



PINNACLE AWARD
GUIDEBOOK & ENTRY
REQUIREMENTS
2019

TENANT OF THE YEAR

TENANT OF THE YEAR

BOMA Newfoundland & Labrador is actively involved in recognizing companies for their efforts to instill excellence in our industry. Presented below are points of information, selection criteria and the process pertaining to your submission for this prestigious award.

Please Note: There is currently no national competition for this award.

ELIGIBILITY

- Entries are to be submitted on a self-nominating basis.
- Entrant must be in occupancy of the premises for at least 3 years as of January 1st, 2019.
- Judging of the entry will be based on your written submission, meeting of all submission requirements as listed in the Guidebook and Judge's verification.
- Supporting Documentation must be available for viewing by Judges.
- Entrants Premises must be in a BOMA NL member building.

REGISTRATION

Award Registration Form and fee of \$200 (+ HST) must be received by BOMA Newfoundland & Labrador by **Wednesday, March 6, 2019** in order to register entrants and to qualify for your formal Submissions Guidebook. The registration fee includes one ticket per entry for the Awards Gala.

SUBMISSION DEADLINE

Completed, formal submissions must be received by **5 p.m., Wednesday, April 10, 2019** at:

BOMA Newfoundland & Labrador
Awards Committee
72 Campbell Avenue
St. John's, NL A1E 2Z6
OR
mail@bomanl.com

SUBMISSION REQUIREMENTS

The Tenant of the Year Award recognizes and promotes excellence amongst Tenants in the commercial real estate industry. It is about rewarding tenants for their dedication to the environment and health and safety of its employees. It is recognition of a tenant companies desire to exceed the expectations of its' employees in providing a quality work environment.

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WRITTEN SUBMISSION (see Sections A - E for details)

1. A cover sheet stating the following must be included:
 - a. Name of Building in which the premises are located
 - b. Contact information for person responsible for submission
 - c. Name of Building Owner/Management Company to verify BOMA NL Membership
 - d. If your company has a mission statement, please include that as well.
2. Sections A through F below describe the components to be addressed in written submission.
3. Submissions must be made on company letterhead using your company standard issue presentation covers and binding format.
4. Submission can be a maximum of five (5) pages (single side of a sheet of paper in 12-point type). Additional material will not be considered.

LOGO

A JPF/TIFF copy of your logo must be provided on disk or via e-mail.

VERIFICATION/SITE VISIT

A mandatory site visit by the judges will be coordinated to verify your submission, including viewing of mandatory documentation. Please note there are a number of mandatory documents that must be made available to the judges during the on-site visit. Failure to comply will result in immediate disqualification and loss of entry fee.

SUMMARY OF JUDGE'S SCORING

The points from Sections A through F are combined for a total potential score of 290 points. A minimum of 70% or 203 points must be earned to be eligible. There is only one winner.

CRITERIA	POINTS SCALE
A. Management & Administration	0-70
B. Environmental Management	0-40
C. Energy Management	0-40
D. Safety/Emergency Response	0-70
E. Team Synergies	0-40
F. Community Impact	0-30
G. Site Visit/Inspection	0-0
Total	0-290

BONUS - Tenant premises is in a BOMA BEST certified Building 0-3

Please answer the following questions as they apply to your company:

Section A - Management & Administration**70 Points**

This section is designed to gather information on the management and administration of your company.

- Identify company goals and objectives as they relate to company mission statement. _____/10
- Are staff meetings held for all levels of personnel/departments? _____/10
- Describe company operating structure and any opportunities for improvement. _____/5
- Do you have an Employee Handbook/Policy Manual? Is there an orientation process for new hires? _____/10
- Describe your company performance review program and its purpose. _____/10
- Does the company have an Employee Incentive Program that recognizes and encourages professional development, skills upgrading, and Professional designations? _____/5
- Are employees encouraged to participate in professional organizations, charitable organizations? Is there a mentoring program, teambuilding programs, etc.? _____/5
- Are there Procedures for addressing/resolving employee issues? _____/10
- Is there a Whistleblower policy? _____/05

TOTAL POINT SCORE /70 _____/70**Section B - Environmental Management****40 Points**

This section features questions designed to understand the company's stance on the environment and what procedures it has in place at the premises to reduce its effects on the environment.

- Does your company have an Environmental Policy? _____/10
- Describe your company's purchasing policy. Are environmentally friendly products used in renovations, new furnishings, are energy efficient appliances purchased, etc. _____/10
- Please describe how your company recycles. (Paper, cardboard, batteries, toner cartridges, etc) _____/10
- How does your company dispose of unwanted items that still have a useful life? (i.e. office furniture, equipment, construction materials, etc.) _____/10

TOTAL POINT SCORE /70 _____/70

Section C - Energy Management

40 Points

This section features questions designed to gain an understanding of your company's commitment to energy reduction, its efforts to date and possible plans for the future in relation to your premises.

- Is there an Energy Management plan? _____/10
- Do you provide employees with information on reducing energy in the work place? How is this information communicated? Provide examples of initiatives implemented by our organization. _____/5
- Do your premises have occupancy sensors, nighttime computer shut down, daytime cleaning? _____/5
- Are all appliances such as microwaves, stoves, refrigerators energy star rated? _____/5
- Are there energy efficient T8 lights/LED exit lights in your premises? _____/5
- Describe how your approach to energy management contributes to an overall cost reduction or operating efficiency of your organization? _____/5
- Describe any future plans to improve operation efficiencies. _____/5

TOTAL POINT SCORE /40 _____/40

Section D -Safety/Emergency Preparedness

70 Points

This section asks questions on safety to gain an understanding of your company's understanding of legislation as well as implementation and monitoring of safety practices in your premises.

- Does your firm have a written Occupational Health & Safety Policy? _____/10
- How do your employees adhere to the general duties of workers/employers in the Occupational Health & Safety Act? _____/10
- Explain, in respect to Newfoundland and Labrador's Safety Regulations, how employees/employers communicate potential safety hazards to workers and visitors. For example, hazards that cannot be readily controlled/ eliminated or can cause serious damage. _____/10
- Do you have a "Working Alone" policy? Is it written? Do you use the "buddy system"? _____/10
- Does staff training include WHMIS, First Aid, and Emergency response/evacuation? Does your new hire orientation include immediate training on Emergency evacuation? _____/10

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- Does your firm have a written Emergency Preparedness Plan? Are there annual Emergency response drills (i.e. fire drills)? _____/10
- Does your firm have a Business Resumption Plan? Does it include employee contact information, Landlord Contact information, and EMO contacts? _____/10

TOTAL POINT SCORE /70 _____/70

Section E -Team Synergies**40 Points**

As this award recognizes excellence, the following questions are designed to showcase your team's work toward a cooperative organization and highlights how important that teamwork is in supporting the overall organization/company.

- Describe/illustrate how your organization contributes to team building. _____/10
- Describe your team development policy or program. _____/10
- How do you keep employees informed of changes? _____/5
- How do you encourage, identify and develop employee ideas? _____/10
- How do team members contribute to large-scale projects/goals? _____/5

TOTAL POINT SCORE /40 _____/40

Section F - Community Impact**30 Points**

Provide a written description of your company's impact on the community as it relates to the leased premises.

For Example: jobs provided (as a direct result of the premises existence), amenities to the community or the corporate environment (parks, blood drives, food banks, special events, summer student programs, etc.), and recognition awards. If the impact can be quantified as additional income for the community or charitable event or has some type of savings associated with the impact, please describe. When describing the current year's events, please note programs and how long they have been in place.

In addition, please describe how your efforts in this area have helped make the property a benefit to the local community. A maximum of three attachments reflecting the events being described are allowed.

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NOTES:

Include company's corporate policy where applicable, however the submission should reflect activities as they relate to the premises.

This area should not be confused with Employee relations. Please indicate services that relate to the community and not to the employees.

TOTAL POINT SCORE /30 /30

Section G -Site Visit/Inspection

The judging panel will coordinate an on-site visit to meet with members of your team. **Mandatory documentation: Please note that there are a number of mandatory documents that must be made available to the judges during the on-site visit/inspection. Failure to comply will result in immediate disqualification and loss of entry fee.**

- Employee Handbook/Policy Manual
- Environmental Policy
- Energy Management Initiatives/Plan
- Health and Safety Policy/Manual
- Emergency Response Plan
- Employee Training, Incentive & Recognition Program
- Business Resumption Plan

**2019 PINNACLE AWARD
JUDGES SCORING SHEET**

TENANT OF THE YEAR AWARD

Building Name: _____

Owner: _____

Management Company: _____

	Possible	Score
PART 1 - Management & Administration	70	_____
PART 2 - Environmental Management	40	_____
PART 3 - Energy Management	40	_____
PART 4 - Safety/Emergency Response	70	_____
PART 5 - Team Synergies	40	_____
PART 6 - Community Impact	30	_____

Judge (please print name) _____

Judges Signature _____

DATE: _____