

COMBINED ROTARY CLUBS OF THE PANHANDLE
UNIVERSITY OF WEST FLORIDA COLLEGE OF BUSINESS
11000 University Parkway
Pensacola, FL 32514

February 1, 2024

Dear Rotarians and Friends:

The Combined Rotary Clubs of the Panhandle believe there are exemplary persons in our community who exhibit **outstanding ethical practices**. We need your help in identifying those persons who should be given community-wide recognition. That is why the Combined Rotary Clubs of the Panhandle, along with the University of West Florida College of Business, established an Ethics in Business Award. This year's award is the 22nd annual award and will be awarded during a luncheon meeting on May 6, 2024. Two awards will be given, one for an individual from an organization with 50 or more employees and one for an individual from an organization with 49 or fewer employees.

Enclosed is a copy of the 2024 nomination materials for the Ethics in Business Award. Please note some changes have been made to the nomination process in recent years. The purpose of these changes is to re-emphasize the original intent of the award: recognizing ethics in business.

The Combined Rotary Clubs of the Panhandle and the College of Business at the University of West Florida are promoting this project because:

- 1) Community well-being is enhanced by businesses that do well by doing good. Recognizing individuals who are models of ethical business practices encourages others to do the right thing in an environment that often disparages idealism.
- 2) A cooperative venture of this kind builds positive exchanges within the business community and may uncover innovative practices and unsung heroes.
- 3) The program invites scrutiny, heightening ethical awareness of one's own practice.

The enclosed documents include the nominating procedure, including eligibility requirements, and evaluation criteria, and the Nomination Form.

Nominations must be received by **Friday, March 29, 2024**. Please send completed submissions to Rick Fountain, College of Business, University of West Florida, 11000 University Parkway, Pensacola, FL 32514 (or fax to 850-474-2716).

If you have any questions concerning this, please feel free to call Rick Fountain at 850-474-2866 or Ted Kirchharr at 850-341-4674.

Sincerely,

Ted A. Kirchharr

Nomination Procedure and Instructions

2024 ETHICS IN BUSINESS AWARD

Who may submit a nomination?

Although typically most nominations come from local Rotarians, nominations may be submitted by any member of the community.

Who is eligible to be nominated?

Any individual in Escambia or Santa Rosa County who is employed by a for-profit or non-profit business may be nominated. The nominee does not have to be a member of a Rotary Club. Past winners of the Ethics in Business Award are not eligible although previously submitted nominees may be re-submitted for consideration.

How to submit a nomination?

- Complete the Nomination Form and attach a one-page statement summarizing how the nominee fulfills the award criteria.
- Optional—Interview your prospective nominee. This may help you provide detailed examples of how the nominee fulfills the award criteria listed below of ethics in business.
- Optional—If possible, interview an employee, vendor, and/or customer to gain further insight into your nominee's qualifications to receive the award.
- Optional—Include a brief statement of how your nominee's business practices reflect the Rotary Four Way Test.

Ethics in Business Criteria

How does the nominee consistently adhere to high ethical standards—including honesty, integrity, fairness, and respect—in dealing with employees, contractors and vendors, and customers? Please touch on as many of the following points as possible.

- For employees: What is the nominee's history with regard to hiring, training, compensation, advancement, and mentoring practices?
- For contractors and vendors: What is the nominee's history with regard to communications, performance expectations, disputes, and timely payment of invoices?
- For customers: What is the nominee's history with regard to truth in advertising, fair pricing, complaints resolution, quality of customer service?

Rotary Four Way Test

A nominee who adheres to high ethical standards in business would also likely adhere to the Four Way Test of things a Rotarian thinks, says, and does:

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIP?
4. Will it be BENEFICIAL to all concerned?

2024 NOMINATION FORM

Ethics in Business Nominee:

Nominee's Street Address, City, ZIP (Please indicate if home or office):

Daytime Telephone Number of Nominee:

CATEGORY: ____ **50 or more employees** ____ **49 or fewer employees**

Name of Nominee's Business / Employer:

Nominated by:

Nominator Street Address/City/Zip:

Daytime Telephone Number of Nominator:

Nominator's Rotary Club (if applicable):

Attach a one-page statement summarizing how the nominee demonstrates honesty, integrity, fairness, and respect when engaging with employees, customers, and contractors/vendors. (See "Nomination Procedures and Instructions.")

Nominations submitted without the one-page statement will not be considered.

I hereby certify that I interviewed the nominee for the purpose of this nomination.

Signature of Nominator

Date