

AWARDS & RECOGNITION POLICY

International Beauty Professionals Association, Inc.

Effective Date:

03.12.2026

Adopted By:

Board of Directors of International Beauty Professionals Association, Inc.

1. Purpose and Scope

This Awards & Recognition Policy (the “Policy”) establishes the formal rules, procedures, governance framework, eligibility requirements, evaluation standards, approval mechanisms, and limitations applicable to all awards, recognitions, honors, titles, and distinctions granted by **International Beauty Professionals Association, Inc.** (the “Association” or “IBPA”).

This Policy applies to:

- (a) all recognition programs administered by the Association;
- (b) all individuals, entities, or organizations nominated for recognition;
- (c) all persons involved in nomination, review, evaluation, recommendation, or approval processes; and
- (d) all awards granted under the name, authority, or representation of the Association.

This Policy is intended to ensure that all recognition processes are conducted in a fair, transparent, consistent, merit-based, and ethically compliant manner and that such processes do not result in impermissible private benefit, reputational harm, or governance risk.

2. Authority and Governance

2.1 Board Authority

The Board of Directors retains ultimate authority over all awards and recognition programs of the Association, including:

- (a) creation, modification, suspension, or discontinuation of awards;
- (b) approval of recognition criteria and standards;
- (c) approval of final award recipients where required;
- (d) oversight of integrity and credibility of recognition processes.

2.2 Delegation

The Board may delegate certain administrative, evaluative, or procedural functions to:

- (a) the Awards & Recognition Committee;
- (b) designated review panels;
- (c) independent subject-matter experts;
- (d) Officers of the Association.

Any such delegation shall not transfer final governance authority unless expressly authorized.

3. Categories of Awards and Recognition

The Association may establish and administer multiple categories of recognition, including but not limited to:

- (a) Professional Excellence Awards
- (b) Industry Leadership Awards
- (c) Innovation and Advancement Awards
- (d) Education, Mentorship, and Contribution Awards
- (e) Emerging Talent Awards
- (f) Lifetime Achievement Awards
- (g) Honorary Memberships or Distinctions
- (h) Certificates of Merit or Recognition
- (i) Special Recognition Awards issued by the Board

Each category may be governed by specific eligibility criteria, evaluation standards, and procedures as determined by the Board or the authorized committee.

4. Eligibility Requirements

4.1 General Eligibility

Unless otherwise specified:

- (a) nominees may be individuals, businesses, brands, educators, organizations, or institutions;
- (b) nominees may be members or non-members of the Association;
- (c) nominees must demonstrate documented professional activity, achievement, contribution, or impact relevant to the applicable award;
- (d) nominees must meet the Association's ethical, professional, and reputational standards.

4.2 Disqualification

A nominee may be disqualified at any stage if:

- (a) false, misleading, or materially incomplete information is submitted;
- (b) the nominee fails to meet eligibility criteria;
- (c) the nominee has engaged in conduct inconsistent with the Association's standards;
- (d) participation would create reputational, ethical, or legal risk for the Association.

4.3 Additional Criteria

The Board or authorized committee may establish additional eligibility requirements for specific awards, including geographic scope, professional category, experience level, or achievement thresholds.

5. Nomination Procedures

5.1 Submission of Nominations

Nominations shall be submitted in accordance with procedures established by the Association, which may include:

- (a) online submission systems;
- (b) written applications;
- (c) invitation-based nominations;
- (d) internal nomination processes.

5.2 Required Documentation

Nominees may be required to submit:

- (a) completed nomination or application forms;
- (b) professional portfolio or evidence of work;
- (c) documentation of achievements, certifications, or credentials;
- (d) letters of recommendation or testimonials;
- (e) supporting materials relevant to evaluation criteria.

5.3 Verification of Information

The Association reserves the right to:

- (a) verify all submitted information;
- (b) request additional documentation or clarification;
- (c) conduct independent review or due diligence.

Failure to provide requested information may result in disqualification.

6. Evaluation and Review Process

6.1 Evaluation Bodies

Evaluation may be conducted by one or more of the following:

- (a) Awards & Recognition Committee;
- (b) designated judging panels;

- (c) independent experts;
- (d) Board-appointed reviewers.

6.2 Evaluation Standards

Evaluation shall be based on objective and subjective criteria, which may include:

- (a) professional competence and technical quality;
- (b) consistency and professional experience;
- (c) originality, innovation, and creativity;
- (d) measurable impact on clients, students, or the industry;
- (e) contribution to professional development or education;
- (f) adherence to ethical standards;
- (g) reputation within the professional community.

6.3 Evaluation Methods

The Association may utilize:

- (a) scoring systems;
- (b) weighted criteria;
- (c) qualitative review;
- (d) comparative evaluation;
- (e) multi-stage review processes.

The specific methodology may vary depending on the award category.

7. Conflict of Interest and Impartiality

7.1 Disclosure Requirements

All individuals involved in nomination or evaluation processes must disclose any actual, potential, or perceived conflicts of interest.

7.2 Mandatory Recusal

A person must recuse themselves from participation if a conflict exists, including but not limited to:

- (a) family relationships;
- (b) business or financial relationships;
- (c) employment or partnership;
- (d) student-teacher relationships;
- (e) direct competition;
- (f) close personal relationships.

7.3 Enforcement

Failure to disclose a conflict of interest may result in:

- (a) removal from the evaluation process;
 - (b) invalidation of affected results;
 - (c) additional governance action as determined by the Board.
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8. Selection and Final Approval

8.1 Recommendations

Evaluation bodies may produce:

- (a) ranked candidates;
- (b) finalists;
- (c) recommended recipients.

8.2 Final Determination

Final determination of award recipients shall be made:

- (a) by the Board of Directors; or
- (b) by a delegated authority expressly authorized by the Board.

No recognition shall be deemed final until it has been approved in accordance with the Association's governance procedures.

9. Announcement and Presentation

The Association may, at its discretion:

- (a) publicly announce recipients;
- (b) present awards at events, ceremonies, or conferences;
- (c) publish results via official channels;
- (d) issue certificates, titles, badges, or other forms of recognition.

The timing, format, and method of presentation shall be determined by the Association.

10. Revocation, Suspension, and Reconsideration

The Association reserves the right to revoke, suspend, or reconsider any award if:

- (a) the award was granted based on false or misleading information;
- (b) a conflict of interest materially affected the decision;
- (c) the recipient engages in conduct that violates Association standards;
- (d) the recipient engages in conduct that may harm the reputation of the Association;
- (e) administrative or procedural error occurred.

Any such action shall be determined by the Board of Directors following appropriate review.

11. Use of Awards, Titles, and Recognition

Award recipients may use Association-issued titles or recognition only:

- (a) in a truthful and non-misleading manner;
- (b) in connection with the specific recognition granted;
- (c) in a manner that does not imply broader endorsement than granted.

The Association may revoke the right to use titles or recognition in cases of misuse or misrepresentation.

12. No Guarantee of Recognition

Submission of a nomination or application does not guarantee:

- (a) selection;
- (b) advancement to finalist status;
- (c) receipt of an award.

The Association reserves the right to:

- (a) decline to grant an award in any category;
 - (b) reduce or expand the number of recipients;
 - (c) modify or cancel recognition programs.
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13. Limitation of Liability

To the fullest extent permitted by law, the Association shall not be liable for:

- (a) outcomes of evaluation processes;
- (b) decisions regarding awards or recognition;
- (c) perceived fairness or interpretation of criteria;
- (d) any indirect or consequential effects of participation.

All decisions made in accordance with this Policy shall be considered final unless otherwise determined by the Board.

14. Compliance with Law and Organizational Standards

All recognition activities shall be conducted in compliance with:

- (a) applicable laws and regulations;
- (b) the Association's governing documents;
- (c) policies related to ethics, conflicts of interest, and professional standards.

No recognition program shall be administered in a manner that results in impermissible private benefit or violates applicable nonprofit regulations.

15. Relationship to Other Governing Documents

This Policy shall be read together with:

- Bylaws
- Code of Ethics
- Conflict of Interest Policy
- Professional Standards
- Governance Policy
- Committee Charters

If a conflict exists, the Bylaws shall control unless otherwise required by law.

16. Amendments

This Policy may be amended by the Board of Directors at any duly authorized meeting or by lawful written action.

17. Official Language

The official version of this Policy shall be maintained in English. Any translation is provided for convenience only. In case of discrepancy, the English version shall prevail.