

## Awards of Excellence in Corporate Reporting

2017

### Roles and Responsibilities Financial Reporting Panel

The CR awards are presented annually by CPA Canada to recognize excellence in corporate reporting and to help entrants continue to improve the quality of their reporting.

Entrants are assessed in the areas of Financial Reporting, Electronic Disclosure, Sustainability Reporting and Corporate Governance Disclosures by an independent panel of volunteer judges with expertise in those fields.

The Financial Reporting judging category includes three separate panels: CPAs, investor relations professionals and investment analysts.

#### ENTRANTS

- Publicly listed Canadian companies are invited to participate in the awards program. Industry groupings parallel the TSX industry sectors as of March 31, 2017.
- Note: Crown corporations are also eligible to enter the program; they are judged separately from the publicly listed companies and are judged in the Financial Reporting category only.

#### AWARDS

Entrants that meet set benchmarks are awarded Gold or Silver awards. Platinum awards recognize those who achieve top marks in all four judging categories. Awards of Excellence are also provided to the top performer in each of the judging categories.

#### CODE OF ETHICS

All CR award judges are required to sign and submit the Code of Ethics, which serves to ensure fairness and the perception of fairness in the judging process. The Code covers conflict of interest, fairness and confidentiality.

## TIME REQUIREMENT (key dates provided below)

Judges should expect to spend an average of three hours on each review. The total amount of time required will depend on the number of companies you are assigned to review, but typically, each judge is assigned five entrants. In addition, judges are asked to participate in two or three conference calls in the fall to select winners.

## USE OF ASSISTANTS

Assistants may be used to help with the detailed review of material provided the final judging decisions are made by the appointed judge.

## JUDGING PROCESS

Judges complete their work on an online platform that allows the work to be done virtually anywhere there is an internet connection. Work can also be done offline and entered into the software at a later date. The rating cards for each entrant include URLs directing judges to the section of the entrant's website that relate to the content being judged.

Some entrants no longer prepare hard copies of their corporate reporting materials, but CPA Canada will send you hard copies for the entrants you are assigned to judge if they are available.

## CONFIDENTIALITY

To maintain the integrity of the judging process:

- Entrants are not provided with the names of the judges who review their materials
- Judges must not release any information that could identify winners or losers prior to the announcement of the award winners
- All information and discussion regarding the scoring of entrants and the selection of winners is confidential and must not be shared beyond the circle of judges
- Judges must not respond to inquiries from entrants about judging results or judges' comments. Please forward all inquiries from entrants to Bernie Sutton, manager, National Awards at [bsutton@cpacanada.ca](mailto:bsutton@cpacanada.ca).

## RECOGNITION

In appreciation for their volunteer efforts, judges are recognized in:

- CPA Canada Member News
- Awards of Excellence in Corporate Reporting Judges' Book
- CPA Canada website

Judges are also invited to attend the awards gala as a guest of CPA Canada. In addition, judges are eligible to purchase a guest ticket for \$87.50 (a 50 per cent reduction from the regular price). The gala will be held in Toronto on December 6, 2017.

## KEY DATES FOR JUDGES

July 10 – July 21	Judging assignments <ul style="list-style-type: none"><li>• Judges declare all conflicts of interest to their lead judge</li><li>• Entrants are assigned to judges</li><li>• Materials provided to judges</li></ul>
July 24 – September 13	Judging period
July 25, 2:00 PM EDT	Conference call – kick off meeting (not mandatory)
September 6 2:00 PM EDT	Conference call – midpoint check-in (not mandatory)
September 24 2:00 PM EDT	Conference call – short listing meeting
September 27 2:00 PM EDT	Conference call – winner selection meeting
December 7	Awards gala – Toronto

### **CONTACT:**

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