



Become CSR Accredited

How to fill in your
CSR Accreditation Application

being better, becoming better



CSR Accreditation Application Audit check list

Help and advice on filling in the CSR Accreditation application form

The CSR Accreditation application is structured in a way that allows you to show where your organisation can demonstrate good CSR practice against the CSR Four Pillars, these being **Environment, Workplace, Community and Philanthropy**. Please follow where possible the information provided in the assessment guidance notes found on the CSRA website.

The CSR Four Pillars list indicates the type of CSR activities that can be found in each area. It is by no means a comprehensive list, but aims to highlight key CSR activities. If your organisation is doing something that does not appear on the list, then we definitely want hear about it.

It is not essential that your organisation is delivering CSR initiatives from each of the Four Pillars, this is provided only as guidance and as an indication of where your organisation can develop and deliver robust CSR initiatives in the future.

The best way to complete a successful application is by conducting a comprehensive audit of all the policies and structures your organisation has in place regarding responsible business practice.

Does your organisation already have a measurable CSR policy / annual report in place?

If yes, then you can use this as a starting point to set out your application and provide it as added documentation to support your application.

If not, then you can use the provided guidance to conduct an audit into your organisation's CSR initiatives. This in turn can be used when submitting your application and form the basis of an ongoing measurable CSR policy.

We have assembled an assessment panel of industry experts to analyse and respond to all CSR Accreditation applications, these include...



Using CSR Four Pillars as guidance, please identify where your organisation is delivering CSR practices.

1. CSR Environment:

Does your organisation have an environmental policy?

Energy:

Does your organisation implement and monitor energy saving initiatives in any of these areas:

- ✓ Energy consumption in buildings
- ✓ Renewable energy and green technologies
- ✓ Lighting such as LED and low energy lights
- ✓ Heating
- ✓ Hot Water usage
- ✓ Ventilation and air conditioning
- ✓ Office equipment
- ✓ Building Fabric
- ✓ Low carbon buildings
- ✓ Good housekeeping and people solutions
- ✓ Employee engagement in energy efficiency
- ✓ Energy saving awareness campaigns in the workplace

What are the financial benefits and measurable impact to your organisation?

Have staff demonstrated their commitment?

What ideas do you have to expand the scheme?

Natural resources:

Does your organisation provide a water saving policy?

- ✓ Water efficient toilets, kitchens
- ✓ Reduce its dependence on Oil and Gas
- ✓ Greenhouse gases reduction
- ✓ Improved biodiversity



Travel:

Does your organisation have a travel policy in place such as:

- ✓ Minimising business travel
- ✓ Teleconferencing
- ✓ Low carbon driving incentives
- ✓ Promoting hybrid, electric and low carbon vehicles available through the staff company car scheme.
- ✓ Sustainable motoring infrastructure - charge points
- ✓ The Government's Cycle to Work
- ✓ Car sharing scheme
- ✓ Commuting plans
- ✓ Work from home days
- ✓ Clean air initiatives

What are the financial benefits and measurable impact to your organisation?

Have staff demonstrated their commitment?

What ideas do you have to expand the scheme?

Environmental supply chain management:

Does your organisation operate a sustainable supply chain policy?

- ✓ Map your supplier chain
- ✓ Reduce product miles
- ✓ Monitor baseline performance with suppliers
- ✓ Develop training and capacity building programmes



Waste:

Does your organisation have a waste management policy?

- ✓ Recycle paper and card
- ✓ Recycle, repair, reuse office equipment - furniture, computers etc.
- ✓ Plastics
- ✓ Have a zero waste to landfill policy
- ✓ Have - reducing, reusing, recycling policies
- ✓ Food waste reduction
- ✓ Hazardous waste management, including but not limited to:
 - Aerosols
 - Adhesives
 - Industrial Solvents
 - Waste Electrical and Electronic equipment (WEEE)
 - Fluorescent tubes
 - Batteries
 - Laboratory and Bulk Chemicals
 - Acids
 - Washings
 - Rags, wipes, contaminated packaging
 - Pharmaceuticals
 - Paint
 - Oil
 - Asbestos
 - Sanitary Waste
 - Clinical Waste

What are the financial benefits and measurable impact to your organisation?

Have staff demonstrated their commitment?

What ideas do you have to expand the scheme

Can others adopt the procedures to their own benefit?

“Did you know that some buyers place a 30% weighting on CSR and social value in their tenders?”

One in three councils in England now routinely considers social value and CSR in their procurement and commissioning, with one in four having a social value policy.”



2. CSR Workplace:

Does your organisation have a CSR policy for the workplace?

- ✓ Apprenticeships
- ✓ Corporate Citizenship
- ✓ CSR Reports
- ✓ Customer Care
- ✓ Customer or Consumer Relationships
- ✓ Diversity and Inclusion
- ✓ Employee Communication on CSR
- ✓ Equal Opportunities
- ✓ Ethical Investment
- ✓ Fair Trade
- ✓ Governance
- ✓ CSR Initiatives (For Communities/Customers/Employees/Environment)
- ✓ Investment (Of Corporate Time/Effort/Funding)
- ✓ Leadership Training , Learning and Development
- ✓ Employee Benefits,
- ✓ Education
- ✓ Engagement
- ✓ Family Commitment
- ✓ Flexible Working Business Opportunities
- ✓ Health and well-being
- ✓ Occupational Health & Safety
- ✓ Promotion Prospects
- ✓ Responsible Products and Services
- ✓ Skills Development
- ✓ Staff Well-being
- ✓ Sustainable Procurement
- ✓ Training
- ✓ Work Experience Schemes

Have staff been engaged, included, trained or otherwise benefited?

Can this activity be evidenced through reporting or surveys?

Can others adopt the procedures to their own benefit?

Please include documentation on policies, procedures and systems such as systems for recording engagement, reviews of performance against strategic targets, impact reports and notes from audits



3. CSR Community:

Does your organisation support a community project?

This could include:

Supporting community hubs, playgrounds, libraries, social enterprise schemes, social housing, community farms, litter schemes, landscape and green spaces, community recycling initiatives, Local arts groups, support to schools and colleges, support to local sporting activities etc.

What level commitment to do you have?

How long have you been involved?

What kind of support does your organisation offer?

Do you provide volunteering, sponsorship, financial giving, partnerships etc.?

Do the projects you support provide Impact reporting on your involvement?

Value to the community: have communities or areas benefited?

Can you provide evidence of support through supporting literature, press releases etc. ?

4. CSR Philanthropic:

Does your organisation have a policy for charities?

Does your organisation provide:

- ✓ Charitable Giving
- ✓ Investment (of corporate time/effort/funding)
- ✓ Volunteering:
 - Volunteering time / professional services
 - Volunteering time – support and activities
- ✓ Donation: given through a sponsored activity / as % of profit
- ✓ Sponsorship – type and duration

Do the projects you support provide Impact reporting on your involvement?

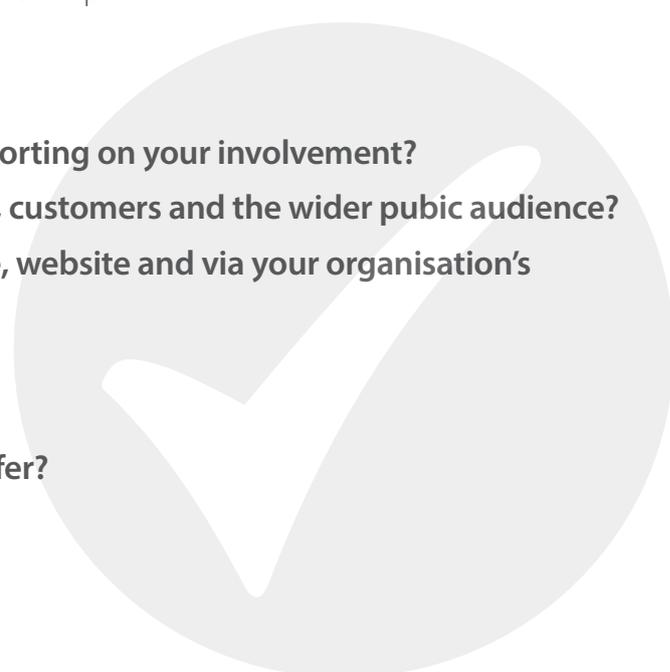
Do you communicate your support to your staff, customers and the wider public audience?

Do you promote your support on your literature, website and via your organisation's social media channels?

What level commitment to do you have?

How long have you been involved?

What kind of support does your organisation offer?



Bringing it all together

Depending on the size of your organisation, you might be able to provide an overall picture of your CSR activities, but do not forget to involve all relevant departments.

Once you have worked through these areas and have identified the areas of CSR that your organisation is involved in you just need to provide a **synopsis** (maximum 250 words) that introduces your CSR commitments, detailing time periods, importance of CSR to you organisation and an indication of areas covered. Then we require an **overall summary** (maximum of 1,500 words). This should be set out to follow the structure of the CSR Four Pillars and in accordance with the Assessment Guidance Notes.

For example under 'Environment' you might identify your CSR output in having a paper and card recycling scheme supported by an internal poster campaign and designated members of staff to oversee. The output of this may result in a measured amount of paper and card being recycled a month/year thus minimising landfill. Alongside this your organisation may also encourage a sustainable travel-to-work scheme, providing work-from-home days, signing up to national cycle-to-work initiative and car share policy. This will have a direct effect on cost saving, a direct benefit to staff and reduced carbon footprint.

You can then support this with any documentation on policies, procedures and systems such as systems for recording energy saving, reviews of performance against strategic targets, impact reports, photography and notes from audits.

We would recommend that you compile your application in a package such a Microsoft Word and then when you are happy cut and paste into the online application form.

Join the UK's **leading companies**
and achieve a **CSR Accreditation**
to gain a competitive advantage
and benefit the world you work in.

For further information please contact the team

CSR Accreditation

97 Cock Lane, High Wycombe, Bucks HP13 7DZ

Email - info@csr-accreditation.co.uk

Call - 01494 815873 and 07831 857332

Web - www.csr-accreditation.co.uk

