Positive Leadership. Understanding Sustainability

## **SUBMISSION GUIDE**

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#### THE AWARD CATEGORIES

#### FOR THE CORPORATES

## 1. Environmental Sustainability

This category recognises organizations that lead in eco-friendly practices, demonstrating commitment to reducing carbon emissions, conserving natural resources, and minimizing environmental impact.

Companies excelling in climate action, renewable energy adoption, waste reduction, water conservation, and sustainable product innovation are celebrated for their contributions to a greener future.

- Climate Action & Carbon Reduction /
- Renewable Energy & Clean Tech/
- Circular Economy & Waste Management
- Water Stewardship & Conservation/
- Biodiversity & Natural Resource Protection/
- Sustainable Product Innovation/

#### **Supporting Documents:**

- Carbon Footprint Report Data on emissions, reductions, and net-zero commitments.
- Energy Efficiency & Renewable Energy Report Evidence of energy transition, solar, wind, or green energy adoption.
- Waste Management & Circular Economy Initiatives Reports on waste reduction, recycling programs, and circular business models.
- Water Conservation Reports Data on water-saving initiatives, usage metrics, and impact results
- Case Studies & Impact Assessments Real-world examples of implemented sustainability projects.
- Sustainability Report Demonstrating the company's environmental policies, strategies, and impact.
- Environmental Certifications ISO 14001, LEED, Green Building Certifications, or similar accreditations.

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## 2. Social Impact & Inclusion

Honouring businesses that prioritise social responsibility, inclusivity, and ethical business practices, this category highlights companies fostering diverse and equitable workplaces, promoting employee well-being, and positively impacting communities. Leaders in ethical supply chains, gender equality, and workplace safety are acknowledged for driving meaningful societal change.

- Diversity, Equity & Inclusion (DEI)
- Employee Well-being & Workplace Culture
- Community Engagement & Social Responsibility
- Ethical Supply Chain & Fair Labor Practices
- Health & Safety Excellence
- Gender Equality & Women's Empowerment

#### **Supporting Documents:**

- Diversity, Equity & Inclusion (DEI) Reports Workforce demographics, DEI policies, hiring & retention strategies.
- Employee Engagement & Well-being Reports Surveys, mental health programs, flexible work policies.
- Community Engagement & CSR Reports Records of community outreach, charity, education, and healthcare programs.
- Ethical Supply Chain Audits Supplier vetting documents, fair trade certifications, labour rights adherence.
- Health & Safety Policies & Reports Workplace safety protocols, accident records, compliance with safety standards.
- Code of Conduct & Ethics Guidelines Policies on anti-discrimination, harassment prevention, human rights.
- Employee Training & Development Records ESG-related training sessions, leadership programs, upskilling initiatives.

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### 3. Governance & Ethical Leadership

This category awards companies that demonstrate strong governance, ethical decision-making, and transparent ESG reporting. Recognising organisations with robust corporate governance structures, sustainable finance initiatives, data privacy protections, and responsible leadership, it celebrates those fostering long-term trust and integrity in business.

- ESG Reporting & Transparency
- Corporate Governance & Ethics
- Sustainable Finance & Investment
- Data Privacy & Cybersecurity
- Responsible Leadership & Business Integrity
- ESG Risk Management

#### **Supporting Documents:**

- ESG Governance Framework Company's ESG leadership structure, policies, and decisionmaking processes.
- Annual Reports & Financial Statements Evidence of sustainability-linked financial performance and transparency.
- ESG-linked Investor & Stakeholder Reports Shareholder resolutions, investor engagement strategies, proxy voting.
- Cybersecurity & Data Privacy Frameworks GDPR compliance, Al governance, digital risk mitigation strategies.
- Board Diversity & Leadership Reports Data on gender balance, independent directors, and governance policies.
- Sustainable Procurement Policies Ethical sourcing guidelines, responsible supplier contracts.
- ESG Risk & Compliance Reports Internal policies on ESG risks, crisis management, and regulatory compliance.
- Independent ESG Ratings & Certifications CDP, MSCI ESG Ratings, FTSE4Good Index, or other governance benchmarks.

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## 4. Industry-Specific ESG Excellence

Recognising outstanding ESG leadership across various industries, this category highlights organisations integrating sustainability within their sector. Whether in finance, real estate, manufacturing, technology, retail, or healthcare, winners showcase innovative strategies that balance business growth with environmental and social responsibility.

- ESG in Financial Services & Banking
- ESG in Real Estate & Infrastructure
- ESG in Manufacturing & Industrial Innovation
- ESG in Retail & Consumer Goods
- ESG in Technology & Digital Innovation
- ESG in Transportation & Mobility
- ESG in Healthcare & Pharmaceuticals

#### **Supporting Documents:**

- Industry-Specific ESG Performance Reports Benchmarking ESG progress against industry standards.
- Sector-based Case Studies & Best Practices Real-world success stories in ESG implementation.
- Regulatory Compliance Certifications Industry-specific sustainability and environmental licenses.
- Green Product & Innovation Certifications
- Investor & Market Impact Reports Reports on how ESG initiatives impact company valuation and competitiveness.
- Consumer & Public Perception Studies Surveys, testimonials, and feedback showcasing market acceptance of ESG efforts.
- Collaboration & Partnership Agreements Documents showcasing partnerships with industry bodies, NGOs, and government agencies for ESG efforts.

## 5. Innovation & Future Impact

This category celebrates pioneering initiatives shaping the future of ESG. Recognising start-ups, businesses, and innovators driving sustainable solutions, net-zero strategies, and Al-powered ESG

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advancements, it highlights companies pushing boundaries to create long-term environmental and social impact through cutting-edge innovation.

- ESG Startup & Emerging Business Impact
- Green Technology & Sustainable Solutions
- Net Zero & Climate Action Leadership
- Cross-Sector ESG Collaboration
- ESG in AI & Digital Transformation
- Future of Sustainable Business

#### **Supporting Documents:**

- Technology & Innovation Reports White papers, patents, or documentation on sustainable tech solutions.
- Net Zero & Climate Roadmaps Action plans detailing carbon neutrality or net-zero strategies.
- R&D Investment Reports Budgets allocated toward sustainable innovation and green technology.
- Pilot Project Reports & Results Documentation of experimental ESG projects, trials, and results.
- Collaboration Agreements for ESG Innovation Partnerships with research institutions, startups, and think tanks.
- ESG Impact Forecasting Reports Data projections on the long-term impact of ESG strategies.
- AI & Digital Transformation in ESG Reports Documents showcasing AI-driven ESG monitoring, automation, and reporting.

## **General Submission Requirements (Applicable to All Categories):**

- Executive Summary (2-3 Pages) High-level overview of the ESG initiative and its impact.
- Supporting Visuals & Evidence Infographics, charts, videos, images, or testimonials.
- Awards & Recognitions Prior ESG accolades, rankings, and external validations.
- Third-Party Verification Reports External ESG audits, assessments, or endorsements.

## **Company & Business Profiles (Required for All Categories)**

These documents establish the company's background, credibility, and relevance to ESG practices.

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## 1. Company Profile (Mandatory)

- Company name, registration details, and industry sector.
- Company mission, vision, and core values.
- Organisational structure, leadership team, and governance framework.
- Business operations, key markets, and geographical footprint.
- ESG strategy overview commitment to sustainability, social responsibility, and governance principles.
- Financial performance summary (optional but recommended for governance-related awards).

## 2. Business Profile & ESG Alignment

- Overview of ESG journey milestones, commitments, and policies.
- Key ESG achievements data-driven insights on sustainability efforts.
- Impact stories how ESG initiatives benefit employees, communities, and stakeholders.
- Sustainability goals and future commitments Net Zero targets, DEI objectives, or governance improvements.

## 3. Supporting Corporate Documents

- Company registration certificate or business license.
- Annual Reports & Sustainability Reports (if applicable).
- ESG Policy Documents formal policies on sustainability, DEI, ethical governance, etc.
- Corporate Code of Conduct & Ethics Guidelines

## 4. The Entry Requirements & Eligibility

- In order to qualify as an applicant for any of the Awards listed, the company must meet the following requirement
- DULY INCORPORATED IN ASIA All applicants must be duly incorporated and registered with
  the relevant governing bodies in their respective home countries within Asia. Companies must
  provide valid business registration documents as proof of legal operation and compliance with local
  regulations. Eligibility is limited to organizations legally recognized in their jurisdictions.
- **DURATION OF INITIATIVES** Entries can be for projects (or projects/initiatives attached to the nominated individual) that are on-going or completed between January 2023 31 April 2025)

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- For Start Ups, SMEs and Companies who have just started their ESG initiatives and are active for less than a year, you may also submit your entries, these projects may not be judged but will be listed and acknowledged under a different category as a work-in-progress within our editorial coverage and / or other activities under ESG PLUS.
- NO FINANCIAL / LEGAL ISSUES the organisation must not be registered bankrupt, and does
  not have any leage suite/ reputation that impair the image, business and / or process of the
  applying organization or the award programme.
- PROOF OF INITIATIVES the organization must provided regulatory or acknowledgement
  documentation for presented initiatives (ie. government engagement and acknowledge letters,
  news clippings, media articles, other reporting documents etc.)

All organisations and awards will be sub-categorized into three tiers based on its annual sales turnover as per table below based on each companies latest financial statements/ management reports. This structure is to enable ESG PLUS to recognise the achievements of upcoming SMES and Startups as they compete on an equal and level playing field in the awards.

Annual Sales Turnover (RM' Mil)	Products	Services
Start Ups & Small and Medium Enterprise and Mid-Tier (SME & Commercial) *Classification as per Matrade	Up to RM500 Million*	Up to RM200 Million*
Large companies (Corporate) **Classification as per SME Corp	>RM500 Million **	>RM200 Million**

#### FOR THE INDIVIDUALS

These lead categories recognise both top executives and working professionals who play crucial roles in advancing ESG initiatives within their organisations. The awards celebrate leaders, managers, and professionals at all levels for their contributions to sustainability, social impact, governance, and innovation.

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### Who Can Apply?

These categories recognize individuals at all professional levels including:

- C-suite executives (CEOs, CFOs, CSOs, etc.)
- Senior managers & department heads leading ESG strategies
- ESG professionals & sustainability officers
- Mid-level executives and specialists integrating ESG into operations
- Emerging leaders and young professionals making an impact
- Advisors, researchers, and consultants in the ESG space

#### THE AWARD CATEGORIES

### 1. ESG Leadership & Achievements

This segment recognises individuals who have demonstrated exceptional leadership in driving ESG initiatives within their organisations and industries. It highlights nominees who have successfully led sustainability projects, implemented impactful ESG strategies, and influenced positive change. Supporting documents should include a statement of accomplishments, case studies, third-party recognitions, and policy contributions that showcase their ESG leadership.

## Individual Award Categories:

- ESG Leader of the Year (For C-suite executives driving ESG transformation)
- Outstanding ESG Executive (For senior managers overseeing ESG implementation)
- Sustainability Innovator Award (For individuals who introduced groundbreaking ESG solutions)
- Corporate ESG Champion (For those leading corporate-wide ESG initiatives and policies)
- Young ESG Leader (Under 40) (For emerging ESG talents making significant industry impact)
- Best ESG Project Manager (For professionals managing and executing ESG projects within organisations)
- Sustainable Business Operations Executive (For executives who integrate ESG into corporate operations and decision-making)

## 2. Social & Community Impact

This category honours individuals who have made a significant difference in society through ESG-driven community engagement, corporate social responsibility (CSR), and advocacy work. Recognising those who contribute to social well-being, diversity, equity, and inclusion (DEI), this segment celebrates nominees

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actively involved in philanthropic initiatives, volunteer programs, and mentorship efforts. Supporting evidence includes CSR reports, letters of recommendation, and proof of participation in ESG-focused community work.

## Individual Award Categories:

- ESG Changemaker Award (For those leading impactful community-driven ESG projects)
- Corporate Social Responsibility (CSR) Advocate (For professionals dedicated to CSR programs and philanthropy)
- **Diversity, Equity & Inclusion (DEI) Champion** (For individuals driving inclusive workplaces and fair employment practices)
- Sustainability & Community Impact Leader (For professionals ensuring ESG initiatives create measurable societal benefits)
- Women in ESG Leadership Award (For female leaders making significant contributions to ESG)
- Employee Well-being & Workplace Culture Specialist (For HR professionals enhancing ESG-related employee well-being policies)
- Ethical Supply Chain & Fair Labor Executive (For professionals ensuring responsible sourcing and ethical business practices)

## 3. Thought Leadership & Influence

This segment acknowledges individuals who drive ESG awareness, education, and innovation through thought leadership. Nominees should have a strong presence in the ESG discourse, whether through published articles, speaking engagements, media features, or social media advocacy. Supporting materials should include authored papers, conference participation, media coverage, and digital advocacy efforts that demonstrate their influence in shaping ESG conversations.

## Individual Award Categories:

- ESG Thought Leader of the Year Awarded to an individual who has significantly influenced ESG policies, frameworks, and best practices.
- Sustainability & Climate Communicator Award Recognising professionals who effectively communicate ESG and climate-related issues through media, writing, or public speaking.
- Best ESG Speaker & Educator For individuals who contribute to ESG knowledge-sharing through conferences, panels, and training programs.

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- Media & Public Advocacy in ESG Honouring individuals who leverage media platforms to promote ESG topics and sustainability.
- Digital ESG Influencer Recognising professionals using digital and social media to advocate for sustainability and responsible business practices.
- Academic & Research Excellence in ESG Awarded to researchers and academicians whose work has contributed to the advancement of ESG principles.
- Sustainable Journalism & Reporting Award For journalists and writers who produce outstanding ESG-related content and investigative reporting.
- Corporate ESG Communications Specialist Recognising professionals responsible for crafting and delivering impactful ESG messaging within their organisations.
- **ESG Podcast Host/Content Creator of the Year** For individuals hosting impactful ESG-related podcasts or digital content that educates and influences public perception.
- Sustainability Policy Advocate Honouring individuals actively involved in policy advocacy, shaping government regulations, and influencing ESG laws.

#### 4. Future Vision & Commitment to ESG

This category recognises individuals with a clear and compelling vision for the future of ESG, demonstrating a long-term commitment to sustainable business practices and leadership development. Nominees should present a roadmap for advancing ESG principles, including mentorship initiatives, personal commitments, and future sustainability goals. Supporting documents should outline their strategic ESG vision and the steps they are taking to drive long-term impact.

## Individual Award Categories:

- Future ESG Visionary Award Awarded to an individual with a compelling long-term vision for ESG and sustainability in business.
- Sustainability Mentor of the Year Recognizing those who mentor and develop the next generation of ESG professionals.
- Next-Gen ESG Leader Honouring young professionals (under 40) who demonstrate exceptional ESG leadership and innovation.
- **ESG Innovation Strategist** For individuals who develop and implement groundbreaking ESG business strategies.
- Green Technology & Sustainable Solutions Advocate Recognising professionals leveraging technology to drive sustainability.

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- Cross-Sector ESG Collaboration Specialist Honouring individuals who facilitate ESG partnerships between industries, governments, and organisations.
- Net Zero & Climate Action Champion For individuals committed to achieving net-zero targets and leading climate resilience strategies.
- Sustainable Business Pioneer Recognising individuals championing new sustainable business models and ESG-driven entrepreneurship.
- Ethical Leadership & Governance Champion For individuals who drive strong corporate
  governance and ethical business practices.
- Corporate ESG Strategy Advisor Honouring consultants and advisors shaping ESG strategies for businesses and policymakers.

For **individual awards** at **The Exchange Asia ESG PLUS Awards 2025**, nominees should provide supporting documents that showcase their contributions, leadership, and impact in ESG-related fields. Here's a structured list of **recommended supporting documents**:

## 1. Personal Profile & Professional Background

- Updated CV or Resume Highlighting career achievements, ESG-related roles, and contributions.
- Biography (500-1000 words) A narrative summary of the nominee's ESG journey, leadership, and impact.
- Professional Certifications & Qualifications Relevant ESG, sustainability, or governancerelated certifications (e.g., CFA ESG, GRI Certification, etc.).
- Company or Organization Profile If applicable, a brief on the nominee's workplace and its ESG alignment.

## 2. ESG Leadership & Achievements

Statement of Accomplishments (1-2 pages) – A detailed document outlining key ESG initiatives led by the nominee.

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- Case Studies & Impact Reports Specific examples of successful ESG projects, innovations, or programs.
- Third-Party Recognition & Endorsements Media coverage, awards, or industry accolades related to ESG work.
- ESG Policy Contributions Documentation of policies, strategies, or frameworks developed by the nominee.

## 3. Social & Community Impact

- Community Engagement & CSR Contributions Evidence of work in sustainability, DEI, social impact, or philanthropy.
- Volunteer & Advocacy Work Documents showcasing participation in ESG-focused NGOs, advisory roles, or mentorship programs.
- Letters of Recommendation From colleagues, industry leaders, or partners validating the nominee's contributions.

## 4. Thought Leadership & Influence

- Published Articles, Reports, or White Papers Any authored works related to ESG topics.
- Speaking Engagements & Panel Discussions Evidence of ESG-related conference participation, TED Talks, or keynote speeches.
- Media Features & Interviews Press coverage or podcast appearances highlighting ESG expertise.
- Social Media & Public Awareness Campaigns Screenshots or reports of impactful digital advocacy efforts.

#### 5. Future Vision & Commitment to ESG

- Personal ESG Commitment Statement (500-1000 words) Outlining how the nominee plans to continue driving ESG impact.
- Mentorship & Leadership Development Plans Demonstrating investment in grooming future ESG leaders.
- Future Goals & Roadmap A brief outlining long-term ESG ambitions.

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# General Submission Requirements (Applicable to All Individual Categories):

- High-Resolution Professional Photo To be used in award materials.
- Individuals Name & Designation
- Business/ Company Name
- CV/ Personal Profile
- Website/ Social Media Links

# Step-by-Step Guide to Register & Submit Entries for The Exchange Asia ESG PLUS Awards 2025

#### **Step 1: Access the Online Entry Portal**

- Visit the official Exchange Asia website and click on ESG PLUS Awards 2025
- Click on the "Submit Entry" or "Register" button to begin the process.

#### Step 2: Create an Account/Login

- If you're a first-time user, register by providing your name, email, and company details.
- If you already have an account, log in using your credentials.

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Verify your email (if required) by clicking on the verification link sent to your inbox.

#### **Step 3: Select the Award Category**

- Choose the ESG Award category you wish to apply for.
- Multiple submissions are allowed for different categories.

#### Step 4: Fill in the Online Entry Form

- Company/Individual Details:
  - Business/Individual Name
  - Registration Number & Country of Incorporation
  - Contact Details (Email & Phone)
  - Website & Social Media Links (if applicable)
- Award Submission Details:
  - o Title of the ESG Initiative/Project
  - Executive Summary (Brief overview of submission)
  - Key ESG Achievements & Impact Metrics
  - o Challenges & Solutions Implemented
  - Future Sustainability Plans

#### **Step 5: Upload Supporting Documents**

- Required documents based on the selected category (e.g., ESG reports, case studies, financial records, images, videos, certifications, testimonials).
- Accepted file formats: PDF, JPEG, PNG, MP4, DOCX, PPTX (check size limits per file).
- Ensure all documents are clearly named and formatted for easy review.

#### Step 6: Review & Confirm Submission

- Double-check all entered details for accuracy.
- Ensure all required fields are completed and supporting documents are correctly uploaded.
- Click on "Preview Submission" to review your entry before final submission.

#### **Step 7: Submit Your Entry**

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- Click "Submit" to finalise your application.
- A confirmation email will be sent with a unique submission ID for tracking.
- Save a copy of the confirmation email for future reference.

#### **Step 8: Payment**

- USD200.00 processing fee applies per category
- Proceed with the payment medium via Online Bank Transfer ONLY
- Payment confirmation to be uploaded along with the digital submission or you may e-mail it admin@theexchangeasia.com with Subject /Reference: <Company Name> <Submission Date>
- All payments made payable to MAGNATE MEDIA SDN BHD

Bank Details:

Account Name: Magnate Media Sdn Bhd

Account Number: 8605759413

Bank Name: CIMB

#### **USD200.00 Nomination Fee covers:**

- 1. Nomination Processes
- 2. Digital editorials write up The Exchange Asia
- 3. One (1) IG Post The Exchange Asia
- 4. One (1) FB Post The Exchange Asia

#### Step 9: Post-Submission Updates

- You may log in to your account to check the status of your submission.
- Edits may be allowed before the submission deadline (check guidelines).
- Shortlisted nominees will be notified via email with further instructions.

#### **APPLICATION CHECKLIST**

Please ensure that you have provided/uploaded all the following before submitting your nomination.

No.	Item	<b>/</b>
1	Completed online submission form	
2	Company and Business Profiles (where relevant)	
3	Relevant supporting documentation, videos, social media posts (eg. Certifications, testimonials etc)	

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4	Company brochures and videos related to the ESG initiative(s) or any other relevant print material	
5	Corporate video (if any)	
6	Proof of payment for the processing fee of RM800	

Submission Deadline: 1 September 2025

For any further queries please contact us at:

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