EFI Association & Small Business Ethics & Ethicality Recognition

Recognition Application Preparation Guide

General Instruction

Before starting your online application, please ensure you have gathered the evidence and supporting documentation outlined in this guide.

The EFI Association & Small Business Recognition Supporting Workbook is available to download and may be used to record and organise much of the information required for your application. Applicants are encouraged to complete the workbook before commencing the online application.

Evidence must demonstrate a sustained and transparent commitment to ethicality across the four EFI Association & Small Business Ethics & Ethicality Recognition Pillars during the most recent three-year recognition period:

1. **Core Ethical Infrastructure**
2. **Ethics Training & Learning**
3. **Safeguards & Accountability**
4. **Community Contribution**

To be eligible for recognition, applicants must demonstrate evidence across all four pillars.

Submissions that do not address all required sections will not be approved.

Structure

- Evidence must relate to the most recent three-year recognition period.
- **Sections 1–5** must be completed and submitted together with the **€400 non-refundable Application Review Fee**.
- **Stage 2 – Recognition, Directory & Award** applies only upon approval and includes the **€200 Recognition & Directory Fee**.

Eligibility

This pathway is suitable for:

- Professional associations
- Professional networks
- Independent education and training providers
- Professional practices
- Independent small businesses

If you are unsure whether this pathway is appropriate for your organisation, please contact EFI before applying.

EFI Association & Small Business Ethics & Ethicality Recognition

1. Ethical Infrastructure

Demonstrate that your organisation has an ethical foundation that guides its leadership, governance and professional activities.

Evidence may include:

- A published Code of Ethics, Ethical Statement or equivalent guiding document.
- Policies or procedures demonstrating how ethics and ethicality are embedded within organisational decision-making and practice.
- A clear statement of leadership commitment to ethics and ethicality.
- Governance arrangements supporting ethical oversight and accountability.
- Evidence that ethics informs organisational culture, strategic decisions and professional practice.

What to provide

- A copy of your Code of Ethics, Ethical Statement or equivalent document (or provide a website link where publicly available).
- A brief statement (maximum 300 words) describing how ethics and ethicality are embedded within your organisation.
- Any additional supporting documentation demonstrating ethical governance, leadership commitment or organisational processes.

2. Ethics Training & Learning

Demonstrate your organisation's commitment to ethics training, learning and the ongoing development of ethicality.

Evidence may include:

- Ethics Beyond the Code™ Professional Certificates and/or Diplomas completed by leaders, staff, faculty, members or volunteers.
- Equivalent recognised ethics education, training or professional development.
- Ethics-focused workshops, seminars, facilitated discussions or learning sessions.
- Ethics and ethicality incorporated into induction, staff development or ongoing professional learning.
- Providing opportunities for people within the organisation to explore ethical dilemmas, professional responsibilities, judgement, power, culture, context and ethical action.
- Demonstrating leadership commitment to fostering a culture of continuous ethics learning and reflection.

What to provide

- Certificates of completion and/or other evidence of ethics education and training where appropriate.
- A summary table of ethics training and learning activities including:
    - Title
    - Provider or facilitator (where applicable)
    - Date
    - Participants
    - Duration
- Any additional evidence demonstrating your organisation's commitment to ethics learning and development.

3. Safeguards & Accountability

Demonstrate that your organisation has proportionate, transparent and accessible processes for raising, considering and responding to ethical concerns or complaints, together with a commitment to learning and continuous improvement.

Applicants should demonstrate:

- A clear and accessible route through which staff, volunteers, members, learners, clients or other relevant stakeholders can raise ethical concerns or complaints.
- Appropriate confidentiality and protection from retaliation.
- A process for considering and responding to concerns or complaints.

- Evidence that ethical concerns, dilemmas or complaints can lead to reflection, learning and organisational improvement where appropriate.
- Transparency regarding any substantiated ethical complaints, findings of misconduct or relevant regulatory sanctions during the current recognition period, together with evidence of action taken.

Recognition does not require a spotless record. It recognises organisations that demonstrate honesty, accountability, responsiveness and a commitment to learning from ethical challenges. Recognition will not be granted where significant issues remain unresolved, unacknowledged or unaddressed.

What to provide

Please upload evidence that demonstrates your organisation's safeguards and accountability processes. This may include:

- An extract or summary of your ethics, complaints or professional conduct policy (approximately 1–2 pages).
- A description of your complaints or concerns process.
- Information from your website or organisational documentation describing how concerns may be raised.
- Anonymised examples of organisational learning, corrective action or policy improvements arising from ethical concerns.
- A signed declaration from an appropriate organisational leader where relevant.

4. Community Contribution

Demonstrate how your organisation contributes to ethics dialogue, learning and the wider professional community.

Evidence may include:

- Writing or contributing to ethics-related publications (e.g. Ethical EDGE Insights).
- Contributing to EFI or CEF dialogues, panels, webinars, conferences or other ethics-focused initiatives.
- Hosting, facilitating or participating in ethical conversations within your profession, sector or community.
- Sharing ethics-related resources, reflections, practice insights or anonymised case learning.
- Participating in collaborative ethics initiatives.
- Supporting ethics-focused activities through partnership, sponsorship, advocacy or other forms of contribution.

- Other activities that demonstrate a sustained contribution to ethics and ethicality within your professional community.

What to provide

Please upload a single document (Word or Excel) containing a summary table that includes:

- Title of contribution
- Date
- Event, publication, initiative or activity
- Brief description

Where appropriate, include links to publicly available resources or supporting evidence.

5. Organisational Integrity & Legal Standing Declaration

Applicants must complete the Organisational Integrity & Legal Standing Declaration as part of their application.

The declaration asks whether, during the current three-year recognition period, the organisation has:

- Been subject to any substantiated ethical complaints, findings of misconduct or relevant regulatory or legal sanctions.
- Any unresolved matters that may materially affect this application.
- Taken appropriate action in response to ethical concerns, complaints or identified areas for improvement.

Where an applicant answers **Yes** to any declaration, a short statement should be provided outlining:

- The nature of the matter (no confidential or personal information is required).
- The outcome.
- Any learning, changes or improvements made as a result.

Champions of Courage Awardees

Applicants whose organisation has received a **Champions of Courage Award** during the current three-year recognition period may include this as supplementary evidence in support of their application.

Provide:

- Award category.
- Year received.
- A brief reflection (approximately 2–3 lines) describing how the recognition has informed or strengthened the organisation's ongoing ethical practice.

Attach the award certificate as supplementary evidence.

Recognition does not require a spotless record. It recognises organisations that demonstrate honesty, accountability and a commitment to learning and continuous improvement.

Stage 1 – Application Review

Applicants submit an application addressing all four EFI Organisational Pillars together with supporting evidence.

A non-refundable **Application Review Fee of €400** is payable when the application is submitted.

The application and supporting evidence will be independently reviewed by the EFI Recognition Council. EFI may request clarification or additional evidence where required.

Applicants whose application is not successful will receive information about areas requiring further development before a future application is submitted.

Stage 2 – Recognition, Directory & Award

Applicants whose application is approved will be invited to complete the final stage of the recognition process.

Recognition & Directory Fee

Pay the **€200 Recognition & Directory Fee** to finalise your recognition.

Following payment, you will be invited to complete your public EFI Recognition Directory profile.

Your directory profile will include:

- Official organisation name (as listed publicly)
- Country/Region

- Website URL

Upon completion you will receive:

- Your **EFI Association & Small Business Ethics & Ethicality Recognition Certificate**.
- Your personalised **Digital Recognition Badge**.
- Your public listing in the **EFI Recognition Directory**.

Renewal

Recognition is awarded for a **three-year recognition period**.

Renewal requires updated evidence across all four EFI Organisational Pillars together with a brief organisational reflection (approximately **300–500 words**) describing significant developments in the organisation's ethicality, learning, governance and contribution during the recognition period.

Recognition Status

Use of the **EFI Recognition Certificate**, **Digital Recognition Badge** and **recognition designation** is permitted only while recognition remains current and the recipient is listed in the **EFI Recognition Directory**.

Continued or unauthorised use of the certificate, badge or recognition designation after recognition has expired, been withdrawn or otherwise ceased may be considered misuse of EFI Recognition and may result in a delay of up to one year before a further application for recognition will be considered.

EFI Association & Small Business Recognition

Quick Preparation Checklist

The EFI Association & Small Business Recognition Supporting Workbook is available to download and should be used to record and organise much of the information required for your application. Applicants are encouraged to complete the workbook before commencing the online application.

Requirement	Evidence to Prepare (most recent 3-year period)— **see full details above)**	Ready ✓
Core Ethical Infrastructure	Code of Ethics / statement, policy / leadership declaration	
Ethics Training & Learning	Certificates, learning records and Supporting Workbook summary	
Safeguards & Accountability	Complaints procedures, safeguards documentation and evidence of organisational learning	
Community Contribution	Summary of contributions, publications, events and dialogue activities	
Payment	€400 Application Review Fee (payable on submission)	

Questions?

Please use the **EFI Contact Form** and select **Recognition** as your enquiry type.