Company Brand after five years of winning the award, it will pay a fee of 5.000 euros for image rights to EHCA. The request to use the Brand must be submitted in writing the year before winning the award and pay for the image rights 30 days prior to the granting of the distinction at the seat of the European Parliament. Using the Brand without paying for the image rights will mean a breach of these Regulations (See Article 27).

4. All the expenses arising from the Commissioners' visits (accommodation, meals and travel costs) will be covered by the candidate Company.

TITLE VI

THE AWARD

Article 23. Procedure for granting of the award.

1. The European Active and Healthy Company distinction shall be awarded once the scores have been assigned by the members of the Evaluation Committee for each of the eligibility criteria after the voting process carried out during the visit, with a minimum score of 80 points out of 100. Article 6 of these Regulations refers to the voting procedure, which is available as Appendix II thereto.

Article 24. Official designation of winning companies.

1. The official designation of European Active and Healthy Company will take place during the annual gala held at the European Parliament in Brussels
2. For purposes of organization, companies competing for the European Active and Healthy Company award must be duly informed by EHCA Board, two weeks minimum before the date of the Official Award Ceremony Gala held at the European Parliament, of the results of the evaluation process by the respective Evaluation Committees.

Article 25. Competing companies not awarded. Procedure to be followed.

1. Candidate Companies that do not win the European Active and Healthy Company award shall be duly informed of the reasons for failing to do so. EHCA Board shall deliver a document to the Companies that do not win the award informing them of their score and the main weaknesses observed in their

candidature. The document shall be sent when notification of failure to win the award is submitted, that is, at least two weeks before the Official Award Ceremony Gala held at the European Parliament, as stipulated in Article 24.

Article 26. Obligations of the European Active and Healthy Company towards EHCA.

1. Companies awarded the European Active and Healthy Company distinction must assume the responsibilities implicit in the recognition. Awarded Companies undertake to comply with the policy program presented during the defense of the candidature through the implementation of actions and activities set.

2 Winning the European Active and Healthy Company award also entail the obligation to draw up a report of activities at the end of the year of tenure. This report must set out the activities, sporting events, legacy resulting from the award and main changes that have taken place in the company after the period as the European Active and Healthy Company.

Article 27. Procedure to be followed in the event of a breach of the Regulations.

1. If a breach of the rules set forth in these Regulations by a Company designated as the European Active & Healthy Company is detected, the Company shall be stripped of the award and any mention thereof in EHCA's official documentation and information shall be eliminated.

2. Breach of the rules set forth in these Regulations, particularly regarding to the completion of the process of presenting the candidature and in relation to the obligations of the European Active and Healthy Company regarding EHCA, will result in a financial penalty amounting to 30.000 euros tax free.

3. Companies that cannot attend the Awards Ceremony in Brussels need to justify it and the approval of the Committee of Arbitration. If not, the not attendance to the Awards Ceremony is the same as refuse to the award with penalty

APPENDIX I: REQUIREMENTS FOR CANDIDATE COMPANIES DURING THE EVALUATION COMMITTEE VISIT

The Evaluation Committee visit to the candidate companies is the medium through which the Committee members can gain an in-depth knowledge of a Company's sports and health project. It is therefore essential for candidates to design a visit that will enable the Committee members to gain a global view of the candidature.

This Appendix provides guidelines for candidate Companies regarding the content of the visit.

Duration of the visit: The visit to the candidate Companies shall span maximum two calendar days (one night) and shall be dedicated to visiting the Company and to the presentation of the sports development programme.

Content of the visit: The visit to the candidate companies must cover at least the following aspects:

- Visit to the Company installations. These visits are recommended so that the Committee members can gain an in-depth view of the Company's sports facilities. Site visits will be agreed jointly by EHCA Board and the candidate Company.
- Communication to local media. In order to give greater visibility to the project, the visit should include a press conference during which the candidature and the associated project are published among the local media.
- Defense of candidature (DOC). This stage of the visit is aimed at allowing the persons heading the candidature to present to the members of the Committee the most salient aspects of the candidature, including the main sports facilities, associations with sporting entities or the Company's sports development programme for the coming years. During the DOC the previously prepared bid file will be presented addressing each of the eligibility criteria. The estimated duration of the presentation will be up to two hours, with sufficient time allowed for members of the Committee to ask whatever questions they consider necessary. It is advisable for the DOC to contain plenty of visual information such as videos and presentations that show off the Company's attributes from a sporting point of view.
- Venue and time available for the voting process. At the end of the acts included in the visit, the Candidate Company shall allocate a time and place so that the Committee can deliberate and vote on the Candidate

Company based on the ten eligibility criteria. The estimated duration of the voting process is 1 hour maximum. Voting must be carried out following the visits to the installations and the DOC, so that the Committee members are able to apply the necessary judgement when casting their votes.

APPENDIX II: VOTING PROCESS

The voting process represents the culmination of the candidature of a company that aspires to win the award. This process aims to be as objective as possible, and the Committee members may vote freely and in accordance with their professional judgement.

The vote is secret and the Committee members may not be apprised of the score given by other members, with the exception of the Secretary of the Evaluation Committee, who will be in charge of recording the scores. In no case recording of the voting process can be made.

The complete voting process shall be carried out as follows:

- **Deliberations:** A discussion will be held among the members of the Committee prior to the voting process during which the strengths and weaknesses of the candidature under evaluation will be highlighted.
- **Voting process:** Each Committee member will have the necessary time to cast a vote based on the ten eligibility criteria. At this point, there must be no interaction among the Committee members. As the votes are cast, the

Secretary shall collect and take custody of the documents used by the Committee members to cast their votes.

- Deliberations following the voting process: Voting will conclude with a period of joint reflection during which each member will attempt to explain the aspects of the candidature to which they have given greater or less importance when casting their votes, and what aspects have been most or least critical for reaching a decision.

Scores will be recorded by the Secretary, who will keep an electronic record of Committee members and scores given by each of them. The final score will be the weighted average of the ratings assigned by the members of the Committee.

Only those candidates whose qualification exceeds an overall rating of 80 out of 100 will be able to access the award. This score is considered the minimum to guarantee the quality of the candidates for European Active & Healthy Company.

APPENDIX III: ADHERENCE TO REGULATIONS (COMMITTEE MEMBERS)

All members of the Evaluation Committees must sign, in the space enabled under these lines, this Appendix to the Regulations in order to be able to carry out their duties. It should be signed and delivered to the Secretary of the Evaluation Committee before the start of the voting process. With his/her name

and signature, the Committee Members state they have read and understood the Regulations, and confirm their adherence and commitment to compliance.

Name	Signature

(Signed)

.....(City).....(day).....(month).....(year)

APPENDIX IV: ADHERENCE TO REGULATIONS (CANDIDATE COMPANY REPRESENTATIVES)

At least one official representative from each of the candidate Companies for the European Active and Healthy Company award must sign this Appendix to the Regulations in proof of their understanding of them. It should be signed and delivered to the Secretary of the Evaluation Committee before the start of the visit.

I,, representative for the Company, a candidate for the European Active and Healthy Company award during the year....., have read and understood these Regulations and with my signature confirm my adherence thereto and my commitment to complying with them in my capacity as representative for as long as the European Active and Healthy Company selection process remains in force.

(Signed)

.....(City).....(day).....(month).....(year)

APPENDIX V: ELIGIBILITY CRITERIA. GUIDANCE FOR THE DEVELOPMENT OF THE BID FILE

The following eligibility criteria have been established by EHCA to have a thorough understanding about how the candidate Companies promote among their employees, through sport, the values of EHCA: enjoyment with physical exercise, willingness to achieve goals, sense of team, learning fair play and improvement of health.

The candidate Company should develop a bid file to present its candidature providing information to respond to each of the points outlined below in the eligibility criteria. The same criteria will be used by the Evaluation Committee to assess the candidature during the visit.

GENERAL INFORMATION OF THE COMPANY

- a) Name of the Company.
- b) Company' s department in charge of Health and Sport development.
- c) Contact person.

CRITERIOS DE ELEGIBILIDAD:

1 – SPORT INFRASTRUCTURES – FACILITIES (Indoor / Outdoor)

- a) Provide a detailed list of sport infrastructure facilities according to type, purpose and condition.
- b) Provide a detailed list of sporting facilities that the company plans to build or improve shortly.
- c) Provide the total investment amount in sport facilities in the last three years.
- d) Is there a sport development plan in your company? What are its main aims? Detail the percentage of investments planned for the next three years.
- e) Provide the sport and healthy activities that can be practiced in the facilities.
- f) Provide the Medical care or Health services the Company offers beyond what is legally required.

2 – ACCESS TO THE FACILITIES AND SPORT ACTIVITIES

- a) Explain the procedures to promote the access for the employees: agreements, sport cards, individualized plans or financial support.
- b) Extension to the employees' family members of the special conditions concerning Sport and Health.

3 – SPORT INITIATIVES, EVENTS OR PROJECTS, DIRECTLY PROMOTED BY THE COMPANY

- a) Provide a list of events, activities and sport competitions organized directly by the Company or in collaboration with other organizations.
- b) Provide a list of agreements, activity programs, conferences, seminars or other sport and health related events organized, either internally or in collaboration with other entities on these matters.
- c) Provide a list of sport events, international, national or local, that have taken place in the Company in the past three years.

4 – MEASURES TO PROMOTE HEALTH

- a) Are there special health programmes, related to sports, for all the employees? Are they extensive to their family members?
- b) Are there opportunities for the different age groups to practice sport?
- c) Are there sport courses for those from a minority social background or with a disability?
- d) Are there initiatives to promote integration thorough sports?
- e) How does the Company promote Fair play?
- f) Specify the additional measures that the company has proposed to promote health and integration through sport.

5 – HEALTHY DIET

- a) Are there healthy menus and diets in your company restaurants / cafeterias?
- b) Do you conduct nutritional assessments or diet controls of the employee's in relation to the activity they perform?
- c) Is there a healthy eating program for employees in your company?

6 – SPORT PRACTISE RATIO

- a) Total number and percentage of users over the total staff headcount.
- b) How does the Company promote the participation in sport activities?
- c) Analyze and explain the use of sports facilities.

7 – COMMUNICATION PROJECT TO PROMOTE THE CANDIDATURE

- a) Explain the communication plan, image, and identity of the project.
- b) Explain how the organization uses ICT System (Information Communication Technologies) to promote the candidature.

8 – PROFILE AND POSSIBLE ACTIVITIES AS THE ACTIVE AND HEALTHY COMPANY

- a) Explain the role of sport in your Company for achieving the five main aims of the Manifesto of EHCA (enjoyment with physical exercise, willingness to

achieve goals, sense of team building, learning fair play and improvement of health).

b) How does your company see its social advantages as the European Active and Healthy Company?

c) Which initiatives and activities in your company will mostly contribute to reach EHCA's aims? Provide a list of the main events in relation to the candidature.

9 - PSYCHOSOCIAL HEALTH POLICIES AT WORK

a) Detail the actions undertaken to prevent psychosocial risks at work

b) Is an evaluation of psychosocial risks carried out periodically? Have they been participatory processes? With what methodology has it been carried out? Which have been the results?

c) Have action plans been aimed at improving the quality of life at work in recent years?

d) Is work stress taken into consideration and prevented in the company? If so, detail the actions, programs, tools and plans aimed at the prevention of work stress, and professional exhaustion.

e) Do employees have access to support programs that allow them to receive psychological assistance if they need it?

10 – SCHEDULE CONTAINING THE EVENTS / SPORT ACTIVITIES PLANNED FOR THE FOLLOWING THREE YEARS

a) Provide a list of events that will be organized in the next three years (including conventions, seminars, congresses, etc.) and the measures in connection with the candidacy and the Company holding the title as “European Active and Healthy Company” .

b) Providing a 3-year strategic improvement plan, which will be reviewed and adjusted by EHCA technicians, will be carried out once the recognition has been received.