



National Excellence in Health, Safety and Environment (H.S.E.) Awards

Judges Guide

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NATIONAL AWARD FOR EXCELLENCE IN HEALTH, SAFETY, & ENVIRONMENT (HSE)

The National H.S.E Awards has become the de facto opportunity for businesses to benchmark their health, safety, and environmental excellence.

AMCHAM T&T firmly believes that these awards do not only highlight excellent performance in H.S.E. but they also encourage companies to implement and uphold the highest standards of H.S.E. management and practice, always striving for continuous improvement and excellence.

These Awards are intended to promote the implementation of best practice H.S.E Management Systems, which embody the classical model for continual improvement through the 'Plan-Do-Check-Act' cycle.

This year we intend to have four (4) award categories:

- Outstanding OSH and Environment Project
- H.S.E. Evolution Award
- Excellence in H.S.E. Award
- Towards Operational Resilience

Companies are judged based on two key criteria: Sector (Services, Manufacturing, and Energy) and Size (Small, Medium, and Large). Kindly refer to Appendix I for Definitions of Sectors and Size according to the TTSNA classification.

Within each award category, there may be multiple winners based on the specific sector and size criteria that companies fall under.

JUDGING CRITERIA

A. AMCHAM T&T CRITERIA

- I. Individuals must hold a senior position within their respective organizations to be eligible to apply as judges for the National Excellence in HSE Awards.
- II. All applicants are obligated to submit a detailed résumé to the AMCHAM T&T Secretariat. This document should emphasize the relevant experience and qualifications of the individual seeking to become a judge.
- III. Each individual must consistently attend AMCHAM T&T's HSE monthly meetings, with a minimum requirement of attending no less than seven (7) meetings per year.
- IV. First-time judges must commit to being an observer judge for one (1) year before being accepted into the role of a full judge.
- V. All judges must be approved by the AMCHAM T&T Board of Directors.
- VI. AMCHAM T&T reserves the right to refuse any individual as a judge on the grounds of ineligibility.
- VII. AMCHAM T&T reserves the right to modify the identified criteria in this Guide should new circumstances arise.

B. EXPECTATION OF JUDGES

All judges are expected to follow the below guidelines as part of the process:

- I. Once the judging process begins, judges represent AMCHAM and not their individual organizations. This lends to impartiality of decisions of the judging process.
- II. Judge the submission before them on their merit. This should be irrespective of personal knowledge or information of the company or submission.

- III. Judges are expected to be impartial to the company submitting. Factors such as past experience with the organization, history of the organization, or revenue or resources of the organization should not influence the judging process or final decision.
- IV. The judging process is to include the views of all judges. Whilst judging teams comprise of judges of varying experience (i.e. experience in HSE as well as in the awards) it is expected that the views and opinions of all judges are considered in decision making.
- V. The determination of companies to move forward in the competition and/or winners is to be an inclusive, collaborative, and consensual one amongst judges. Discussion and agreement on final decisions increase the verifiability of the process and lends the process to examination and auditing.
- VI. Exercise objectivity, good judgement, and discretion, and maintain the highest standards of professional ethical conduct and confidentiality.

C. CODE OF CONDUCT

This section will describe a code of professional conduct of the American Chamber of Commerce of Trinidad and Tobago for the National Excellence in HSE Awards.

- I. AMCHAM T&T, seeks to enshrine within its Code, strong principles that ensure that its Judges conduct themselves in a manner that will (i) not lead to disapprobation or bring AMCHAM T&T into odium and disrepute; and (ii) contribute positively to the Health and Safety Environment in Trinidad and Tobago.
- II. The values that define our culture and belief system are trust, honesty, objectivity, fairness, respect, and candid communications. AMCHAM T&T will not discriminate based on differences in ethnic, cultural, and socio-economic backgrounds, different religious beliefs, sexual orientation, disabilities, family responsibilities or age. AMCHAM T&T is a merit-based organisation in which decisions will be made on the basis of performance, integrity and overall adherence to our core values. We will

always provide the opportunity for dialogue and the exchange of ideas

- III. Judges are reminded at all times to be mindful of both their verbal and non-verbal communication, refraining from any actions that could be considered disrespectful to any other party.
- IV. Judges should make a deliberate effort to be punctual for all virtual and in-person interviews, demonstrating respect for all parties involved.
- V. Judges should take into consideration that comments made whilst at the Submitting Companies' premises (real or virtual) may be taken as part of the judging process. Judges are asked to be mindful of any comments made during the judging process.
- VI. Judges are asked to avoid offhand comments regarding the company, its products, employees or anything un-related to the judging process.
- VII. Judges shall not enter into the realm of consultancy with organizations they have directly judged for a period of 6 to 12 months commencing from the start of the judging process.
- VIII. Any final decision(s) regarding the submission should not be revealed to the submitting company at any time during the process.
- IX. Discussions about other submissions should not be done in the presence of the Submitting Company's personnel.

This Code applies to all Judges and Observer Judges belonging to AMCHAM T&T's National Excellence in HSE Awards.

This Code must be accepted upon induction as an AMCHAM T&T Judge. Each Judge is responsible for their own compliance with the Code. We urge our Judges to apply and adhere to the principles and guidelines as presented above.

The Code will be reviewed, and if necessary, amended by AMCHAM T&T as required.

D. TERMINATION

AMCHAM T&T reserves the right to terminate any Judge on the grounds of:

- I. **Breach of Code of Conduct:** Should any judge violate the established code of conduct for the competition, as identified in Section C, will be

used as grounds for termination.

- II. **Lack of Impartiality or Fairness:** Judges are expected to evaluate participants or entries objectively and without favouritism. If a judge is found to be biased, unfair, or engages in conduct that compromises the integrity of the competition, it will lead to termination.
- III. **Undeclared Conflicts of Interest and Solicitation:** Judges that have a conflict of interest that they do not declare prior to the judging process can be terminated. Similarly, if a judge is deemed to be using the judging process to solicit business – present or future – such a judge will be terminated as this could be seen as compromising the process.
- IV. **Unprofessional Behaviour:** Judges are expected to maintain a level of professionalism. Instances of unprofessional behaviour, such as inappropriate comments, disrespectful conduct, or a failure to meet commitments, will result in the termination of said Judge.
- V. **Communication Violations:** Judges are required to maintain confidentiality or refrain from discussing certain aspects of the competition. Violations of communication rules, such as sharing confidential information or engaging in improper communication with participants, will lead to termination.
- VI. **Disruption of Schedule:** Late arrivals and consistent tardiness disrupts the schedule of the competition, causing inconvenience to applicants and fellow judges. Persistent lateness without valid reasons will lead to removal from the judging panel.

Additionally, if any judge is unable to fully attend any scheduled meeting, termination will be initiated. Under no circumstances should a judge engage in intermittent participation during a meeting. If an unable to join the meeting in its entirety, individuals are advised not to join, as consistent and complete attendance is a non-negotiable requirement. Failure to adhere to this policy will result in termination from the judging panel.

E. ROLES AND RESPONSIBILITIES OF THE JUDGE

The process for judging should be a cordial, straightforward one where judges seek to determine whether the information and conditions onsite reflect what was contained in written submissions.

Judges are assigned to specific award categories by AMCHAM T&T and the Lead Judge for the National Excellence in HSE Awards. This ensures a fair and balanced distribution of expertise within each category. At no time will a new judge have to judge on his/her own or with other new judges.

For each category, a panel of judges are assigned to work together as a team. A panel shall constitute one Head Judge and a minimum of two additional Judges.

The judging is typically done in an amiable, conversational manner. From this, relevant information can be gathered from the submitting company. In other instances, direct questions and requests for information are used.

Important points to note:

- I. Judges are required to obtain the necessary approvals from their respective organizations before accepting and initiating the judging process.¹
- II. The scheduling of interviews will occur over a period of one (1) to two (2) months. Each judge will be requested to specify blackout dates, indicating periods of unavailability, to facilitate the scheduling process.
- III. In the event that a judge is unable to attend an interview due to unforeseen circumstances, immediate notification to the AMCHAM T&T Secretariat is essential. This procedure enables quick rescheduling and ensures that the submitting company is respectfully notified.
- IV. In the event that a judge decides to resign from their position, a formal resignation must be submitted to the AMCHAM T&T Secretariat before

¹ Should any individual require formal letters to their organizations to participate, kindly reach out to the AMCHAM T&T Secretariat.

the commencement of any stage of the judging process. This measure enables the AMCHAM T&T Secretariat to promptly identify and appoint a suitable substitute, ensuring the seamless continuation of the judging process.

- V. Active participation in discussions is a requirement for all members of the judging panel.
- VI. Attendance during the review of screening forms and interview sessions is mandatory for all judges. Failure to attend all sessions will result in the invalidation of their scores and subsequent termination.
- VII. At any time during the judging process, judges are encouraged to reach out to the AMCHAM T&T Secretariat to address any issues that may arise.

❖ **HEAD JUDGE**

- The Head Judge will guide and lead the panel of judges and discussions and report findings to the AMCHAM T&T Secretariat and the Head Judge.
- Upon consultation with the panel, the Head Judge will determine the manner in which the interviews will be conducted.
- The Head Judge will be expected to generate a brief summary of the submissions in order to provide feedback to the submitting companies. A summary form is provided.
- The Head Judge in conjunction with AMCHAM T&T will review the final scores of all submitting companies.
- The Head Judge will ensure that all members of the panel have effectively and efficiently completed their score cards within the required timeframe.

❖ **JUDGES**

- Judges are obligated to always maintain a high standard of professionalism and respect during their participation in the National Excellence in HSE Awards. This includes demonstrating respect towards fellow colleagues, the Head Judge, and all applicants involved in the competition.

- All judges shall respect the diverse views and positions of their colleagues. An open and respectful exchange of ideas is encouraged, contributing to the fairness and integrity of the judging process.
- Each member of the judging panel is required to complete their respective Score Sheets promptly after the evaluation of each company. Timely completion is crucial for the efficient operation of the competition and facilitates the evaluation and feedback process conducted by auditors and the AMCHAM T&T Secretariat.
- Judges shall provide as much detail as possible in their Score Sheets for each company. This detailed feedback is vital for the thorough evaluation and constructive feedback provided to the submitting companies by auditors and the AMCHAM T&T Secretariat.

❖ **OBSERVER JUDGES**

- The Observer Judge's role is to observe the judging process and actively participate in discussions before and after all reviews conducted.
- Observer Judges are strictly prohibited from engaging with the interviewing companies during the interview process. All questions during the interview process should be directed to the Head Judge, who will decide on the appropriateness of inquiries.
- To be eligible to serve as a judge in the following year, the Observer Judge is required to attend a minimum of 40% of all scheduled meetings.
- Under no circumstances should an Observer Judge engage in a pattern of entering and exiting a meeting. If unable to join the meeting, persons are instructed not to join, and repeated failure to adhere to this directive will result in termination.

F. JUDGES DO'S AND DON'T'S

DO	DON'T
Do discuss companies based on information provided by the applicants themselves and without reference to prior knowledge.	Don't engage in speculative discussions about companies, especially if the information is not supported by verifiable facts.
Do assess companies based on criteria directly related to their category and the goals of the evaluation process.	Don't apply criteria that are not directly relevant to the category or stated evaluation objectives.
Do engage in active and meaningful discussions with applicants.	Don't dominate discussions; ensure that all judges have an opportunity to contribute and share.
Do familiarize yourself with the evaluation criteria, screening forms, and any relevant information before the judging process begins.	Do not deviate from the established criteria.
Do utilize the AMCHAM T&T mediums to communicate with applicants, i.e., AMCHAM T&T Secretariat.	Do not engage in unauthorized communication with applicants outside of official AMCHAM T&T channels.

Failure to adhere to the terms outlined in this Agreement may result in consequences, including but not limited to warnings, removal from the judging panel, or other actions as deemed appropriate by AMCHAM T&T.

OUTSTANDING OSH and ENVIRONMENT PROJECT – PROJECT CATEGORY

This prestigious award seeks to recognize and inspire entities who are committed to forging the path towards HSE excellence by implementation of a project. This project must have been completed and resulted in significant and sustainable improvement in any one or more elements of the organization's Health, Safety, Environment, and Employee/Stakeholder Wellness.

Projects must relate to occupational health, safety and environmental activities in the workplace, facility, contractors' workplace, surrounding community, or have benefits to the national community. The project must achieve specific, positive HSE impacts which are measurable and/or verifiable. The project must serve to advance the stakeholders:

1. In a manner that is beyond legal compliance requirement.
2. In a manner goes beyond the operational norm of the organization.
3. In a manner that enhances the current HSE elements of the operation.

The ideal project is scalable and sustainable. Projects can cover any/all the following areas: Operational, Occupational and Outreach. These can be internal or external to the company.

Criteria

The criteria takes into consideration the range of ventures that can be considered projects. However, the project should contain the basic tenets as listed below.

1. The project must have a defined start and end date. The project should be completed approximately 5 month prior to the interview, to be eligible for judging with a minimum of one-month KPI information to support the submission.
2. The project should specify an expected outcome which is measurable.

3. The project should specify the persons and/or groups expected to be positively impacted.
4. The project should enhance HSE metrics of the stakeholders listed in the synopsis.
5. Enhancement of HSE metrics must be accompanied by documentation, data, statistics, and verifiable and traceable information.
6. Consideration will be given to projects which are able to be scaled, repeated nationally and/or globally and/or are sustainable.
7. Aspects of the project such as innovation will assist in the ranking in making determination for future consideration or determining a winner.
8. Organizations will compete for awards according to the size of the entity (i.e., Small, Medium, and Large) within the following Sectors:

Energy

Manufacturing

Services

9. For a larger project consisting of various phases; companies are encouraged to enter the completed phases in this category. Please note those phases with completed milestones and measurable data will be eligible for consideration. Evaluation criteria will include the project's scalability and sustainability, with points granted accordingly. It's essential to emphasize that while the overall project may have its specific objectives, each phase of the project should also have its distinct set of objectives.

DEFINITION OF TERMS

Project: A project is a temporary endeavour undertaken to create a unique product, service, or result. The temporary nature of the projects indicates a beginning and end to the project work or a phase of the project work. Projects can stand alone or be part of a program or portfolio. (Project Management Institute 2021,4)

Sustainability: Sustainable Project Management is the planning, monitoring and controlling of project delivery and support processes, with consideration of the environmental, economical and social aspects of the life-cycle of the project's resources, processes, deliverables and effects, aimed at realizing benefits for stakeholders, and performed in a transparent, fair and ethical way that includes proactive stakeholder participation. (Gilbert Silvius, 2015, Considering Sustainability in Project Management Processes).

Scalability: Scalability deals with the ability of a project to accommodate addition to its capacity or capabilities and expands its scope of operation. It also deals with its ability to increase in size, volume, quantity, or scope to accommodate unforeseen additional components or features of the project. (John Morfaw, 2014, Fundamentals of project sustainability.)

H.S.E. EVOLUTION AWARD

This Award is a modification to our previous Most Improved Award.

The HSE Evolution Award acknowledges organizations or individuals at various stages of their Health, Safety, and Environment (HSE) journey. This award is designed with a sliding scale evaluation process to fairly recognize both emerging entities making initial strides in HSE and more mature systems demonstrating continuous improvement and innovation. It aims to recognize efforts across the spectrum, from early-stage development to advanced, well-established practices, highlighting progress, creativity, and dedication to enhancing HSE systems.

This Award will recognize changes that fundamentally enhance the Health, System and Environmental system performance of the organization in a transformational manner. Entries may include but are not limited to one or more of the following:

- Product or process-based solution
- Engineering/Technological innovation
- A dynamic training program
- An awareness raising activity
- Other risk control measures that reduce the risk of work-related injury, illness, and safety culture.
- Other measures that reduce the risk of psychological exposures and promote mental health.
- Environmental stewardship, preservation and awareness

Furthermore, this award recognizes the establishment, improvement and/or maintenance of HSE practices by a team, focus groups or workplace advisory committees.

EXCELLENCE IN H.S.E. AWARD

This award will recognize successful business models from organizations that uphold HSE as a key business value and excel in both HSE and business performance. This award aims to:

- Recognize entities that have HSE well integrated as a key organizational value and in which measurable achievement in HSE performance is linked to productivity and profitability.
- Establish a validated process by which companies can measure the performance of their HSE systems against well-tested and internationally accepted systems.
- Through a rigorous systematic review process, capture and evaluate successes, and as applicable, share HSE lessons learned.
- Foster the sharing of leading HSE management systems and best practices for educational purposes.

TOWARDS OPERATIONAL RESILIENCE

Organizational resilience refers to the aspects of companies' organization, operating model, talent, and culture that prime them to be ready to go on the offensive during downturns. To start building organizational resilience today, leaders must assess their current position and capabilities, and align their leadership teams on a portfolio of mutually reinforcing solutions across three areas:

1. Organization and operating model: Define a lean structure that creates cost advantage, while using re-org as an opportunity to enhance adaptability, optimize for highest-priority sources of value, redefine core processes, and accelerate capability builds (e.g., digital, sustainability).
2. Talent and skills: Identify talent needed to win today and in the future and chart a clear path to acquire, develop, and retain that talent.
3. Culture and change: Inculcate traits that enable individuals and teams to thrive in volatile and uncertain times; tap into and activate employees' emotions, explicitly build confidence, and lead by example. Creating a resilient organization will support successful execution of existing strategies while capturing breakout opportunities when others are struggling, even in a volatile and challenging environment.

Major disruptive events such as the COVID-19 pandemic have clearly underscored the business value of operational resilience in their organizational DNA. Operational Resilience is now key to business survival in the face of rapidly changing environments and threats. Leveraging aspects of both business continuity and operational resilience enables organizations to mitigate risks more effectively, recover critical functionality and thrive in altered circumstances. To build a safe, enduring business, companies need both continuity and resilience.

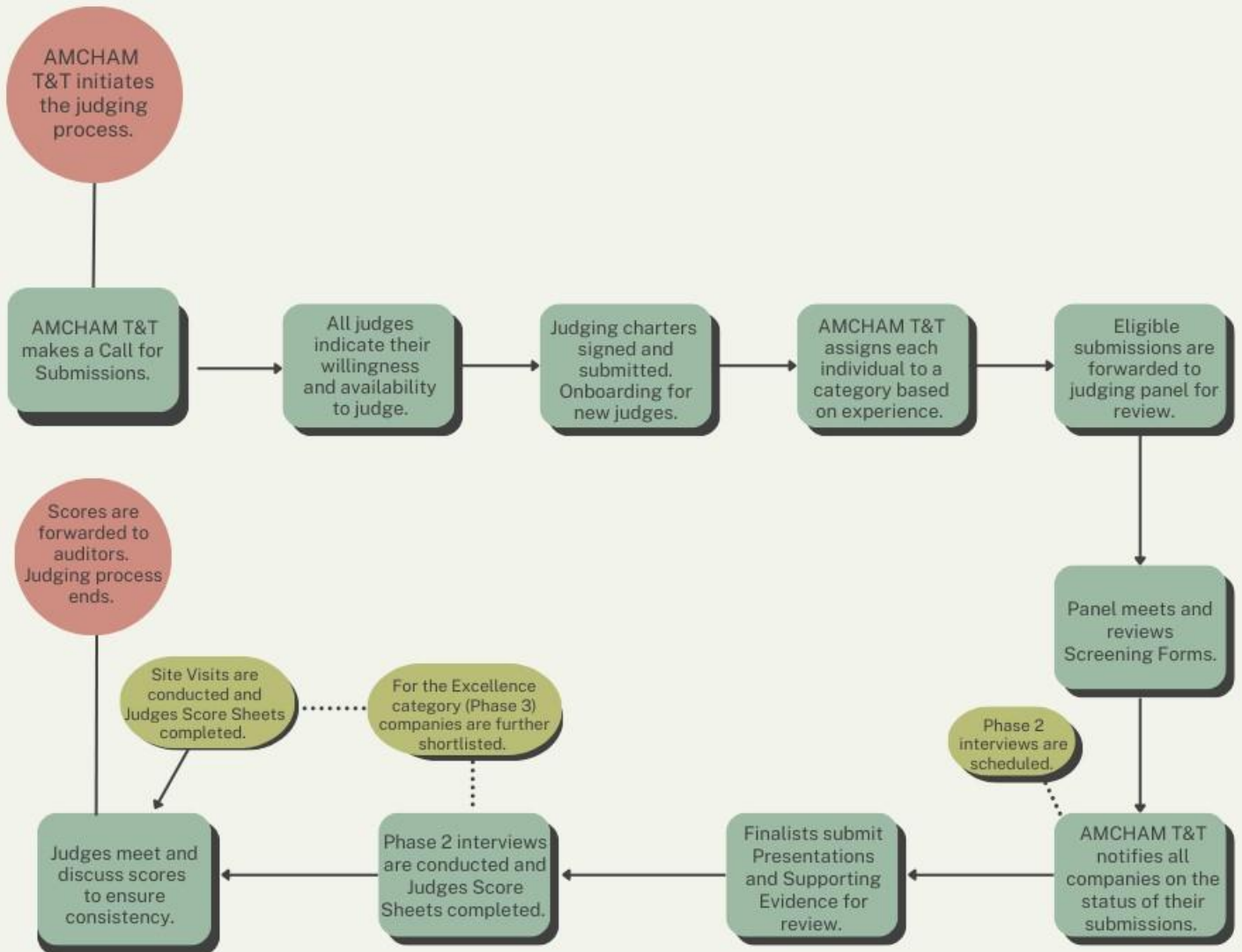
Building Operational Resilience – Considerations for Evaluation

The Award will consider the state of preparation to respond to a disruption and the state of enhanced resilience through business continuity management processes as defined by ISO 22301:2019. It will evaluate the road map to enhancing resilience within an established business continuity management framework. The thrust is preparing for crises/disruptions by enhancing resilience as defined by ISO standards and adopting business continuity management disciplines. The Award would seek to stimulate and enhance resilience by focusing on the ability to respond and adapt, within the corporate culture.

Key principles for building an Operational Resilience Framework:

1. Define Key Business Services / Critical Economic Functions (CEFs).
2. Set Impact Tolerance and Risk Metrics.
3. Understand Dependencies – Upstream and Downstream.
4. Leverage Scenarios for Potential Points of Failure.
5. Communicate the Plan and Stakeholder Map.
6. Drive resilience across the extended third-party ecosystem; and,
7. Build resilience into the organization's culture, both internally and across the extended third-party ecosystem.

PROCESS SUMMARY



PROCEDURE

- **Step 1 – Call for Submissions.**

AMCHAM T&T will invite submissions for the National Excellence in HSE Awards. Any company operating in Trinidad and Tobago shall be eligible to apply to AMCHAM T&T for these Awards.

This step will mark the beginning of the awards process for *companies and judges*. Submissions may include information about their HSE initiatives, projects, achievements, and practices.

Completed forms shall be submitted in digital format to the AMCHAM T&T Secretariat.

Kindly note multiple submissions are allowed in the Outstanding OSH and Environment Project Category, *only*. For any other category, only one submission, per category is allowed.

Simultaneously, the AMCHAM T&T Secretariat will establish communication with all judges. Each judge will be requested to formally express their willingness and availability to participate in the current iteration of the National Excellence in HSE Awards. Judges are encouraged to communicate any dates of unavailability throughout the awards process to assist in interview scheduling and avoid any clashes.

Furthermore, upon confirmation as a judge, each individual will be required to review and return a signed copy of AMCHAM T&T's Judge's Charter.

Finally, during this period, an onboarding session for all new judges will be conducted by the Head Judge and the AMCHAM T&T Secretariat.

- **Step 2 – Review of Submissions**

The AMCHAM T&T Secretariat shall compile all applications eligible for judging and provide a listing of the submissions to the judging panel for Phase 1 of the judging.

Upon receiving all eligible submissions, the judging panel will meet and review each submission in accordance with the criteria as highlighted in the Screening Forms.

This review process is objective and impartial. Judges assess each submission based on the established criteria, to ensure fairness and consistency in the evaluation.

Following the Review of the Screening Forms, each panel of judges will be required to determine the manner in which their interviews will be conducted. This can be either in-person or virtually, however it must be consistent with all companies in the respective categories.

- **Step 3 – Feedback to Applicants**

Upon review of the initial submissions, the AMCHAM T&T Secretariat will provide feedback to all companies. This feedback will be based on the comments by the judges.

For the second stage of judging, a presentation and interview with the judging panel is required. The Judging Score Sheet for the respective category will be provided. Participants are expected to tailor their presentation in accordance with the respective Judging Score Sheets. In addition to the presentation, participants will be asked to provide all supporting evidence that substantiate their HSE initiatives and practices discussed. **Judges will be required to review these documents beforehand!**

In cases where confidentiality policies are in place within the participating companies or organizations, participants will be encouraged to provide relevant materials during the interview.

- **Step 4 – Phase 2 Judging – Interviews**

All companies shortlisted from Phase 1 shall prepare and make a presentation to the judges. This can be in person or virtually, however it shall be consistent with all companies. Applicants will be informed beforehand of the nature of their interview. The judges will clarify any issues and shall be able to complete a final score as per the scorecard.

Each judging session is allotted approximately two (2) hours. Applicants are judged based on the criteria provided in the Judging Scoresheets and the information presented at the interview.

Whether the interview is being conducted in person or virtually, judges are requested to convene and engage in a briefing session at least 15 minutes prior to the scheduled interview time. This practice ensures a prompt commencement of the interviews.

At the end of this step, the judges shall collaborate on individual scores and determine the ranking of each company. All scoresheets and supporting documents from the judges shall then be forwarded to the AMCHAM T&T Secretariat for compilation.

- **End of Judging Process**

Upon receipt and review of all score sheets by the AMCHAM T&T Secretariat, documents are forwarded to a third-party auditor for final review.

All winners are announced at the National Excellence in HSE Awards Ceremony. Applicants and Judges will be advised on such date once finalized.

APPENDIX 1

DEFINITION OF SECTORS

**Sourced from the Central Statistical Office
Ministry of Planning and Development
Trinidad and Tobago ²**

1. INDUSTRY Energy Sector

This industry includes the extraction of minerals occurring naturally as solids (coal and ores), liquids (petroleum) or gases (natural gas). This industry also includes supplementary activities aimed at preparing the crude materials for marketing, for example, crushing, grinding, cleaning, drying, sorting, concentrating ores, liquefaction of natural gas and agglomeration of solid fuels. It includes the following major activities:

- Extraction of crude petroleum and Natural Gas
- Other Mining & Quarrying, which includes Quarrying of Stone, Sand & Clay
- Mining Support Service Activities
- Crude Oil Exploration & Extraction
- Condensate Extraction
- Natural Gas Exploration & Extraction
- Asphalt
- Petroleum Exploration and Extraction Support Services
- Refining (incl. LNG)
- Manufacture of Petrochemicals
- Petroleum and natural gas distribution
- Electric Power Generation, Transmission & Distribution
- Manufacture of Gas & Distribution of Gaseous fuels through mains
- Petrochemical
- Electricity and Gas

² For more detailed definitions, reference is made to the ISIC Rev.4 manual:
https://unstats.un.org/unsd/publication/seriesm/seriesm_4rev4e.pdf

2. INDUSTRY – MANUFACTURING

This industry includes the physical or chemical transformation of materials, substances, or components into new products. The materials, substances, or components transformed are raw materials that are products of agriculture, forestry, fishing, mining, or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing.

Units engaged in manufacturing are often described as plants, factories or mills and characteristically use power-driven machines and materials-handling equipment.

The major activities in this Industry includes:

- Manufacture of Food, Beverages & Tobacco Products
- Manufacture of Textiles
- Manufacture of Wearing Apparel
- Manufacture of Leather & Related Products
- Manufacture of Wood and Related Products
- Manufacture of Paper & Paper Products
- Printing & Reproduction of Recorded Media
- Manufacture of Pharmaceuticals, Medicinal Chemical & Botanical Products
- Manufacture of Other Non-Metallic Mineral Products (E.g.. Glass, Refractory products, Clay building materials, Porcelain & Ceramic Products, Cement, Concrete, Finishing Stone)
- Manufacture of Basic Metals (E.g. Iron & Steel)
- Manufacture of Fabricated Metal Products (Excluding Machinery & Equipment)
- Manufacture of Computer, Electronic & Optical Products
- Manufacture of Electrical Equipment
- Manufacture of Machinery & Equipment

- Repair & Installation of Machinery & Equipment
- Manufacture of Transport Equipment
- Manufacture of Furniture
- Other Manufacture, which includes Manufacture of Jewellery, Musical Instruments, Sports goods, Games & Toys.
- Construction of Buildings
- Civil Engineering Works (E.g. Construction of Roads, Bridges, Tunnels & Industrial facilities).
- Specialized Construction Activities, inclusive of Demolition & Site Preparation, Electrical, Plumbing & Other construction installation activities.

Other Manufacturing

- Manufacture of basic pharmaceutical products and pharmaceutical preparations
- Manufacture of rubber and plastics products, and other non-metallic mineral products

All Other Manufacturing

Manufacture of basic metals and fabricated metal products, except machinery and equipment

- Basic Metals
- Metal Products
- Manufacture of computer, electronic and optical products
- Manufacture of electrical equipment
- Manufacture of machinery and equipment N.E.C.
- Manufacture of transport equipment
- Motor Vehicles
- Other Transport Equipment
- Other manufacturing; repair and installation of machinery and equipment
- Furniture

3. INDUSTRY Services

This industry includes activities related to the management (including collection, treatment, and disposal) of various forms of waste, such as solid or non-solid industrial or household waste, as well as contaminated sites. The output of the waste or sewage treatment process can either be disposed of or become an input into other production processes. Activities of water supply are also grouped in this industry, since they are often carried out in connection with, or by units also engaged in, the treatment of sewage.

In the Trinidad & Tobago context, the main activities in this Industry includes:

- Water Collection, Treatment & Supply
- Sewerage
- Waste Collection, Treatment & Disposal Activities
- Materials Recovery
- Remediation activities
- Other Waste Management Services

OTHER SERVICES

- Trade and repairs
- Transport and storage
- Accommodation and food services
- Information and communication
- Financial and insurance activities
- Financial Service Activities, except insurance and pension funding
- Insurance, reinsurance, and pension funding, except compulsory social security
- Activities auxiliary to financial service and insurance activities
- Real estate activities
- Professional, scientific, and technical services
- Administrative and support services

- Public administration
- Education
- Human health and social work
- Arts, entertainment, and recreation
- Domestic services
- Other service activities

Note:

Other Service Activities include:

- Activities of Membership Organizations such as Professional Membership Organizations, Business & Employers Membership Organizations, Trade Unions, Religious Organizations & Political Organizations.
- Repair of Computers and Personal & Household Goods. This includes repair of consumer electronics, repair of household appliances & garden equipment; repair of footwear & leather goods; repair of furniture & home furnishings.
- Other Personal Service Activities, inclusive of hairdressing & beauty treatment, as well as funeral activities.

SIZE CLASSIFICATION

Company Size by Number of Employees

Micro (1 – 5)

Small (6 – 25)

Medium (26 – 50)

Large (>50)

This should include permanent staff.

All temporary staff should be amalgamated and normalized to an equivalent headcount. Figures for a normalized headcount should span over a 3-year period.

The workforce size should be calculated as follows:

Total Permanent Staff + Normalized Annual Headcount of Contract and Temporary Staff.



Example: If a total of 150 contract and temporary staff each worked a total of 6 months in the year, then the normalized annual headcount will be 75.