CSR ACCREDITATION APPLICATION FORM

THIS APPLICATION FORM IS PROVIDED FOR YOU TO WRITE YOUR APPLICATION OFF-LINE. ONCE THE APPLICATION IS COMPLETED AND YOU ARE READY TO SUBMIT, GO TO OUR ONLINE APPLICATION FORM, ENTER YOUR ORGANISATION’S DETAILS, THEN UPLOAD THIS APPLICATION FORM WHERE REQUESTED. YOU SHOULD ALSO USE THE ONLINE APPLICATION FORM TO UPLOAD YOUR COLLATED, EVIDENCED DOCUMENTATION WHERE INDICATED.

**IMPORTANT**

PLEASE SAVE YOUR APPLICATION FORM WITH THE NAME OF YOUR ORGANISATION REPLACING THE WORDS ‘YOUR ORGANISATION NAME’ IN THE FILE NAME AS SHOWN HERE: CSR ACCREDITATION APPLICATION FORM 2022-(YOUR ORGANISATION NAME).docx

IT IS IMPORTANT THAT YOUR APPLICATION FORM IS UNIQUE TO YOU AND TAGGED WITH YOUR NAME BEFORE UPLOADING.

Please make sure you have downloaded our Guidance for Accreditation parts 1 – 4 and familiarised yourself with the content. You will have received an email after you submitted your CSR Registration containing a unique link to this essential guide.

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| Contact Person: |
| Organisation Name:  |
| Organisation Address:  |
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| Nationality of Organsiation:  |
| Post Code: |
| Email Address: |
| Mobile Number:  |
| Telephone Number:  |

\*Please note that your company name should be entered in exactly the format that you want it to appear on your Accreditation Mark, certificate and guidelines document.

YOU ARE REQUIRED TO ENTER YOUR ORGANISATION’S SIZE BY NUMBER OF EMPLOYEES FOR COMPANIES OR BY TURNOVER IF YOU ARE THIRD SECTOR. FOR A FULL LIST OF CURRENT APPLICATION FEES PLEASE VISIT OUR WEBSITE -

ORGANISATION SIZE – For fees please visit: <https://csr-accreditation.co.uk/csr-accreditation-applications-fees/>

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| **Sole Trader/Micro** (1 – 3 employees) |  |
| **Small** (4 to 20 employees) |  |
| **Small to Medium** (21 to 50 employees)  |  |
| **Medium** (51 to 100 employees) |  |
| **Medium to Large** (101 to 250 employees) |  |
| **Large** (251 to 500 employees)  |  |
| **Large/Corporate** (501 – 1000 employees)  |  |
| **Large/Corporate** (1001 – 5000 employees) |  |
| **Large/Corporate** (5001 – 10,000 employees) |  |
| **Large/Corporate** (10,000 plus) |  |

Organisations that have published a recent independent social responsibility report or have included a social impact section as part of their report and accounts qualify for our ‘fast track’ application process. Fast track applicants can submit their existing documentation in place of our online application form. Please contact CSR-A if you wish to fast track your application.

THIRD SECTOR ORGANISATION ONLY

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| Small (up to £500,000 turnover)  |  |
| Medium (up to £2000,000 turnover)  |  |
| Large (over £2000,000 turnover)  |  |

**COMPLETING YOUR CSR ACCREDITATION WORD APPLICATION FORM**

ASSESSMENT GUIDANCE NOTES AND CRITERIA
Please use these notes to structure your application in conjunction with the Four Pillars list.
As a minimum requirement, we expect applicants to follow these statutory requirements and meet relevant national
CSR Accreditation standards.

The Assessment Panel are asked to consider the following:
**1. CSR Benefit**
Does the policy identify clear CSR benefit?
**2. Environmental Benefits**
Does the policy clearly identify areas to improve environmental impact? Energy Efficiency, Wastes Minimisation, Recycling etc.
**3. Social Benefit**
Value to the community, have communities or areas benefited?
**4. Staff Benefit**
Have staff been engaged, included, trained or otherwise benefited?
**5. Workplace Benefit**
Do you provide responsible product information and services, supply chain, ethical investment and fair trade etc
**6. Charitable Benefit**
Does the policy support charitable giving, financially or through services and volunteering ?
**7. Financial Benefit**
Have reductions or savings been achieved? Reduced operating costs, electricity, water, travel etc.
**8. Commitment of the entrants / Involvement of relevant stakeholders and employees**
Have staff demonstrated their commitment?
**9. Evidence of measurable impact/benefits (environmental, social and financial)**
**10. Degree of originality / innovation**
Have you developed new or novel solutions to problems?
**11. Future expansion of the scheme.**
How do you intend to move forward?
**12. Replicability**
Can others adopt the procedures to their own benefit?
**13: Special Merit**
Anything else that stands out in a project as worthy of additional points.

**TOP TIPS FOR COMPLETING YOUR APPLICATION** Applying for CSR Accreditation is not intended to be an onerous task. Collate existing documents and signpost through web-links to existing information such as websites.

* Where possible include statistical information such as year on year energy savings. This type of information is particularly effective for social impact reporting.
* Always include evidence, recorded impacts, testimonials and any other documentation where possible.
* Some information will be relevant under more than one Pillar and it is acceptable to cross reference in these cases.
* Include all relevant activity, no matter how small. All positive actions count if they demonstrate social responsibility.
* You should also have a plan to address on-going development and expansion.
* Seek assistance from parties such as the senior team.
* HR, facilities management, suppliers, relevant third parties and other stakeholders to help pull together all appropriate information.
* Identify where working with other organisations and your supply chain as part of their CSR activity provides a collective impact such as raising awareness on issues of social responsibility and good practice.
* The online application process requires evidence to be uploaded by Pillar. Collate your evidence for each Pillar, name each item clearly and create a separate zip file for environment, workplace, community and philanthropy.

**INTRODUCTION**An introduction to your CSR activity, key personnel, motivations, statistics, initiatives, actions, impacts and policies. We advise writing your introduction last, as it should highlight key points taken from the Four Pillars sections. Please include any commitment to the UN Sustainable Development Goals and/or any external ESG scoring mechanism that you have undertaken.

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**PLEASE FILL IN THE FOLLOWING TEXT BOXES WITH DETAILS ON THE CSR ACTIVITY YOU ARE DOING
AGAINST THE CSR FOUR PILLARS.**

 **SUPPORTING DOCUMENTATION TO UPLOAD**Any supporting documentation such as policies, procedures and systems for recording impacts, reviews of performance against strategic targets, certification, statistics, any audits undertaken, photographs, links to online information or any other evidence of impacts and achievements. Please clearly title your supporting documentation and reference in your text.

You are allowed up to five uploads per pillar. If more are needed, either zip up multiple files or collate content into a single document.

We can accept files sent using alternative methods on request.

\*PLEASE NOTE\* ENSURE ALL FILES HAVE FULLY UPLOADED BEFORE SUBMITTING YOUR FORM – PLEASE KEEP FILE SIZES UNDER 10MB

**CSR-A applies a ‘blank canvas’  approach to applications and you are encouraged to include all and any information on CSR activity that is outside of the experience described by the Four Pillar activity lists. We are very interested in any unique or innovative activity so please make sure you include it in this ‘Other’ section.**

**SECTION ONE – ENVIRONMENT**

**ENVIRONMENT - 1A/ Energy**

For example, does your organisation implement and monitor energy saving initiatives? What statistics, KPIs and reductions have you made? What are the financial benefits and measurable impact to your organisation? Have staff demonstrated their commitment? Do you buy ‘green’ energy or have renewables on site? What ideas do you have to expand the scheme Can others adopt the procedures to their own benefit?

**Please use the list below to prompt your thinking.**

* Energy consumption in buildings - monitoring and low energy heating, ventilation, and air conditioning systems.
* Renewable energy and green technologies - where possible, incorporated into business practice, functions and premises.
* Lighting - such as LED and low energy lights.
* Heating - low energy, waste heat recovery or combined heat and power systems.
* Hot water usage - low flow plumbing, touch free taps, grey water and rainwater harvesting.
* Ventilation and air conditioning - long service life units and energy recovery.
* Office equipment - recycling, responsible disposal and up-cycling.
* Building fabric - steel fabrication and modular construction.
* Low carbon buildings.
* Good housekeeping and people solutions.
* Employee engagement in energy efficiency/awareness campaigns in the workplace.
* Projects that make a positive impact on biodiversity.
* Climate change mitigation and adaptation.
* Carbon foot printing: Does your organisation measure its carbon footprint? What statistics, KPIs and reductions have you made?
* Please show statistical data where available.

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 **ENVIRONMENT - 1B/ Natural Resources**

For example, does your organisation provide a water saving policy? What statistics, KPIs and reductions have you made? What are the financial benefits and measurable impact to your organisation? Do you recycle water or have water saving devices? Have staff demonstrated their commitment? What ideas do you have to expand the scheme?

Please use the list below to prompt your thinking.

* Water efficient toilets, kitchens - aerators, dual flush toilets, installing water meters.
* Reduced dependence on oil and gas.
* Greenhouse gas reduction - building insulation, more efficient appliances and boilers, behavioral measures - switching off lights and appliances, turning down thermostats.
* Improved biodiversity - promoting diversity of habitats and species in premises and the wider community.
* Sustainable resource use - recycled paper, refillable printer cartridges, fair trade suppliers.
* Please show statistical data where available.

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**ENVIRONMENT - 1C/ Travel**

For example, does your organisation have any travel polices in place?

Please use the list below to prompt your thinking.

* Minimising business travel - through use of technology and/or best practice.
* Teleconferencing - Facetime, Skype and other digital meeting platforms.
* Low carbon driving incentives - hybrid and electric vehicles.
* Promoting hybrid, electric and low carbon vehicles available through fleet and/or staff company car scheme.
* Sustainable motoring infrastructure - installing charge points for electric vehicles.
* The Government’s Cycle to Work Scheme - government tax exemption initiative introduced in the Finance Act 1999.
* Car sharing schemes.
* Commuting plans - remote working and flexible hours, commuters clubs. Work from home days.
* Clean air initiatives - waste and recycling consolidation, streamlining deliveries.
* Please show statistical data where available.

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**ENVIRONMENT - 1D/ Supply Chain Management**

For example, does your organisation operate a sustainable supply chain policy? If so, what requirements do you have of your supply chain?

Please use the list below to prompt your thinking.

* Map your supplier chain - motivate suppliers, work collaboratively.
* Reduce product miles - source local suppliers, streamline supplier activity.
* Monitor baseline performance with suppliers.
* Develop training and capacity building programmes.
* Please show statistical data where available.

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**ENVIRONMENT - 1E/ Waste**

For example, does your organisation have a waste management policy? What statistics, KPIs and reductions have you made? Have staff demonstrated their commitment? What ideas do you have to expand the scheme? Can others adopt the procedures to their own benefit?

Please use the list below to prompt your thinking.

* Recycle paper and card.
* Recycle, repair, reuse office equipment - furniture, computers etc.
* Plastics - source alternative materials, repair, reuse, recycle.
* Zero waste to landfill policy in place.
* Reducing, reusing, recycling policies in place.
* Food waste reduction - anaerobic digestion.
* Hazardous waste management - including but not limited to: Aerosols Adhesives Management policies for: 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.
* Prevention of pollution - discharges to water, waste management, use and disposal of toxic and hazardous chemicals, other identifiable forms of pollution.
* Please show statistical data where available.

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 **SUPPORTING DOCUMENTATION TO UPLOAD – ENVIRONMENT**
Any supporting documentation such as environmental policies, procedures and systems for recording energy saving, reviews of performance against strategic targets, certification, statistics, any audits undertaken, photographs, links to online information or any other evidence of impacts and achievements. Please clearly title your supporting documentation and reference in your text.

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**SECTION TWO – WORKPLACE**

**2. CSR Workplace \***

**WORKPLACE - 2A/ Training** For example do you provide staff development and investment opportunities, internal promotion initiatives, skills training? Have staff benefited? Can initiatives be expanded? Have staff been engaged, included, trained or otherwise benefited? Can this activity be evidenced through reporting, surveys and data? Can others adopt the procedures to their own benefit?

Please use the list below to prompt your thinking.

* Training - essential and developmental training.
* Apprenticeships - do you have an apprenticeship scheme?
* Leadership training - learning and development.
* Education - training schemes, employee advancement, skills training.
* Promotion prospects - promotions within existing staff, training, loyalty to staff.
* Work experience schemes - facilities and placements for pupils and students.
* Skills development - keeping staff and colleagues trained in current techniques, technology and process.
* Please show statistical data where available.

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**WORKPLACE - 2B/ Labour Practices**

For example, do you provide Industrial relations mediation, protection of all labour and human rights, HR management, protection against bullying and harassment? Have staff benefited? Can initiatives be expanded?

Please use the list below to prompt your thinking.

* Internal promotion of workers.
* Flexible working opportunities.
* Disciplinary and grievance procedures.
* The transfer and relocation of workers on termination of employment.
* Training and skills development.
* Health, safety and industrial hygiene.
* Conditions of work, in particular working time and remuneration.
* Conditions of work and social protection including: Fair wages and other forms of compensation. Working time and rest periods. Holidays allowance and pay. Fair disciplinary and dismissal practices. Proper maternity protection. Proper sanitation. Provision of canteens. Access to medical services. Allowing observance of national or religious traditions and customs. Respecting the family responsibilities of workers by providing parental leave and, when possible, childcare. Any other facilities that can help workers achieve a proper work-life balance.
* Please show statistical data where available.

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 **WORKPLACE - 2C/ Ethical Practices**

For example, do you priorities support for local suppliers, have a policy for sustainable/ethical procurement, customer and stakeholder engagement? Have stakeholders benefited? Can initiatives be expanded?

Please use the list below to prompt your thinking.

* Responsible products and services.
* Corporate Citizenship - recognising rights, responsibilities and aspirations.
* Social impact reporting - recording your socially accountable activities for the benefit of your organisation, your stakeholders, and the wider community.
* Employee communication on social responsibility - promoting good practice.
* Ethical investment - support for companies that benefit the community and avoid those whose products and services or business practices are indifferent or harmful.
* Fair Trade - actively supporting producers, awareness raising and in campaigning for changes in the rules and practice of conventional international trade.
* Sustainable procurement - examination and implementation of positive supply chain.
* Please show statistical data where available.

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**WORKPLACE - 2D/ Governance**

For example, is your organisation participatory, consensus oriented, accountable, transparent, responsive, effective and efficient, equitable and inclusive and you follow the rule of law? Are processes of disclosure and transparency followed so as to provide regulators and shareholders as well as the general public with precise and accurate information about the financial, operational and other aspects of the company?

Please use the list below to prompt your thinking.

* Socially responsible positive decision-making and implementation.
* Investment - of corporate time/effort/funding.
* Employee benefits - profit sharing schemes, group insurance (health, dental, life etc..), disability income protection, retirement benefits, childcare, training, sick leave.
* Socially responsible initiatives – for communities, customers, employees and environment.
* Please show statistical data where available.

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**WORKPLACE - 2E/ Policies** For example do you have policies for equal opportunities, health and safety, well-being, diversity and inclusion, mental health support? Have staff benefited? Can initiatives be expanded?

Please use the list below to prompt your thinking.

* Health and safety at work. Occupational health and safety.
* Diversity and Inclusion.
* Equal opportunities.
* Health - education, activities, counselling.
* Staff well-being - mental and physical health support.
* Family commitment - childcare subsidies, parental leave, carer facilities.
* Flexible Working.
* Maternity and Paternity agreements.
* Volunteering days.
* Healthcare benefits, gym memberships etc.
* Customer Care.
* Customer or consumer relationships.
* Please show statistical data where available.

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**SUPPORTING DOCUMENTATION – WORKPLACE**

Any supporting evidence such as policies, procedures and systems for recording and ensuring best practice, reviews of performance against strategic targets, certification, statistics, any audits undertaken, photographs, links to online information or any other evidence of impacts and achievements. Please clearly title your supporting documentation and reference in your text.

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**SECTION THREE – COMMUNIUTY**

**COMMUNITY - 3A/ Engagement**

For example, what type of community engagement? What level commitment to do you have? How long have you been involved? What kind of support do you offer? Do you provide volunteering, sponsorship, financial giving, partnerships etc? Can engagement be expanded?

Please use the list below to prompt your thinking.

* Do you actively engage with wider community issues? These could be social enterprise schemes, national or international education initiatives, arts initiatives, or sporting endeavours or events.
* 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?
* Can you provide evidence of support through supporting literature, press releases etc..
* Please show statistical data where available.

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**COMMUNITY - 3B/ Local Issues** For example do you prioritise local issues? Have local communities or areas benefited? Can you provide evidence of support through literature, testimonials, press releases etc? Can local engagement be expanded?

Please use the list below to prompt your thinking.

* Does your organisation support a local 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?
* Please show statistical data where available.

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 **COMMUNITY - 3C/ Wealth Creation** For example do you or does your organisation contribute to the local economy through trade and jobs? Do you provide, sponsorship, pro bono or financial giving? Can financial, material or pro bono contributions be expanded?

Please use the list below to prompt your thinking.

* What level commitment to do you have?
* How long have you been involved?
* What kind of support does your organisation offer?
* Can you provide evidence of support through literature, press releases etc..
* Please show statistical data where available.

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**COMMUNITY - 3D/ Projects & Groups** For example are you involved with any specific community projects and groups?

Please use the list below to prompt your thinking.

* 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, materials, financial giving, partnerships etc?
* Do the projects you support provide impact reporting on your involvement?
* Can you provide evidence of support through literature, press releases etc.
* Please show statistical data where available.

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 **COMMUNITY - 3E/ Education** For example are you engaged with any education providers in your area? Do you provide work experience placements, apprenticeships or recruit directly from local schools or colleges? Can engagement be expanded?

Please use the list below to prompt your thinking.

* What level commitment to do you have?
* How long have you been involved?
* What kind of support does your organisation offer?
* Do you invite school trips to see your premises?
* Do you present career talks or attend career fairs?
* Do you visit schools to talk about careers?
* Please show statistical data where available.

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**SUPPORTING DOCUMENTATION – COMMUNITY**

Any supporting evidence such as policies, proof of engagement and support of community groups or causes, reviews of impacts, photographs of events, correspondence and acknowledgements, links to online information or any other evidence of impacts and achievements. Please clearly title your supporting documentation and reference in your text.

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**SECTION FOUR - PHILANTHROPIC**

**PHILANTHROPY - 4A/ Charitable Involvement**

For example, do you provide support for any local, national or international charities? How long have you been involved? How have the charities benefited? Do the charities you support provide impact reporting?

Please use the list below to prompt your thinking.

* Does your organisation have a policy for charities?
* Do your staff choose to get involved with the charities that you support?
* 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 in your literature, website and via your social media channels?
* What level of commitment to do you have?
* How long have you been involved?
* Do you have testimonials?
* Do you match fund employee donations?
* Do you give staff time to fund raise in office hours?
* Please show statistical data where available.

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**PHILANTHROPY - 4B/ Volunteering** For example do you provide and/or facilitate volunteering support for any local, national or international charities?

Please use the list below to prompt your thinking.

* How long have you been involved?
* How have the charities benefited?
* What level of commitment to do you have?
* Do your staff choose to get involved with the charities that you support?
* Do senior management lead by example and volunteer?
* Please show statistical data where available.
* Do you match fund employee donations?
* Do you give staff time to fund raise in office hours?
* Please show statistical data where available.

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 **PHILANTHROPY - 4C/ Pro Bono** For example do you provide and/or facilitate pro bono support for any local, national or international charities?

Please use the list below to prompt your thinking.

* How long have you been involved?
* How have the charities benefited?
* What level of commitment to do you have?
* Do your staff choose to get involved with the charities that you support?
* Do senior management lead by example?
* Please show statistical data where available.

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**PHILANTHROPY - 4D/ Fund-raising** For example do you provide and/or facilitate any charitable giving, fund raising or sponsorship support for any local, national or international charities?

Please use the list below to prompt your thinking.

* How long have you been involved?
* How much has been raised?
* What level of commitment to do you have?
* Do your staff choose to get involved with the charities that you support?
* Do senior management get involved and lead by example?
* Please show statistical data where available.

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**PHILANTHROPY - 4E/ Financial Gifts/Gifts In Kind**

For example, do you provide and/or facilitate financial or other types of gifts for any local, national or international charities?

Please use the list below to prompt your thinking.

* How much/what has been gifted?
* How have the charities benefited?
* Do your staff choose to get involved with the charities that you support?
* Please show statistical data where available.

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**SUPPORTING DOCUMENTATION – PHILANTHROPY**

Any supporting evidence such as policies, proof of engagement and support of charities or causes, reviews of impacts, photographs of events, correspondence and acknowledgements, links to online information or any other evidence of impacts and achievements. Please clearly title your supporting documentation and reference in your text

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**OTHER**

Please include all and any information on CSR activity that is outside of the experience described by the Four Pillar activity lists.

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**FUTURE PLANNING & ADVISORIES**

Please include any future planning and advisories in regard to your social responsibility policy, any commitments you have to the UN Sustainable Development Goals (UN-SDGs) and any external ESG scoring mechanisms which your organisation has used.

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**Please now save and upload this information to the official online application form where you can also upload any supporting information:**[**https://csr-accreditation.co.uk/csr-accreditation-application-form-2022/**](https://csr-accreditation.co.uk/csr-accreditation-application-form-2022/)

**THANK YOU FOR YOUR APPLICATION**

Your application will be reviewed by 3 members of our independent Accreditation assessment panel. You will be notified of the results of your application within 2-3 weeks of assessment. Accredited applicants will then receive an Accreditation pack containing a digital Accreditation Mark toolkit, guidance for using your Mark, a certificate of Accreditation and literature advising future action and how to communicate your Accreditation. Accredited organisations can take advantage of an annual consultation, to advise on continuous improvement. Organisations that have not reached the minimum level required for Accreditation will receive gap analysis and an invitation to re-apply for a small administration fee.