



In-Confidence (when filled in)

DEADLINE FOR THE RETURN OF COMPLETED ENTRIES IS 1st AUGUST 2004

Black Enterprise Awards 2004 – ACAS EMPLOYER OF THE YEAR

Black Enterprise Awards - <http://www.blackenterpriseawards.com> – recognises and celebrates African Caribbean entrepreneurs for their spirit and success in an ever-evolving and challenging business climate.

Categories and Notes

ACAS EMPLOYER OF THE YEAR

The ACAS Employer of the Year Award recognises the business which:-

- ? Has managers who genuinely listen to and consider their employees' views so everyone is actively involved in making important decisions
- ? Allows everyone to be treated fairly and values them for their differences as part of everyday life
- ? Has an understanding that people have responsibilities outside work so that they can openly discuss ways of working that suit personal needs and the needs of the business
- ? Encourages its staff to learn new skills
- ? Have procedures to help avoid and resolve problems fairly.

Criteria

- ? Be independently owned
- ? Be at least 2 years old
- ? Be at least 51% African Caribbean owned
- ? Generate annual revenues (even if it is not profitable)
- ? Show a pattern of increasing revenues for the two years preceding nomination

Please return the completed form to:

Black Enterprise Awards
C/o The Colourful Network
Suite 5, 2nd Floor, Culvert House
Culvert Road
London SW11 5AP

Tel: 08700 76 5656

Fax: 08700 76 5757

Email: nomination@blackenterpriseawards.com

Website: www.blackenterpriseawards.com

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NOMINATION FORM – THIS PAGE MUST BE COMPLETED BY ALL ENTRANTS

Please complete the form below as fully as possible. This is important to ensure validation of the entry:

A. Nomination category:

	Category	Tick one
1.	ACAS Employer of the Year	<input checked="" type="checkbox"/>

B. Business Sector e.g. Finance, Retail, Media, etc

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C. Contact Details:

a. Nominator (the person/business completing the nomination):

Title:	
First Name:	
Last Name:	
Company Name:	
Position:	
Tel:	
Fax:	
Email:	
Reason for nomination/entry	

b. Nominee (the business/company being nominated):

Title:	
First Name:	
Last Name:	
Position:	
Company Name	
Business Tel:	
Mobile:	
Business Fax	
Email:	
Address1	
Address2	
Address3	
City	
Postcode	

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NOMINATION FORM - TO BE COMPLETED BY ACAS EMPLOYER OF THE YEAR ENTRANTS ONLY

A. Award Entry Information:

1. A. In which Year was the business/company started or acquired?

(Please Note: If the company was acquired or changed ownership, this should be the date under current ownership)

2. Brief Description of business/company Product or Service::

3. What was the turnover of your company in the last financial year?

4. List all examples of employee training and learning skills:

5. In no more than 200 words, outline business/company policy for employee empowerment

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6. List and explain procedures initiated to avoid and resolve problems fairly

7. Please state policies to assist employees achieve a balanced quality of work and life:

FOR ALL ENTRANTS

Please use extra space if required:

Data Protection Act 1998

The information provided will be used only for the purposes of the Black Enterprise Awards