

## MODEL FORM

Welcome!

- 1) Read the **rules document** available at <http://www.talentoemsustentabilidade.com.br/en/>
- 2) Use this template form as a **draft of your project**.
- 3) Filling out the template form **is not the same as completing the application**. It will not be accepted as an application.
- 4) The template form is intended for the participant **to know about all fields and data that will be required** to make the registration.
- 5) We suggest that you **fill out this template form completely before filling out the electronic version**.
- 6) In the electronic version, the filling must be done at once, because it is not possible to save information to continue later.

### SUBMISSION FORM

\* *Required information*

#### Step 1 of 3 – Information about project representative

Full name*:	
Corporate e-mail*:	
Date of birth (dd/mm/yyyy):	/ /
Votorantim company with which you have a formal work agreement <sup>1</sup> *:	
Unit/Site where you work*:	
Unit country*:	
Unit state*:	
Unit town/city*:	
Position you occupy:	
Area/department with which you are connected:	
Phone number (including country code and area code)*:	

<sup>1</sup> The representative must be an employee of the same company in which the project being submitted was or is being implemented.

Cell phone (including country code and area code):	
In addition to you, how many people are part of the project team?*	
How did you learn about the Awards?	<input type="checkbox"/> E-mail <input type="checkbox"/> From a friend <input type="checkbox"/> Company Intranet <input type="checkbox"/> Digital Psiu <input type="checkbox"/> Radar <input type="checkbox"/> From leadership <input type="checkbox"/> Corporate Magazines <input type="checkbox"/> Psiu Bulletin Board <input type="checkbox"/> Votorantim Portal

### Step 2 of 3 – Information about the project

1. **NAME OF THE PROJECT**

Describe in up to 200 characters

2. **THEMES/CATEGORIES**

Which of the following themes/categories do you think your project falls into? (Choose only one option)

- ENVIRONMENT** – this category considers innovative projects with factual and measured results and takes into account compliance with current legislation, maintenance of biodiversity and sustainable use of natural resources. The idea is that projects in this category relate to concepts of a **Circular Economy**, which consists in the reduction, reuse, recovery and recycling of materials and energy. In other words, they must propose a change in consumption, from raw material to the final product, including the reuse of waste as raw material. The idea is to replace the end-of-life concept that is part of a linear economy with new circular flows of reuse, restoration and renewal, in an integrated process, contributing to disassociate economic growth from increased resource consumption. **Note that the award in this category does not compete with or replace recognition initiatives already in place within the companies.**
- SOCIAL ENGAGEMENT** – innovative individual or group initiatives, formally linked to Votorantim, such as those aimed at **local education**, which have contributed significantly and directly to the social investment planned for your unit. This category also includes initiatives or activities aimed at managing the unit's social projects, initiatives to promote community relations, and volunteer work. In addition, this category also considers the application of Votorantim Institute's social technologies, such as the Partnership for the Enhancement of Education (PVE), and the Engagement with Stakeholders project, among others. **Note that the award in this category does not compete with or replace recognition initiatives already in place within the companies.**

- PRODUCTIVITY AND EFFICIENCY** – innovative projects with solutions applied to units that stand out for their operational efficiency and are noteworthy for the gain in competitiveness delivered to the company over time, and that can serve as an example to other business units and Votorantim companies. This category considers initiatives, processes, products and new or significantly improved methods that have already been or are currently being implemented. This includes modifications in the unit’s activities, innovations in the production line/process or in preventive maintenance, new projects or pioneering improvements in control systems, or internal applications of external innovations, among other initiatives that contribute to increasing productivity and efficiency in the unit. It would be interesting for projects in this category to include the concept of Shared Value Creation, which involves the generation of economic value in a way that also creates value for society (by addressing its needs and challenges). **Note that the award in this category does not compete with or replace recognition initiatives already in place within the companies.**
  
- HEALTH AND SAFETY** – this category will consider innovative projects aimed at preserving the health and physical safety of employees, contractors, interns and partners of the units and Votorantim companies, that have directly impacted the results of the operation and that can be replicated. Projects can be based on four pillars: (i) leadership and responsibility; (ii) system; (iii) behavior and performance; (iv) synergy and knowledge. **Note that the award in this category does not compete with or replace recognition initiatives already in place within the companies.**

3. **WHAT IS THE CURRENT STATUS OF THE PROJECT?**

- In progress                       Concluded in 2019
- Concluded in 2018    Concluded in 2017
- Concluded in 2016    Concluded in 2015

4. **PROJECT PRESENTATION:**

*What does the initiative consist of? What does it propose to do? Which audiences are the actions intended for? What actions are happening right now? What are the steps completed and actions already taken?*

Describe in up to 2,000 characters

5. **MOTIVATING FACTOR\***

*What motivated the development of this initiative? Provide a brief explanation of the proposal, describing local context and needs.*

Describe in up to 2,000 characters

6.

**INNOVATION AND DIFFERENTIATION:**

*What makes this initiative unique and innovative when compared to other initiatives that are/were already in place?*

Describe in up to 2,000 characters

**7. LEADERSHIP AND PROACTIVITY:**

*What was the motivation of the project leader and team members to participate in this initiative? What is the role of the project leader and team members in implementing activities for the success of the project?*

Describe in up to 2,000 characters

**8. POTENTIAL FOR MOBILIZING STAKEHOLDERS:**

*Which stakeholders (internal and external) were mobilized by the project and what activities were developed for them? How did they participate in the initiative? Describe specific actions – if any – aimed at employee engagement.*

Describe in up to 2,000 characters

**9. COMMITMENT TO TARGETS AND RESULTS MONITORING:**

*How does the project propose to monitor and measure its contributions to the company and to society?*

Describe in up to 2,000 characters

**10. PROJECT RESULTS:**

*How did this project benefit the company? How did this initiative contribute to improve the company's performance? And how did it benefit society? In what ways was this project able to generate a positive impact on the environment and/or the community?*

Describe in up to 2,000 characters

**11. ENTREPRENEURIAL ATTITUDE:**

*How will this project be sustained in the long run? How does Votorantim support the implementation of this initiative?*

Describe in up to 2,000 characters

**Step 3 of 3 – Documentation of activities**

In addition to completing the form, you may submit **documentation of activities**. The analysis will consider materials that illustrate or attest to the execution of the initiatives, such as photos, videos, testimonials, communication materials, and results, among others. Materials must be submitted as part of the submission form, in a single .PDF or .DOC or .DOCX file, which may not exceed 16 MB.

**Organizing Committee of the Talent in Sustainability Awards**