

APPLICATION FOR ASSESSMENT OF BUSINESS PRACTICES

DETAILS OF APPLICANT (if a corporate body, please provide exact company name, company number, operating address as well as registered office address and name of Managing Director / Chief Executive or person duly authorised to make this application on behalf of the company in question and the capacity in which they do so)

Name: _____

Address: _____

Address of registered office (if other than above):

Managing Director / Chief Executive / Person authorised to make this application and to give associated warranties and assurances on behalf of the applicant and capacity of that person in the applicant:

E-mail: _____

NATURE OF APPLICANT'S BUSINESS OR BUSINESSES: (See appendix 1 for possible headings. Please provide a full description including, if assessment is only required in respect of a division or operational site within the business, a description of the other divisions and operational sites.)

LEGAL STRUCTURE OF THE APPLICANT (company/ partnership/ sole trader etc. and if a company whether a private company, public company, statutory body etc.)

IS ASSESSMENT REQUESTED IN RESPECT OF THE ENTIRE BUSINESS OF THE APPLICANT OR A BUSINESS DIVISION OR SITE OF OPERATION IN THE BUSINESS (*please specify the part or parts included in appendix 2.*)

WHAT PRODUCTS OR SERVICES ARE PROVIDED BY THE BUSINESS, DIVISION OR SITE OF OPERATION THE SUBJECT OF THIS APPLICATION (*please specify in relation to the part or parts included in appendix 2*)

FROM WHAT LOCATION OR LOCATIONS DOES THE BUSINESS, DIVISION OR SITE OF OPERATION THE SUBJECT OF THIS APPLICATION OPERATE (*please specify in relation to the part or parts included in appendix 2*)

DOES THE COMPANY MAINTAIN A LEGAL REGISTER IN RESPECT OF THE BUSINESS, DIVISION OR SITE(S) OF OPERATION THAT ARE THE SUBJECT OF THIS APPLICATION? (*please specify in relation to the part or parts included in appendix 2*)

HOW MANY EMPLOYEES INCLUDING CONTRACTORS ARE ENGAGED IN THE OPERATIONS OF THE BUSINESS, DIVISION, OR SITE OF OPERATION THE SUBJECT OF THIS APPLICATION (please specify in relation to the part or parts of the business included in this application in appendix 2)

HAVE ANY OF THE BUSINESS, DIVISION OR SITE(S) OF OPERATION THAT ARE THE SUBJECT OF THIS APPLICATION BEEN SUBJECT TO PENALTIES IN THE THREE YEARS PRIOR TO THIS APPLICATION? (please specify in relation to the part or parts included in appendix 2)

WHAT IS THE AVERAGE ANNUAL TURNOVER OF THE BUSINESS, DIVISION OR SITE OF OPERATION THE SUBJECT OF THIS APPLICATION OVER THE LAST FIVE YEARS

IS THIS ASSESSMENT BEING REQUESTED FOR THE PURPOSES OF AN APPLICATION FOR MEMBERSHIP OF THE BUSINESS WORKING RESPONSIBLY SCHEME?

The applicant for assessment noted above hereby applies for an assessment of the business practices of the business\business division\ site of operation identified above under the BITCI's best practice criteria and agrees as follows:

1. The applicant for assessment acknowledges that the assessment conducted by BITCI pursuant to this application is an assessment of responsible business practice as reported by the applicant itself pursuant to BITCI's business practices

questionnaire and as such comprises a tool for the guidance of the applicant itself and does not confer any right on the applicant to represent itself to the public, business community or its customers as having been assessed by BITCI as having responsible business practices or as being a member of the BUSINESS WORKING RESPONSIBLY Scheme, which right or membership is conditional upon formal application for certification under/membership of that Scheme, successful audit of the applicant's business, business division or business site, as applicable, against the information given by the applicant in response to BITCI's business practices questionnaire, and compliance with the terms and conditions of the Scheme Regulations, the Scheme Licence and the application form for the Scheme.

2. BITCI's business practices questionnaire and the criteria underlying it comprise the copyright-protected work and valuable business knowhow of BITCI and subject to the provisions of paragraph 3(a) to (c) below, the applicant for assessment shall not copy it, provide it to any third party or use it for any purpose other than for the purpose of completion and return to BITCI to enable it to assess the business practices reported by the applicant for assessment against BITCI's best practice criteria.
3. In respect of all other information of a confidential nature, relating to the business of the applicant for assessment or belonging to BITCI or otherwise, that is exchanged for the purposes of this assessment, the party receiving the said information shall maintain its confidentiality and not disclose it to any third party without the consent of the party disclosing the said information with the following exceptions:
 - a. Such disclosure is required by the laws of any relevant jurisdiction or for the purpose of any judicial proceeding;
 - b. The information has come into the public domain through no fault of the receiving party, its servants, agents or its authorised representatives;
 - c. The circumstances are such that the party originally disclosing the information may reasonably be understood to have given permission for the disclosure;
 - d. BITCI may, for the purposes of generating statistics or aggregating information or trends in connection with business practices in various sectors, aggregate such business information as is disclosed by the applicant for assessment to BITCI and/or its representatives, agents, subcontractors or licensees for the purposes of the assessment, with other business information, such that the information cannot be traced back to the applicant for assessment and may use and present such aggregated information for the purposes of its assessment and consultancy services.

4. The applicant for assessment undertakes to provide only such information in response to the BITCI business practices questionnaire as is true and accurate to the best of its knowledge information and belief.
5. The applicant for assessment undertakes to discharge all applicable assessment fees on acceptance of this application for assessment and in advance of obtaining BITCI's business practices questionnaire (see schedule for current fees).

I hereby make this application for assessment in accordance with these terms and conditions for and on behalf of the applicant and I warrant that I have the authority to bind the applicant in so doing. I further understand that this is not an application for certification under/membership of the BUSINESS WORKING RESPONSIBLY Scheme:

Signed by:

Print name:

Date:

Data protection

The Data Protection Acts 1988 and 2003 apply to the processing of personal data. Business in the Community Ireland protects personal data in accordance with these acts.

Appendix 1

Industry sectors

(For details of subcategories see NACE rev 2 on the CSO site - http://www.cso.ie/surveysandmethodologies/classification_indus_act.htm)

- Agriculture and Fishing
- Mining and Quarrying
- Manufacturing & Repair
- Electricity, gas, steam and air conditioning supply
- Water supply, sewerage, waste management and remediation activities
- Construction
- Wholesale and retail trade; repair of motor vehicles and motorcycles
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Real estate activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defence; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities
- Activities of households as employers; undifferentiated goods – and services – producing activities of households for own use
- Activities of extraterritorial organisations and bodies

Appendix 2

Details of businesses, divisions or sites included in the application

Business, division or site(s) included	Location	Products, services or activities	Legal register (Y/N)	Penalties (Y/N)*	No. of employees / contractors

***Please detail breaches or penalties**
