

IET VOLUNTEER CORE VALUES AWARDS
TERMS AND CONDITIONS

1. DEFINITIONS

1.1. In these Terms and Conditions:

Announcement Date:	means a date within 3 months of the Closing Date;						
Closing Date:	means 30 June (in the year after the year of the Opening Date);						
Criteria:	as defined in clause 4.2;						
Nomination Form:	means the online form to nominate a Nominee for the Programme. The Nomination Form is available at https://ietawards.secure-platform.com/a/solicitations/97/home						
Nominator:	means a person who nominates a Nominee. A Nominator must be aged 18 or over;						
Nominee:	means a person who is nominated for a Core Value Award. A Nominee must be aged 18 or over and an IET volunteer at the time of nomination;						
Opening Date	means 1 July;						
Programme:	means the IET Volunteer Core Values Awards programme;						
Promoter:	means The Institution of Engineering and Technology of Michael Faraday House, Six Hills Way, Stevenage, Herts., SG1 2AY, United Kingdom;						
Supporting Behaviour(s):	<p>means the following behaviours which evidence the Values:</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">Integrity</td> <td> <ul style="list-style-type: none"> • Operate professionally and ethically to gain trust • Be open and honest with each other • Respect everyone and value each other's contribution </td> </tr> <tr> <td>Excellence</td> <td> <ul style="list-style-type: none"> • Work towards the highest level of service and satisfaction • Use agile methods and seek innovative solutions to add value • Continually improve and adopt best practice </td> </tr> <tr> <td>Teamwork</td> <td> <ul style="list-style-type: none"> • Encourage volunteers (or volunteers and staff) to work together • Recognise the value of talented individuals working in teams • Be collaborative and partner with other organisations </td> </tr> </table>	Integrity	<ul style="list-style-type: none"> • Operate professionally and ethically to gain trust • Be open and honest with each other • Respect everyone and value each other's contribution 	Excellence	<ul style="list-style-type: none"> • Work towards the highest level of service and satisfaction • Use agile methods and seek innovative solutions to add value • Continually improve and adopt best practice 	Teamwork	<ul style="list-style-type: none"> • Encourage volunteers (or volunteers and staff) to work together • Recognise the value of talented individuals working in teams • Be collaborative and partner with other organisations
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Excellence	<ul style="list-style-type: none"> • Work towards the highest level of service and satisfaction • Use agile methods and seek innovative solutions to add value • Continually improve and adopt best practice 						
Teamwork	<ul style="list-style-type: none"> • Encourage volunteers (or volunteers and staff) to work together • Recognise the value of talented individuals working in teams • Be collaborative and partner with other organisations 						
Value(s):	<p>means the following values:</p> <ul style="list-style-type: none"> • Integrity • Excellence • Teamwork 						

2. HOW TO ENTER

- 2.1 Internet access is required.
- 2.2 Nominations for each of the Values will be accepted from 00:01 BST on the Opening Date until 23.59 BST on the Closing Date inclusive.
- 2.3 The Nominator must complete and submit the Nomination Form. The Nominator must: i) identify the Nominee; ii) select one of the Values for which the Nominee is nominated; and iii) describe with examples in 200 words minimum (300 words maximum) how the Nominee has demonstrated the Supporting Behaviour for the Value.
- 2.4 The Promoter will **not** accept:
 - 2.4.1 any Nomination Forms where the Nominator and the Nominee are the same person. However, this provision does not preclude a Nominator from nominating a team in which they are a member for the Teamwork Value;
 - 2.4.2 responsibility for Nomination Forms that are lost or delayed in transit, regardless of cause, including, for example, as a result of equipment failure, line failure, technical malfunction, systems, satellite, network, server, computer hardware or software failure of any kind; or
 - 2.4.3 proof of transmission as proof of a nomination for the Programme being made.
- 2.5 For help with nominations or any questions about the Programme, please contact the IET Volunteer Support Unit on +44 (0)1438 765513 or volunteer@theiet.org.
- 2.6 All Nominators and Nominees must read these Terms and Conditions before deciding whether to enter the Programme. By submitting a Nomination Form, the Nominator agrees to be bound by these Terms and Conditions and confirms that they are eligible to make the nomination and the details submitted are true, accurate and complete.

3. ELIGIBILITY

- 3.1. All Nomination Forms will be checked in the first instance by the IET Volunteer Support Unit to ensure that the Nominee is aged 18 or over and an IET volunteer (i.e. registered on the IET's CRM system as, or identified by an IET staff member as being, an active volunteer) at the time of nomination. The Promoter's decision in this regard is final.
- 3.2. Each Nominee will be contacted by the IET Volunteer Support Unit by email (using the email address the Promoter has on record for the Nominee) to check whether or not they wish their nomination to be considered by the judging panel. Nominees must reply to this email within 7 days of the email date to confirm their position. By confirming they wish their nomination to be considered, the Nominee agrees to be bound by these Terms and Conditions. Should the Nominee decide that they do not wish their nomination to be considered by the judging panel, they will not be able to change their mind at a later date.
- 3.3. Should a Nominee fail to respond to the email within the timeframe set out in clause 3.2, or if they cannot be contacted (after reasonable attempts by the Promoter to contact them have been made) or they are not available, the Nominee will be disqualified.
- 3.4. The Promoter will not accept any Nomination Forms that:
 - 3.4.1. are completed in any language other than English;
 - 3.4.2. are incomprehensible and/or incomplete;
 - 3.4.3. have been altered, reconstructed or tampered with in some way;

- 3.4.4. are obscene, indecent, or contain nudity, pornography, profanity, threats to any person, place, business or group, invade the privacy or rights of any person, firm or entity, any defamatory statements or words or symbols that are offensive either generally or to individuals of a certain race, ethnicity, religion, sexual orientation or socioeconomic group; or
 - 3.4.5. violate applicable laws and regulations.
- 3.5. The Nominator must select only one of the Values on a Nomination Form. If the Nominator wishes to nominate the same Nominee for more than one Value, they must complete a separate Nomination Form per Value.
- 3.6. The Promoter reserves all rights to reject a Nomination Form if the conduct of a Nominator and/or Nominee is contrary to the spirit or intention of the Programme, they have not complied with the nomination process, or they are considered to have acted in any manner that is deemed to be in violation of these Terms and Conditions.

4. JUDGING

- 4.1. The judging process set out in this clause 4 will apply. All Nomination Forms submitted will be given an Entrant ID Number so that the judging process can be carried out anonymously.
- 4.2. All entries will be judged on the following criteria (the “Criteria”):
- 4.2.1. how the Nominee has demonstrated the applicable Supporting Behaviour;
 - 4.2.2. the impact the Nominee’s actions has had on others;
 - 4.2.3. the results that the Nominee has achieved through their actions;
 - 4.2.4. the contribution the Nominee has made to the wider IET vision and mission.
- 4.3. The judging panel will review all Nomination Forms and will select one winner for each of the Values (i.e. one winner for ‘Integrity’; one winner for ‘Excellence’; and one winner for ‘Teamwork’). Each winner will be the Nominee who has, in the opinion of the judges, best satisfied the Criteria.
- 4.4. The judging panel will comprise: i) the current Chair of the Volunteer Engagement Board; ii) the current Chair of the Volunteer Support Working Party; and iii) two further volunteer members of the Volunteer Engagement Board. The Promoter reserves the right to replace any of the judges with a suitable substitute, if necessary.
- 4.5. The decision of the judges is final and no correspondence or discussion will be entered into.

5. THE PRIZES

- 5.1. The prizes for each of the winners are as follows:

Value	Prize
Integrity:	<ul style="list-style-type: none"> • Half page article in Member News • Award • Certificate
Excellence:	<ul style="list-style-type: none"> • Half page article in Member News • Award • Certificate
Teamwork:	<ul style="list-style-type: none"> • Half page article in Member News • Award (one jointly) • Certificate (for each team member)

- 5.2. Subject to clause 5.3, each winner will be telephone interviewed by a copy writer appointed by the Promoter. The copy writer will ask questions and will prepare the draft article based on the information contained in the Nomination Form and the responses given. Each winner will be given the opportunity to approve their article prior to it being published.
- 5.3. In respect of the 'Teamwork' Value, a maximum of two team members will be invited to contribute to the telephone interview. The team leader will be asked to identify two team members to participate in the interview. Should there be any delay by the team leader in complying with this obligation, the Promoter may select, as it deems appropriate, such individuals of the team to conduct the interview.
- 5.4. There is no cash alternative for each prize. The prizes are not negotiable or transferable.
- 5.5. The prizes are supplied by the Promoter. The Promoter reserves the right to replace the prize(s) with an alternative prize(s) if circumstances beyond the Promoter's control makes it necessary to do so.

6. WINNER ANNOUNCEMENT

- 6.1. Each winner will be contacted by email (using the email address the Promoter has on record for the Nominee) within 2 months of the Closing Date.
- 6.2. Each winner will be announced on the IET's website on the Announcement Date.
- 6.3. The winners can be viewed on the IET website from the Announcement Date for a minimum period of 12 months.

7. CLAIMING THE PRIZE

- 7.1. The winner acknowledges and accepts that the Promoter has a deadline by which text must be supplied to the Member News editor if it is to be included in the edition of Member News due to be published after the Closing Date (the "Deadline").
- 7.2. Each winner (or, in the case of a team, the team leader) must respond to the Promoter's email (see clauses 6.1 and 6.2) within 7 days in order to arrange a date for the telephone interview with the copy writer (who will write the article for winner approval).
- 7.3. If a winner fails to comply with clause 7.1, or there is a delay in them arranging the interview with the copy writer or approving the content of the article such that the Deadline is missed, the Promoter reserves the right to publish the approved article in an appropriate alternative IET publication (for example, Online Member News or Volunteer Update). Where the winner fails to carry out the interview or approve the article within 6 months from the Closing Date, the IET shall not be obliged to publish an article on the winner in any IET publication.
- 7.4. A certificate will be sent to each winner on the Announcement Date.
- 7.5. An award will be sent to each winner (one only for Teamwork) within one month of the Announcement Date.
- 7.6. A prize may not be claimed by a third party on a winner's behalf.
- 7.7. The Promoter does not accept any responsibility if a winner is not able to or fails to take up the prize.

8. LIMITATION OF LIABILITY

- 8.1. Insofar as is permitted by law, the Promoter, its agents or distributors will not in any circumstances be responsible or liable to compensate a winner or accept any liability for any loss, damage and consequential damage of any nature, personal injury or death occurring as a result of accepting these Terms and Conditions or of taking up the relevant prize except where it is caused by the negligence of the Promoter, its agents or distributors or that of their employees. Your statutory rights are not affected.

- 8.2. The Promoter does not accept any liability for any failure of hardware, software, computer, phones or other systems, which may result in any Nomination Form, or other information about the Nominators, Nominees or the Programme being lost, damaged, delayed or corrupted in any way.

9. INTELLECTUAL PROPERTY RIGHTS

- 9.1. All Nomination Forms, and the information contained therein, submitted to the Promoter will become the property of the Promoter on receipt and will not be returned.
- 9.2. By submitting a Nomination Form, the Nominator and/or Nominee (as applicable) agree to:
- 9.2.1. assign to the Promoter all intellectual property rights with full title guarantee; and
- 9.2.2. waive all moral rights,

in and to the Nomination Form and otherwise arising in connection with the entry to which the Nominator and/or Nominee may now or at any time in the future be entitled under the Copyright, Designs and Patents Act 1988 as amended from time to time and under all similar legislation from time to time in force anywhere in the world.

10. DATA PROTECTION AND PUBLICITY

- 10.1. By submitting a Nomination Form, the Nominator agrees that any personal information contained on the Nomination Form may be held and used only by the Promoter or its agents and suppliers to administer the Programme and any other purpose to which you have agreed. For the avoidance of doubt, this includes the right for the Promoter to include the name of the Nominator as part of the winner announcement on the IET's website and social media pages (Facebook and Twitter).
- 10.2. By confirming they wish their nomination to be considered by the judging panel (see clause 3.2), the Nominee agrees that any personal information contained on the Nomination Form may be used only by the Promoter or its agents and suppliers to administer the Programme and any other purpose to which you have agreed. For the avoidance of doubt, this includes the right for the Promoter to include the name of the Nominee as part of the winner announcement on the IET's website.
- 10.3. If you are a winner, you agree:
- 10.3.1. that the Promoter may use your name, image, voice, town/county and country of residence in the winners' announcement (see clause 6), and for any other reasonable and related promotional, press and marketing purposes; and
- 10.3.2. to participate in any reasonable publicity required by the Promoter, including a telephone interview with the copy writer, filming and photography.
- 10.4. All personal information will be held by the Promoter or its agents and suppliers for a maximum period of 6 months after the Closing Date. For further information about how the Promoter uses personal information, please see: www.theiet.org/help/privacy.

11. GENERAL

- 11.1. If there is any reason to believe that there has been a breach of these Terms and Conditions, the Promoter may, in its sole discretion, exclude a Nominator and/or Nominee from participating in the Programme.
- 11.2. The Promoter reserves the right to hold void, suspend, cancel, or amend the Programme where it becomes necessary to do so.
- 11.3. The Promoter reserves the right to amend these Terms and Conditions.

- 11.4. These Terms and Conditions and any issues or disputes which may arise out of or in connection with these Terms and Conditions (whether such disputes or issues are contractual or non-contractual in nature, such as claims in tort, for breach of statute or regulation, or otherwise) shall be governed by and construed in accordance with English law. All Nominators and Nominees hereby irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any such dispute or issue.