

The ADB-DutchCham Winsemius Awards were established in 2015 with the purpose to give best practices and achievements of Dutch business in Singapore a larger platform and attention. The Winsemius Awards means to continue to strengthen ties between Singapore and The Netherlands. To ensure an unprejudiced outcome jury members must follow a code of conduct and sign a jury agreement. Nominees who enter the Awards procedure are entitled to assume that the judging will be carried out with honesty and fairness by skilled jury. To ensure that the judging process meets the high expectations of our members and stakeholders we ask jury members to follow the guidance set out below so secure an honest, unbiased and unprejudiced jury process and work environment.

1. Working as a team

You will be working with other people in a team of four jury members. We ask you to respect the timetable set out for jurying and judging and to attend sessions punctually.

As part of a team your individual opinions and views may vary, but you should aim to achieve agreement without creating disharmony. We ask you to act with courtesy and respect towards your fellow jury member and all other personnel and stakeholders involved in the process. No jury member should hurry to make a decision without thoughtful consideration of the views of their fellow jury members. Each jury member should be willing to change their opinion if reasonable views are expressed by other jury members during deliberations.

Appropriate behavior is expected from you as a team member and as a jury member serving ADB-DutchCham. Jury members are expected to also behave in a professional manner and refrain, in their relations with other jury members, ADB-DutchCham staff and everyone they meet in their official role, from degrading, insulting, offensive or discriminatory language or any other unethical, demeaning or unlawful actions.

2. Skills

You have been invited to judge for the Winsemius Awards because you possess a broad up to date in-depth knowledge of what is required for the award category you are invited to judge.

3. Confidentiality

It is essential that the judging process remains confidential at all times before, during and after the event. The duty of confidentiality is enduring and does not stop at the end of the judging/jurying process, or at the close of Awards Ceremony. Do not at any time discuss the judging process and the details outside the judging room or with anyone other than your fellow jury members, ADB-DutchCham Board members and Executive Team. This includes comments in any form on social media or other communication channels. Photographs are only allowed with permission of the Winsemius Awards Steering Committee.

4. Feedback

Remember that the nominee does not have the benefit of your thought processes when hearing/reading the feedback given by the jury. Draft your feedback carefully, develop a wide and clear vocabulary to make sure you can vary the comments and be constructive with your criticism. Do not enter any discussions (offline or online) with an individual or on the comments you have made about it. If needed, please refer a nominee to the ADB-DutchCham Board to explain further.

5. Conflict of interest

To avoid conflicts of interest all jury members are excluded from nomination and are not involved with nominated projects or initiatives. The jury members may not be employees (in any form) of the participating companies in the year of participation.

6. Fairness.

We aim to carry out a jurying and judging process which is fair. All nominees in the same category must be judged by the same criteria and to the same standard. It is important when judging to avoid situations which might suggest or imply to an observer any possibility of unfair or unequal treatment during the judging process. Common non-exhaustive examples of implicit unfairness of treatment are conflicts of interest and bias.

7. Impartial judging.

Should a jury member feel they cannot be impartial, they must stand down for the judging of the nominees in question. In such a case the jury member will not score that nominee and refrain from any discussion on this nominee.

8. Bias

- o Deliberate bias, where a decision is made to favor or to exclude a nominee for personal reasons unconnected with the selection criteria for the category, is not acceptable. Additionally, a jury member must never allow the exercise of his/her judgment to be influenced by gifts from or favors owed to third parties.
- o Personal preferences and prejudices must be set aside to allow an objective assessment of the nomination. Unconscious bias is more subtle and can exist where a jury member allows a personal preference or dislike to influence the decision. Unconscious bias may also exist where the jury member does not agree with the nominee’s views as expressed in all means of communication or if a jury member makes an assumption about the nominee based on hearsay. The jury member’s duty is to eliminate subjectivity as much as possible and to apply the same open-minded and objective approach to each and every nominee.
- o Any form of discrimination is prohibited and needs to be reported to the Winsemius Steering committee. Discrimination is any practice that makes distinctions between individuals or groups to disadvantage some and advantage others.

9. Jury members when expressing themselves in public either online (i.e., posting on social media) or offline should be respectful of ADB-DutchCham and its partners and members. If a jury member has a comment or concern about the process or organization, they must bring it up to an ADB-DutchCham Board Member or the Executive Team.

10. Any violation of the Code of Conduct will result in the jury member being relieved from their jury obligations by the Winsemius Steering Committee. Anyone witnessing of receiving information of any violation should report it immediately to the Winsemius Steering Committee and if relevant to the authorities. Other measures following violations are at the discretion of the ADB-DutchCham Board of Directors.

Declaration: I confirm my commitment to complying with this Code of Conduct.

Full name :

Date :

Signature :