



## **Highway Electrical Association Awards 2019**

**Thursday 31 October | Celtic Manor Hotel, Newport**

The HEA Awards recognise best practice and excellence from the industry's top performers and encourage high standards throughout the sector.

The range of awards aim to recognise the variety of organisations making up the HEA membership.

Each application is strictly scrutinised, and our judging panel considers all applications before shortlisting the top three. Although the application process may take time, the benefits are significant as you will be participating in the industry's highlight event.

### **The HEA awards categories are:**

HEA-HEMSA: Member of the Year (3 awards)

HEA-HEMSA: Employee of the Year

HEA-HEMSA: Product of the Year

HEA-HEMSA: Special Recognition Award

HEA Service to Industry Award

### **How to enter:**

1. Select the award(s) you wish to enter and complete the relevant nomination forms
2. Where applicable, attach supporting documentation
3. Submit the nomination forms to the HEA office by **Friday 23 August 2019**

## **HEA-HEMSA Member of the Year Award – 3 awards**

There is an award for each of the following HEA-HEMSA categories:

- Smaller manufacturing organisations (based on turnover or number of employees)
- Medium manufacturing organisations (based on turnover or number of employees)
- Large manufacturing organisations (based on turnover or number of employees)

**Application process:** No application is necessary. All HEA-HEMSA members are automatically entered for this award providing they have been members for at least the preceding 12 months.

**How it works:** A ballot will take place during the HEA conference and exhibition on the Thursday 31 October 2019. The ballot will close at 3pm. A listing of all eligible HEA-HEMSA members will be provided to visitors on the day, who will rate the members in the following service categories:

1. Handling of enquiries and quotations
2. Delivery and service performance
3. After sales support and service
4. Product/service development and innovation

The results will be collated, via a ballot box entry, by the HEA staff in conjunction with the HEA president and scored by a pre-defined spreadsheet using a score per return received calculation.

## **HEA-HEMSA Employee of the Year**

**Application process:** Nominations are made by HEA-HEMSA member organisations. Send a completed nomination form to the HEA office.

**How it works:** The employer's statement is reviewed by the judging panel who shall rank the nominations. Every nominated person will receive a certificate with the main award being given to the person deemed most deserving of the award by the judges.

## **HEA HEMSA Product of the Year**

**Application process:** Nominations are made by HEA-HEMSA member organisations. Send a completed nomination form, details of the product and a sample of the product to the HEA office.

**How it works:** This award is intended to recognise the best in product design and manufacturing. A sample of each nominated product must be supplied for review as part of the judging process. Each submission is scored, and the resulting list is reviewed by the judges to identify those shortlisted and the winner of this award. Please note, subject to entries received, there may be multiple awards.

## **HEA-HEMSA: Special Recognition Award**

**Application process:** HEA-HEMSA member organisations can nominate other HEA-HEMSA members by sending a completed nomination form and statement to the HEA office.

**How it works:** HEA-HEMSA member organisations can nominate an individual or department within another HEA-HEMSA member that has gone the extra mile during 2019. Please note, you can't nominate an individual/department from within your own organisation. See a full list of HEA-HEMSA members here: <https://downloads.thehea.org.uk/index.php/information/6-hea-hemsar-register-of-members-2>. The judges will review the nominations and the award shall be presented to the person deemed most deserving by the judges.

## **HEA Service to Industry Award**

The Service to Industry Award may be given to the person who, in the opinion of the judges, has made a significant contribution to the industry. No nominations are required for this as the judges will decide amongst themselves who, if anyone, should receive the award.

## Award Rules and Shortlisting Process

1. The awards have been created by the HEA and the main principles and purposes are:
  - Raising the profile of the industry and the work carried out by HEA members
  - Highlighting the best practice and excellence by members and their employees
  - Selection by peers of the best of the best for the receipt of an award.
1. The awards will be decided by a panel of judges that is made up of the HEA President, HEA Vice President and a Local Authority representative. In addition, one HEA council representative and one HEA-HEMSA council representative shall be invited. The HEA Chief Executive will advise the panel.
2. The judges' decisions will be final in all matters relating to the recipient for each award.
3. Where a judge or any other person in the awards selection process feels that they may have a conflict of interest, a declaration shall be made stating what that conflict is. The panel of judges will then decide whether the judge should continue or not.
4. The judges and/or HEA officers will not be held liable by any participant or their agents or any other associated company or individual in the Industry Awards Scheme for any actions legal or otherwise resulting as a consequence of any event occurring as a result of participation in the Industry Awards Scheme.
5. The awards, and the process for making that award are as listed on the previous page of this document
6. For the HEA Contracting employee of the year award, HEA members may nominate employees for both the employee of the year award and the highest placed trainee / apprentice.
7. The three shortlisted entries for each employee of the year award will receive either an award (winner) or a certificate (2<sup>nd</sup> and third place); with all nominations receiving a certificate. If in the Judges' opinions, a nomination is worthy of being Highly Commended – then this will be stated (only one Highly Commended per category)
8. The awards will take place during the evening Awards dinner held after the HEA Annual Conference and Exhibition
9. Sponsors shall be allowed for each award from amongst the HEA membership. Only one sponsor per award will usually be permitted but members can choose to sponsor more than one award. There will be a fixed sponsorship amount that will be decided by the judges. The judges will have the final decision as to which sponsor shall sponsor a particular award.
10. Award winners are entitled to use the HEA Award Winners logo created for that year together with the specific award title.
11. For the HEA-HEMSA Organisation of the year, an employee of the organisation voting for their own employer will render that organisation's votes and the individual vote null and void.