



CODE OF PARTICIPATION

For more than 20 years, the **Institute of Registered Auditors (IBR-IRE)** has been highlighting Belgian organizations or organizations active in Belgium that publish about what makes them different in terms of Environment, Social and Governance disclosure (the “ESG” criteria). The Awards for Best Belgian Sustainability Reports give organizations the opportunity to gain in visibility by participating! In addition to being read and evaluated by a jury of experts from various backgrounds, all received sustainability reports will be published on www.sustainabilityreports.be

Who can participate?

Every organisation that issues a sustainability report on its activities in Belgium and beyond – regardless of the size of the organisation or its industry – can participate in the Awards:

- ▶ The report has to relate to the year 2022 or – when not available – the most recent sustainability report (for a year prior to 2022) provided that it has been published in 2022 or 2023 and has not been submitted for previous editions of these Awards.
- ▶ The report has to communicate on the activities of a Belgian legal entity or on the Belgian activities of a foreign entity. To be eligible, the report on the Belgian activities of a foreign entity must set clear sustainability objectives and provide sufficient information on the basis of certain selected criteria (targets, results etc.) for Belgium.
- ▶ The organisation has to disclose on its environmental, social and governance activities and performance (ESG).
- ▶ Sustainability reporting may rely on national frameworks, Union-based frameworks or international frameworks. All organizations that are reporting non-financial information based on such frameworks are eligible for the Awards.

How to participate?

All reports should be handed in online before 30 June 2023* ([registration in two phases: add an entity and add a report](#)). All reports will be submitted to the Jury who will evaluate all reports in [two phases](#).

Two categories of Awards

“**Best Impact Sustainability Report**”: the Jury will short-list two nominees by category of organization, focusing on the impact of the reports (quantified KPI’s, comparison with peers, comparison over the years...). Pre-selected candidates will be given the opportunity to present themselves on the day of the ceremony and to communicate on their social, environmental and governance transition. The winners will then be designated by a public vote.

Additionally, two specific cross-categories Awards will be given by the Jury:

- ▶ The “**Best 1st Sustainability Report**”; and
- ▶ The “**Best Sustainability Report in Creativity & Originality**” for the organization having the best score for this criteria.

* For SMEs and other organizations, reports will be accepted until 20 July.

Four categories of organizations

Listed organizations and public-interest entities already subject to the non-financial reporting directive (NFRD), i.e. having:

- ▶ more than 500 employees; and
- ▶ balance sheet total of more than EUR 17 million or a turnover of more than EUR 34 million.

Large non-listed organizations exceeding two of the three following criteria:

- ▶ net turnover: EUR 34 million;
- ▶ balance sheet total: EUR 17 million; and
- ▶ more than 250 employees.

This category also includes listed organizations together with large public-interest entities not subject to the NFRD.

“**SMEs**” are all organizations between 50 and 250 employees which are not considered as large organizations.

The category “**other organizations**” includes:

- ▶ small sized companies (less than 50 employees);
- ▶ NGOs, not-for-profit organizations (ASBL/VZW), international not-for-profit organizations (AISBL/IVZW) or foundations, which are based in Belgium and operate in or outside the Belgian territory; and
- ▶ schools, federations, public sector, etc.

Evaluation criteria for the Jury

For organizational purposes and for the reasons given in the [evaluation criteria](#), participants will be evaluated on selection criteria based on the internationally recognized Global Reporting Initiatives Standards (GRI) and including the Sustainable Development Goals adopted by the United Nations in 2015:

REPORT CONTENT & QUALITY

6 CRITERIA

1	SUSTAINABILITY CONTEXT AND STRATEGY	10 %
2	GOVERNANCE, ETHICS AND INTEGRITY	10 %
3	STAKEHOLDER INCLUSIVENESS AND ENGAGEMENT	10 %
4	MATERIALITY AND BOUNDARIES	10 %
5	QUALITY : ACCURACY, TIMELINESS AND COMPLETENESS	10 %
6	RELIABILITY AND CLARITY	10 %
		60 %

IMPACT OF THE REPORT

2 CRITERIA

1	QUANTIFIED & IMPACT ASSESSMENT: COMPARABILITY, BALANCE AND KPI'S/OBJECTIVES/TARGETS	25 %
2	OVERALL IMPRESSION INCLUDING CREATIVITY & ORIGINALITY	15 %
		40 %

Jury composition

The Jury is made up of representatives of the academic world, economic actors, representatives of the social profit world, journalists, as well as registered auditors, under the chairman of Marc Daelman (Registered auditor with IBR-IRE). The composition of the Jury 2023 is available on: www.sustainabilityreports.be/jury