

Clean Service Power GmbH ISAW 2006

Your application needs to include:

1) Basic Data:

a) Name of Organization (can be a division of a larger organization):

CLEAN SERVICEPOWER GmbH

b) Date of founding:

1989

c) Number of employees (NB: minimum of 60):

1.250

d) Nature and scope of business:

We are a cleaning company specialising in cleaning, clinic service, hotel service, personal service, building service, vital energy space clearing, earth healing and feng shui advice

e) Location(s):

We have 7 offices in Düsseldorf, Cologne, Düren, Gummersbach, Dortmund, Bielefeld and Münster.

f) Website address (if applicable)

www.clean.de

2. Contact Information

a) Contact Person's Name:

Sefina Yahraes

b) Position:

Assistant of management

c) Phone:

++ 49 (0) 228/97025-16

d) Email:

s.yahraes@clean.de

e) Cell phone:

f) Address: Königswinterer Straße 730, D- 53227 Bonn, Germany

Please provide full contact information for a back-up contact person in case we cannot make contact with you for any reason.

g) Backup Contact Person's Name:

Thomas-Michael Baggeler

h) Position:

manager

i) Phone:

++ 49 (0) 228/97025-19

j) Email:

t.baggeler@clean.de

k) Cell phone:

l) Address: Königswinterer Straße 730, D- 53227 Bonn, Germany

Note: It is essential that all this contact information be provided so that we can follow up with you.

3. A Brief Description of Your Organization:

a) What are the vision and mission; philosophy and core values of your organization?

Ever since the company was founded, growth and a powerful dynamic have been its hallmarks. This development was made possible by open and honest customer relations, a high level of reliability and optimal profitability as well as high performance.

Company Vision:

CLEAN's service is so superb that our customers love working with us. Our dolphins teach us to live as one with nature, spread joy and harmony in the world and to ride on the waves of laughter.

Philosophy:

We offer our customers personalised service with holistic awareness. We provide assistance to everyone to whom a successful outcome is as important as it is to us. We want to give our customers helpful and friendly service, so we are constantly learning to be flexible and innovative.

CLEAN's Basic Principles

The annual meeting at the start of 2006 had the theme: "Only with caring concern and cooperation can we master the social challenges of our age".

Customers/Partners: Trust is an oasis in the heart that is never reached from the caravan of thought.

Honesty: Honesty and openness with one another creates trust and continuity.

Staff/Personality: Our employees are the soul of the company, and we appreciate each one individually.

Environment: Naturally, we are active in caring for the environment.

Joy: Each one of us is part of a team that performs its daily tasks with joy and commitment.

Innovative: Our innovative thinking and action keeps us three steps ahead of our competitors.

Personal Training and Further Education: The most valuable thing in life is the development of the personality and its creative powers.

Responsibility: CLEAN's success grows from the responsibility of each individual employee.

Principles

- CLEAN employees have decided to devote their thoughts and actions to the service of our customers, the environment, their fellow-human beings and mutuality.
- CLEAN is one of the leading companies in the cleaning and service industry.
- Every employee, every customer and every supplier is of equal value to CLEAN.
- Everyone in the company has a duty to behave in accordance with the company's philosophy and work towards its success.
- As employees, we achieve customer satisfaction by offering innovative and personal service that goes the extra mile.
- Our daily work involves more than just providing a cleaning service. We create a friendly and pleasant atmosphere, ensure that a property maintains its value and enable our customers' space

energy to be increased. We are constantly optimising our work methods and procedures with the expertise that we acquire. And so we put the company's philosophy into daily practice.

- We use special energised, natural and ecologically degradable cleansing agents in order to help the conservation of the earth. We regard this as our duty to nature.

- We give our philosophy daily expression through openness and friendliness with a smile for our customers.

- In our work environment, we strive for high quality. Our staff are always fully focused on their work. They pay particular attention to detail and act responsibly.

- The company's management recognises and fosters the potential of every employee and offers opportunities for further training and promotion.

In accordance with the company's vision, CLEAN sees dolphins as a model for human cooperation. Dolphins show us how to live and work in harmony with each other. They superbly combine their pronounced individuality with a strong sense of community. They learn from each other, provide mutual support to each other and are seen as helpful and friendly creatures.

b) How your organization defines "Spirit" or "Spirituality". How do you talk about the "vertical" and "horizontal" dimensions of spirituality?

Spirituality in the Company CLEAN SERVICEPOWER GmbH is:

- Thought in larger connections with people, society and the universe
- Freedom of belief in a cultural company
- Environmental awareness
- A good heart attitude

Vertical spirituality

With his personal thoughts and actions, the CEO of CLEAN Servicepower GmbH, Mr Baggeler, has found his path and place in life that give him fulfilment and make him happy.

Thomas-Michael Baggeler says: "**Vitality is created when we are able to see the greater whole.** I have 25 years' experience in the cleaning industry. For me, this is a milestone to which I attach my thoughts and actions in a greater connection. I have been concerned with spirituality, belief in God, reiki and Eastern medicine for many years and have completed intensive training courses in feng shui, qi gong and other subjects. In these things, I found the starting point for developing a unique concept in the cleaning industry involving the promotion of a completely new understanding of spaces and their effect on people – holistic building cleaning. The awareness of the whole is created – the forerunner for my new challenge."

Involvement in spirituality results in personal values and perspectives such as joyful and harmonious association with all one's fellow-human beings, care for natural resources and constant personal and professional development.

CLEAN sees everything as being in a creative interaction, because every person is directly connected to the community and the cosmos. Each individual's thoughts and actions release energies that influence the world beyond their own environment.

"Everything that we do or don't do has its equivalent in the outside world. Even when we apparently do nothing and do not get involved in something, we are still responsible for the

consequences that become apparent in the community, the economy, politics and the universe. Even our thoughts, which are transcendent energies, are precipitated in the outside world, because they are related to other effects and make a world worth living in possible or impossible.”

Source: “Management for the Future”, by Siglinda Oppelt

Starting with management, all intelligences are utilised equally, be they spiritual, rational, intuitive, emotional or creative. Spiritual intelligence is also utilised in order to create more rational living and working environments.

This inspiration was shaped by company management and has been internalised as a personal philosophy by many employees.

The prevailing atmosphere at CLEAN is one of 100% openness, with the management leading by example. Spiritual subjects can be openly discussed and are respected. Each individual can incorporate his or her spiritual ideas and thoughts into their working life. The diverse beliefs of all employees in the company are treated with respect and consideration.

CLEAN Servicepower GmbH is an intercultural organisation employing people from different cultures and countries in all levels of the company – from management to the cleaning staff. Our employees adhere to the following belief systems: Judaism, Christianity, Islam, Hinduism, Buddhism, Daoism, Confucianism and so on.

Foreign employees at CLEAN are integrated 100% into company events and every employee is accorded respect and consideration as a person. Every employee is equally valuable. Honesty and fairness towards each other are valued most highly within the company.

Here is an excerpt from the staff brochure: “We are people who value our company, CLEAN. The way in which we associate with each other determines the success of CLEAN and the extent to which each individual enjoys their daily work.”

The staff brochure with our philosophy and principles was written and printed in three languages (German, Turkish and Russian). A standard work uniform presents a cohesive appearance to the outside world. To express their personality, each employee has their own unique business card. The company’s organisation chart openly displays all areas of operation and shows them as equal links in a chain that can only exist and act together.

Horizontal spirituality

In the company’s guidelines, which are constantly being developed, CLEAN has undertaken to accept responsibility for the environment. **The goal is to contribute to a healthy environment.** CLEAN is thus committed to providing its services in an environmentally friendly way. The environmental programme for reducing energy and cleansing agent consumption, treating resources with care and reducing the use of cleansing agents that contain hazardous materials and are hazardous to waters underscores this claim. CLEAN has been incorporating in integrated management system (IMS) since 1996. That combined the areas of quality management and environmental protection. It aims to promote an in-house multidisciplinary communication process and efficiently implement company goals with the aid of a standard comprehensive process. With the aid of this management system, CLEAN has been able to more easily recognise and eliminate weak points.

CLEAN Servicepower GmbH has defined its own guidelines for care of the environment.

Environmental goals achieved in 2005

- The use of cleansing agents and cleaning products containing hazardous materials was lowered by 2.4%
- The use of cleansing agents and cleaning products was reduced by 1.3%
- Fuel consumption was lowered by 0.7%
- 3 customers were advised about environmentally friendly cleaning methods
- The environmental guidelines were fully complied with in 98% of cases.
- Each employee underwent 1 training session on more environmentally friendly behaviour. (waste prevention, vehicle use)
- Water consumption and wastewater were reduced in 6 properties.
- The use of cleansing agents and cleaning products was avoided in about 40% of all properties.

- Waste prevention and utilisation (the company has its own waste container system and used this when working for customers)
- In September 2004, a public environmental project (cleaning of a street section and local kindergarten in Rheinauen) was completed.

The Company's Environmental Milestones:

- In 2002, the company made a commitment to adopt good environmental practices and developed an innovative and environmentally friendly cleaning method.
 - In 2004, we received certification by the quality management system ZDH-ZERT in accordance with **DIN EN ISO 9001** and certification by the environmental management system ENVIZERT in accordance with **DIN EN ISO 14001**
 - In 2005, the company became a member in the professional development programme of **B.A.U.M. e.V.**
 - in 2006, the first edition of the 2005 Environment Report was published
- Employees are continuously being trained in the understanding of and responsibility towards nature.

We influence the environment with our services and behaviour. The resultant environmental effects are evaluated annually for relevance to the environment and how much they influence it. The aim is to recognise negative developments and control them early with suitable measures.

The company is characterised by continuity, honesty, quality, individuality, a sense of community, intelligence and social competence. Attention is always paid to the environment and the health of all employees is looked after as much as possible.

Because we value people, the earth, and all life forms (especially dolphins) very highly, we take particular care not to destroy their living space. We use special energised, natural and ecologically degradable cleansing agents in order to help the conservation of the earth. We regard this as our duty to nature.

The habitat and behaviours of dolphins are a basis for staff rules and behaviours in the company. The analogy in the company brochure documents the importance of and desire for sustainability:

HONESTY & TRUST: Dolphins live together in a group. They live their communal life in harmoniously regular cycles. With their special charisma, they show us humans a kind of honesty and trust and make us feel good.

INDIVIDUALITY & SENSE OF COMMUNITY: Dolphins superbly combine their pronounced individuality with a strong sense of community. They learn from each other, provide mutual support to each other and are seen as helpful and friendly creatures.

INTELLIGENCE & SOCIAL COMPETENCE: Dolphins are very intelligent creatures. In addition to intuition and social competence, they have the ability to adapt to new situations and find solutions to problems.

HEALTH & ENVIRONMENT: Dolphins are creatures with a positive attitude to life. They are considerate of the community and work towards a healthy and natural balance of their surroundings.

PARTNERSHIP & COHESION: Dolphins develop strong bonds with each other and help each other. They are able to recognise when one of their fellows needs their support and are immediately on hand to provide it.

Spirituality in CLEAN is implemented by:

- Aligning the company with greater connections with the community and universe
- The influence of spirituality in product development
- Openness to independent ways of spiritual thinking in the company culture, with values such as a good heart attitude being promoted
- Every employee has the opportunity for further personal development.

Example: Christmas 2005

Christmas 2005 was celebrated with a "Spirituality" theme.

In a Cologne cinema, the staff were shown the movie "As It Is in Heaven" (premise: "It is an adventure to find your own paradise"). The film moved all the employees deeply with the ideas of how important it is to "live one's life". Thomas Michael Baggeler opened the later informal get-together with a short address, in which he reflected on a core message of the previously viewed film, communal growth and the cohesion of a community with diverse characters, and wished the CLEAN family an equally strong cohesion in 2006.

CLEAN has been able to clearly distinguish itself from the competition by its practices. The customers appreciate our innovation and expertise. Daily interaction with the integrated quality awareness is helping each employee grow personally. Happiness in their private and professional life is the result. The employees' sensitivity to the environment and how their behaviour affects it is increased.

The consistent further development of the company offers the employees wonderful conditions for a constant and long-term cooperation and hence personal development. The company's management recognises and fosters the potential of every employee and offers opportunities for further training and promotion.

CLEAN's corporate philosophy enables development and a workplace life with independent spirituality. The basic principles of the company's philosophy state that everyone in the company can develop spiritual themes.

CLEAN Servicepower GmbH continuously supports projects to assist the needy.

"We must give back some of the good things we keep for ourselves," explains Thomas-Michael Baggeler about his motivation for giving donations.

Examples from 2005:

- Donations to Rückgrad e.V. for flood victims in Sri Lanka, which are used especially for rebuilding the city of Seenigma (**Thomas-Michael Baggeler started a donation appeal, and the staff responded by giving € 5,600. CLEAN management doubled this amount to a total of € 11,200.**)
- "Maitrya", an association for helping disabled Tibetans
- "Sternthaler e.V.", social sponsoring of Bonn children and young people
- "People for People", Karl-Heinz Böhm aid for Atopy

Mr Baggeler made an appeal for spiritual support to be given for the tsunami catastrophe in Southeast Asia in the January/February 2005 newsletter. The newsletter was sent to 1,500 customers, suppliers and partners.

An excerpt from the newsletter:

“In this world, we once again realise that the mind does not understand, indeed it cannot grasp what is happening. This is also the case with the dreadful catastrophes in Asia at the moment, where hundreds of thousands of people have lost their lives, their existence, beloved partners or children. For this reason, we must try to send the people in the affected areas light and loving energy every day, and to be as positive as we can every day in order to help them spiritually. The people need this support just as urgently as they need donations of money and daily fresh drinking water. I hope that we all recognise the opportunity and responsibility we have in this great catastrophe to be there for each other in love, consideration and respect for our Earth. We human beings are all connected with each other and should be there for each other and help each other in a spirit of mutual respect. My feng shui master, Prof. Lim, has appealed to all his students to gather each day at 6:00pm to send light to the affected areas for three minutes in the form of pillars of light. This should be done until the end of April. The more people who help with this, the stronger the force will be. I will be very happy if you take part in this heart and light therapy meditation.”

- c) How do you handle concerns about diversity of religions and what boundaries do you set around employees trying to convert each other, or in any way making others uncomfortable?

Among the house rules of CLEAN Servicepower GmbH are:

- We treat each other fairly.
- We value honesty to the utmost.
- We trust each other.
- We share our knowledge and experience with everyone in the team.
- We are friendly towards each other.
- We respect others as they are.
- We have respect for all life.
- Our thoughts and actions are submitted to the service of our customers, the environment, our fellow-human beings and mutuality.

Anyone who does not comply with company rules has their contract terminated.

4. Core Application:

The response to this section should be the heart of the application. What policies, programs, or practices **explicitly promote or enable spirituality at work**? “At work” refers to your workforce. For the purpose of this award, the Committee is more interested in how your workforce is treated. We also want to hear about your customers and clients. But if your practices do not include employees they will not be sufficient. Explain the nature and scope of the organization’s activities; when these practices were implemented and by whom; relevant background; public visibility; etc. Finally do you believe these programs will sustain over time? If so why?

- a) What has been the effect of policies, programs, or practices on stakeholder community? Stakeholders include employees, owners, customers or clients, suppliers, communities in which business has a presence, etc. **A separate**

attachment with verbatim testimonials is allowed. Please email this attachment separately and limit to 4 pages (in addition to the maximum of 12 pages on the Application)

EMPLOYEES:

As per the company management and employee policy, the employees take care of their own personal development, visions and objectives independently and willingly. This leads them to acquire important qualities such as a meaning in life, knowing their place and living life to the full enjoying each second. They convey their thoughts and values to other people.

The company vision "our dolphins teach us to live at one with nature, to spread joy and harmony in the world and to ride on the wave of laughter" creates a positive overall mood in each individual. There is a heartfelt togetherness amongst the employees, which is also conveyed to the customers. This automatically leads to each employee developing a personal positive disposition in a harmonious working environment. The employees integrate and continue their joy and personal balance at work into their private lives. This creates a cheerful, harmonious togetherness and is a great contribution for the peace on earth. Basic human values such as honesty, reliability and high-quality work are conveyed, and CLEAN therefore contributes to keeping these essential basic values alive in society.

The individuality and work of every employee is totally appreciated by the company, which means that they find personal job satisfaction. This in turn forms the basis for long-term collaboration and the construction of mutual trust.

The constant further development of the company gives its employees the possibility of a long-term working relationship. This gives every employee security, the possibility to make plans for the future, to set and achieve personal goals and wishes. The basic human need for future security is assured by regular income and job security. Environmentally conscious actions and the appreciation of every living thing and the environment, is continued into the household and everyday lives of the employees, bringing a huge contribution to environmental protection.

CLEAN is one of the leading companies in the cleaning and service industry. The employment of people from other cultures and their full integration into the company, sets an example for other companies.

TOWN/POLICY:

CLEAN is the market leader in the cleaning industry in Federal State North Rhine Westphalia (Germany), where it creates and ensures jobs.

Thanks to the large number of important customers in North Rhine Westphalia, investments remain within its own Federal State. The turnover in 2004 was 12.5 million Euros.

The company policy enables CLEAN to help fellow foreign citizens in Germany to integrate in the town and the Federal State, because if a person feels at home in a company, he will also feel at home in the society in which he lives.

As a contribution to the conservation of the environment, the trainees at CLEAN developed an environmental action plan, which they concluded, with the support of the Mayor of Bonn Frau Dieckmann, in September 2004.

After presentation of the basic concept, the Mayor of Bonn Bärbel Diekmann gave her immediate agreement for the implementation of the action plan. Mixed with a good dose of fun and joy and under the supervision of the CLEAN trainee staff, the children of the St. Remigius had a chance to learn in a playful way about waste collection and separation. Lesson objective: to make children aware of the environment in which they live and how to keep it clean. At a concluding competition for the children, they ran to collect waste and put into action what they had just learned. The environmental action plan was a success for everyone involved and was an initiative created entirely by the trainee staff at CLEAN.

Comments on the project:

• Head of the Bonn Environment Department: "If only adults would have the same respect for the environment, we would definitely have less problems".

Sylvia Binner, Editor of the Bonn Stadtanzeiger newspaper: "We would all benefit if there were more projects of this type".

YOUNG PEOPLE:

Clean has its own youth training programme and counts on successful junior employees. The motto is: Our trainees are important to us, as they represent the successful junior employees of our company.

COMPETITION:

CLEAN is always one step ahead of competitors thanks to its company management and the newly developed ideas. With the development of the concept derived from spirituality under the name "Total building cleaning", CLEAN has become the precursor of the entire cleaning industry for a new kind of cleaning. CLEAN is the market leader in North Rhine Westphalia.

CUSTOMERS:

CLEAN is a proprietor-run company. The management is always available to speak to the customers. This means that a personal mutual trust can be built and the individuality of each customer can be catered for.

The cleaning results achieved by CLEAN mean much more for the customers than just a clean room. The total building cleaning programme increases room energy and also the bio-energy and wellbeing for the occupants. In industrial areas, it can contribute to an increase in the company figures and a good working environment.

Total building cleaning

In everyday working environments, the team around Thomas-Michael Baggeler has established that there are rooms which give and take, with regard to the vitality of an individual.

According to French rhabdomancer Antoine Bovis (1871 – 1947) Bio-energy of a room, which in Chinese for example is called Qi, is responsible for this. Thus rooms can either give people bio-energy but also take it away from human bodies. If it is taken away, the occupants feel tired and drawn. Inspiration and joie de vivre is low and illnesses can occur. Such 'taking' rooms can lead a company to bankruptcy, as the normal human energy is no longer sufficient to develop creativity, friendliness and new ideas. This knowledge led to the idea of total building cleaning. It combines the classic cleaning of buildings with vital-energetic cleaning, and is therefore the basis on which to create and maintain long-term vital living and working environments.

The following areas are part of the concept: 25 years of innovative cleaning expertise, vital-energetic cleaning agents, room clearing, feng shui advice, geomancy and employee awareness.

Thomas-Michael Baggeler has developed ecologically degradable cleaning agents with children's health in mind and for the protection of the environment, which are made entirely from natural products. They are bio-degradable, kind to the skin, allergy friendly and very rich. The effect of natural essential oils creates a pleasant atmosphere of well-being. The cleaning series "DOLPHAMEEA" unites the forces of the earth, fire, water and air to create a free-flowing energy for the cleaning of all surfaces. The result is a health-promoting, harmonious and powerful environment.

The CLEAN-System developed by CLEAN is a total building cleaning concept for buildings. It offers the guarantee of fully comprehensive CLEAN service results. Costs are optimised and the expenses for continued maintenance are acknowledged, thus enabling systematic servicing. This

innovative concept has already been used with a large number of customers, and ensures the long-term maintenance of their buildings.

A control system with supporting software will further expand and improve the performance potential and efficiency of the CLEAN-System.

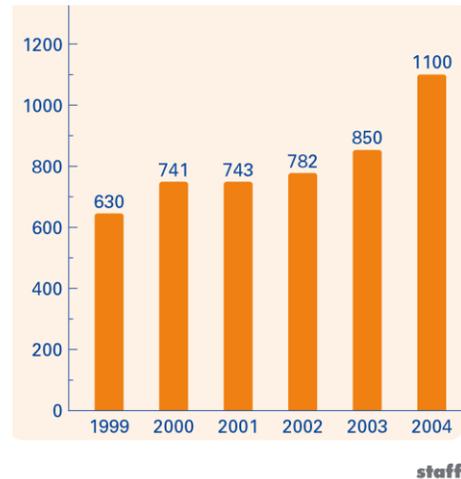
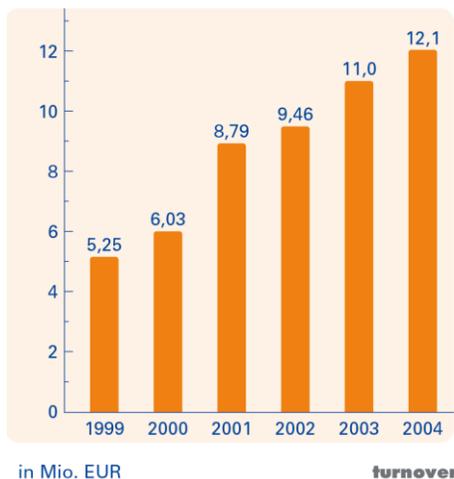
A pleasant and positive business relationship is created through the cordiality of the CLEAN employees. CLEAN stands out for its friendly and cheerful employees, who always react to other people with a kind word or a smile. This shows customers personal appreciation and gives them a positive feeling.

The subsequent further development of the CLEAN company offers customers excellent conditions for continued, long-term collaboration. CLEAN works with personal advice, industry expertise, reliability, rapid service and a good quality-price ratio. Special requests and last minute changes are flexibly dealt with. This is a guarantee for customers and creates full trust, promoting positive human values.

b) What has been the effect of policies, programs, or practices on nominee's business success? Please tell how you feel these programs have helped you. For example: Has it contributed to growth? Has it improved employee retention? Please provide statistics whenever possible.

In 8 years, the company has developed to become the market leader in North-Rhine Westphalia. The quintessence of the commercial success of CLEAN is its individuality compared to its competitors through its challenge against inhumane working methods in the cleaning industry.

The subsequent further development of the company offers customers and partners excellent conditions for continued, long-term collaboration. CLEAN has been taking care of the property of well-known customers, such as DeTelmmobilien, the central offices of T-Com, the central offices of T-Mobile, Daimler Chrysler AG, Deutsche Post Express GmbH, DKV Deutsche Krankenversicherung and many more in the whole of North-Rhine Westphalia. Through letters of recommendation, our customers confirm again and again the flexibility, reliability and expert competence of our team. Through the offer of total building cleaning, it has been possible to gain more and more new customers over the years and ensure the continued relation with existing customers.



- c) How the organization has been a model or inspiration for others companies in your industry or outside of it? For example, is your CEO often asked to speak at industry conferences and does he or she speak explicitly about spirituality?

CLEAN is proof that:

- spiritual themes can be integrated in the product development of a company, e.g. total building cleaning, Dolphameea produce range
- spiritual cultures and views can be seen with an open mind and integrated in the everyday working life
- ethic business values can be maintained
- values can be believed in and maintained
- it is possible to respect the environment and treat it with responsibility
- it is possible to convey environmental awareness to every employee

5. Stakeholder References

A minimum of two references are recommended. Stakeholders may be owners, employees, suppliers, customers, strategic partners, community representatives, or environmental representatives, who are not leading your Spirit at Work initiative but can attest independently and genuinely to at least one of these:

- Vertical and horizontal dimensions of Spirituality demonstrated at the organization
- The explicitly spiritual project, policy or practice being acknowledged
- Any impact this person/group has observed resulting from the organization's Spirit at Work program, policies, practices, etc.

Please include name, contact information and the relationship to the applicant.

Translation: Letters of recommendation

- 1.) Customer "Deutsche Telekom, Generaldirektion"
Mr. Habermann
Friedrich-Ebert-Allee 140
D-53113 Bonn
Germany

"Following a successful bid in which 30 competitors took part, the General Management of Telekom AG in Bonn assigned CLEAN SERVICEPOWER GmbH with the cleaning of its buildings. CLEAN was assigned the contract on the grounds of the positive collaboration with the company since 1993 ... and the internally evaluated contract bid.

...

For the work to be performed, we demand a great deal of flexibility, effort, precise planning and cleanliness from the CLEAN company. In this way we can confirm the company that during the respective relocations of our branches, the work was performed to our full satisfaction with trust and a sense of partnership. The tasks and services assigned to CLEAN GmbH met our expectations. It should also be ascertained that CLEAN carries out the professional tasks in a reliable, competent manner, whilst maintaining the areas perfectly clean. CLEAN stands out for its well-trained staff, friendly service and the efforts and commitment of the management, which is

always willing and in the position to fulfil any last-minute special tasks quickly, reliably and professionally. The company management has a particularly pleasant leadership and is always available to speak with us when necessary. We wish the CLEAN company a continued favourable development and look forward to working with them again in the future.”

2.) Customer “T-Mobile Deutschland GmbH”
Mr. Walter Friedrichs
Landgrabenweg 151
D-53117 Bonn-Oberkassel
Germany

“ The CLEAN company has been working together with T-Mobile since 1993. ... As a modern representative in this increasingly demanding service sector, CLEAN stands out due to its high degree of pro-active action and decision making. This is ensured through well-trained, friendly staff, and also the efforts and commitment of the management and foremen, who are always willing and in the position to fulfil any last-minute special tasks quickly, reliably and professionally. The efforts of the permanent staff have a positive effect and create indispensable continuity.

...

The CLEAN company independently highlights tasks which have to be performed, before a condition which would be unfavourable for T-Mobile comes about and would then make it necessary to negotiate. For this very reason, in our many years of collaboration we have worked for them with trust and considered them a partner.

...

We are very satisfied with the service portfolio and task fulfilment. Due to our good experiences we would definitely recommend the CLEAN company in every respect. “

6. Sources of additional information on the applicant:

Here you may mention documents which you attached to the email containing this application but which are not part of this 12 page application. You may also list websites that can be accessed by the committee if needed.

• www.baumev.de
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IV. Submitting an Application

Applications shall include the information requested above (see Items #1- 6) and can be submitted via email to: elisa@spiritatwork.org

The Committee members reside on multiple continents and cannot share paper documents. For this reason only electronic submissions will be accepted. Additional support material, such as copies of the Mission Statement, descriptions of specific programs, or articles about the spiritual practices of the organization must also be submitted electronically.

By submitting the application the organization agrees that if selected, it will work with the ISAW committee to prepare simple case materials that can be used by other

organizations who may wish to emulate the applicant's policies, programs, or practices.

V. Receiving the Award

Organizations receiving the Award must be willing to contribute to some of the activities that promote and raise awareness off the award, such as:

- Agreeing to attend the 2006 International Spirit at Work Awards conference to receive the award and to offer a workshop presentation on their programs and/or practices. The 2006 Conferences will be held at Garrison Institute, Garrison, NY, USA, October 27-29, 2006. <http://www.garrisoninstitute.org>. You must attend the conference and offer a workshop in order to receive the Award and to be considered an ISAW Honoree.
- Providing a 1 page overview of your best practices for our Program Book and a 10 page overview of best practices for the attendees of the award ceremony and for the websites of the sponsoring organizations
- Signing a release form that grants permission for your case study to be included in ISAW publications
- Willingness to be contacted by researchers, journalists, and like-minded organizations to share what you are doing

VI. Application and Award Schedule

Due Date for nominations is May 14, 2006 for the 2006 awards. Decisions will be communicated to all applicants by the end of July. At the present time, we do not have enough funding to allow us to pay travel for honorees. However, we will waive the conference fee and pay the retreat expenses for one representative from each of the organizations honored. Award recipients will be profiled in co-organizers publications and on their websites and at their conferences. In addition to a few former award recipients, the Selection Committee of the ISAW Awards is currently composed of members from following non-profit organizations:

- **The Association for Spirit at Work:** "The professional association for people involved with spirituality in the workplace" www.spiritatwork.org.
- **The Spirit in Business Institute:** "Ethics, mindfulness and the bottom line." www.spiritinbusiness.org
- **The World Business Academy:** "Rekindling the human spirit in business." www.worldbusiness.org
- **The European Baha'i Business Forum:** "Enhancing the well-being and prosperity of humankind." www.ebbf.org

VII. Who was Willis Harman?

This award was inspired by the work of Willis Harman, PhD (1919-1997) who was a visionary thinker, futurist and social scientist who continuously articulated the possibility for humankind to transcend the limits of out-moded thinking. He was the author of several books including *Creative Work: The Constructive Role of Business in a Transforming Society* (with John Hormann), *An Incomplete Guide to the Future*, and *Global Mind Change*. He was co-editor of *The New Business of Business: Sharing Responsibility for a Positive Global Future* (with Maya Porter). He was also co-founder of the World Business Academy (1988), president of Institute of Noetic Sciences from 1973 until late 1996, a social scientist and futurist with SRI International in the late 1960s and early 1970s, and a professor at Stanford University prior to these other affiliations. This award honors organizations who are

living examples of Willis Harman's vision that business will play a major role in transforming social consciousness.

For further information contact:

Elisa Mallis

Chair, Selection Committee, 2006 International Spirit at Work Award

elisa@spiritatwork.org

VIII. Frequently asked questions

Q: Can my organization apply if it is faith-based?

A: You may apply as long as you are not promoting any one faith tradition. Honorees must respect all faith traditions and not use any Spirit At Work initiatives as a way to convert others to their preferred faith.

Q: What kinds of organizations can apply?

A: For-profit, not-for-profit, educational, or governmental organizations may apply. Privately held companies may apply. Publicly held companies may apply. Universities may apply. Basically any group of 60 or more employees (or full-time equivalent) who meet the criteria listed in the application form can apply.

Q: Can I count volunteers as part of my employee count?

A: Generally not, and here is why: Work is generally to make a living and pay the bills. Therefore this kind of work is done in return for pay. Work-for-pay creates the potential for inconsiderate treatment of workers who may feel trapped. We are trying to promote change in the workplace so that our time at work is nourishing to our Spirit. Volunteers who are mistreated can easily leave. Thus our focus is on paid employees. However, if you have a special circumstance, contact us so we can consider your eligibility.

Q: My entire organization at large is not yet involved with Spirit at Work initiatives, but my Division has a great program. Can we apply?

A: Yes, as long as your Division has at least 60 full-time employees, has been in existence for 5 years or more, and has a reasonable degree of autonomy (decision-making authority) in regard to this project.

Q: Our project has been a pilot project within our larger organization. Can a pilot project apply?

A: Yes as long as your organization meets the other criteria and the leadership of your organization has approved this pilot.

Q: Do some types of organizations or organizations in particular countries/regions have an advantage?

A: Some types of organizations or organizations in particular countries/regions may be thought to have an advantage, both through having more experience of practicing spirituality in the workplace and where English is their first language. However, we have developed an approach that allows for all applications to be fairly considered in both the business and cultural context from which they are presented.

Q: Are there any restrictions on the types of organizations that can apply?

A: No – any organization can apply. We do not exclude from consideration any organization based on their product or service. If an organization's product or service could be considered harmful to society as decided by the Selection Committee, then there will be an obligation for the organization to demonstrate

that their overall vision/mission/values are aligned with compassion for the concerns and needs of every stakeholder – including but not limited to employees, the environment and the community.

Q: What could cause my organization to not be selected for an award?

A: If you do not meet the criteria specified in this application OR If the Committee feels there is any inappropriate behavior in the organization, such as attempts to convert employees or unethical behavior OR If the Committee feels that the greater purpose of the International Spirit at Work Award is not served by naming your organization as an honoree

Q: Can my organization be a sponsor (donate money or services) to the award in the same year as we apply for an award?

A: No – we cannot accept donations in the same year as an application. If you have already donated in the same year, your contribution will be refunded. We want to avoid any conflict of interest – or even an appearance of a conflict of interest. Most of our donations for the awards and for the conference come from ISAW Alumni, so if you have received the award in the past, we welcome your support through donations or services.

Q: Does my organization have to be present at the conference in New York to receive the award?

A: Yes – since it represents a visible commitment of senior management to the Spirit at Work initiative. A photographer will be present, and possibly representatives of the press, so the Award Ceremony is a good opportunity for the organization to gain favorable recognition.

Q: Can I see some applications from prior honorees to get an idea of what other organizations have done?

A: Yes, several previous award recipients have made their applications available. Check the website www.spiritatwork.org to see if they are posted. If they are not yet there, contact Elisa Mallis at elisa@spiritatwork.org to request some sample applications.

Q: Do I have to model my application after previous year's applications?

A: No. We want to encourage a creative and authentic description of the uniqueness of your organization's policies, procedures, or practices that nurture the human spirit. We want you to tell your own story in your own words. However, you may consult previous applications to be inspired by the way Award honorees have filled out the application

Q: Can I get some help as I am working on my application? I have some questions and I want to be sure I present the information you need.

A: We are happy to help you complete the application process. However this is not necessary to be successful as an applicant. We will contact all applicants to clarify items in the application – so getting help in advance is available but optional. Contact the Chairperson and a Committee member will be assigned to help you through the application process. If you have a noteworthy program or practice we WANT you to apply! Let us help!

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