



**Get started!**  
Your sustainability  
benchmarking tool-kit

**Independent validation** for sustainable business



# It is now more important than ever to show that we are doing all we can to be a **responsible business**

**CSR-A has established a new, relevant and holistic framework that delivers an up to date standard for environmental and social responsibility.**

A new standard that is supported by the CSR-A Four Pillars of environment, workplace, community and philanthropy. This provides a structure that will help an organisation plan and act sustainably.

A new standard that states that environmental and social responsibility should be for every organisation. For this to happen, the C in CSR must be more inclusive. 'Corporate' excludes a large number of stakeholders, specifically the third and public sectors, sole traders and small SME's. We have re-defined the C to be more inclusive; to include Companies, Communities, Charities.

**Environmental and social responsibility allows you to enrich the quality of lives for all by investing in social value as an essential part of an organisations culture. This provides purpose and impact and will ensure a sustainable and profitable business. It will help to build a better world for future generations by improving the environment and ensuring a cohesive community to live and work in.**

It is amazing what many of us are already doing that we don't talk about. Accreditation provides the perfect opportunity for you to tell your positive story.



CSR-A provides a framework which delivers a roadmap to help your organisation show what good looks like.



# Show the world you are socially responsible by achieving **CSR accreditation**

**CSR-A is the only organisation in the UK delivering a global environmental social responsibility accreditation. Our independent assessment panel provides accredited organisations with validation for their sustainability claims. It is a powerful way to communicate positive actions to all audiences and stakeholders.**

Accreditation application provides the framework for you to benchmark what you are already doing. It is a process in which you collate, measure and report on your organisation's environmental and socially responsible activities. Accreditation will also provide you with a roadmap for planning future activity and the content for a non financial disclosure report.

The application provides a simple process where you record activity against our Four Pillars of sustainability. Each pillar is designed to help you impact report on areas such as energy performance, recycling, staff engagement, health and well-being, community engagement and support for local and national charities.



The accreditation is a crucial component of every organisation's promotional tool-kit and will increase your competitive edge. Environmental and social responsibility is vital component for success and should be intrinsic to every business strategy, with the overall aim of achieving a positive impact on society and the environment.

By achieving accreditation businesses can demonstrate that they are creating shared value for owners, employees, shareholders, stakeholders and the communities in which we live and work. Above all it validates your sustainability claims and proves your organisation is genuine in intention.

**CSR Accreditation (CSR-A) is endorsed by Buckinghamshire New University and The Institute of Administrative Management (IAM)**



## Using These **Tools**

**This tool-kit is designed to provide the inspiration and information required to prepare you for accreditation application. Tool set 1 is a thought prompting breakdown of activities in our Four Pillars framework. Tool set 2 and 3 are matrix tables and impact audit sheets to identify and measure your activity and achievements to date. Tool set 4 concludes the kit with an application crib section to familiarise you with our application form prior to online application.**

CSR-A has introduced the Four Pillars, a framework that provides a simple process where you can audit your organisation's socially responsible activity. The Four Pillars are environment, workplace, community and philanthropy and categorise a wide range of socially responsible activities that any organisation can engage in. This category structure allows activity to be identified and defined and ultimately an accurate measurement of impacts and outcomes made.

### **TOOL 1.1 - 1.4 - Activity Lists**

Use the CSR-A Four Pillars activity lists to identify efforts that you have made and activity that you are involved in. You may identify practices that are not shown on the Four Pillars activity lists. Include everything you consider relevant when carrying out your audit. Carry out a gap analysis to identify areas that need addressing and start a reporting process to record future activity and impacts.

### **TOOL 2.1 - 2.4 - Matrix Tables**

#### **What are you already doing? Auditing and Reporting**

The Four Pillars activity lists will prompt your thinking on what activities you are doing or not doing in relation to each matrix. You may also identify practices that are not shown by the Four Pillars activity lists. Please include anything you consider relevant. Fill in these matrix tables as step one of your audit.

#### **The four matrix questions are:**

1. What are we already doing?
2. What are we doing that is not represented in the Four Pillars Activity lists?
3. What could we be doing better?
4. What else could we be doing?

### **TOOL 3.1 - 3.4 - Impact Audits**

#### **Identifying Impacts Benchmarking & Recording**

Using the Four Pillars matrix questions and the list of what your organisation is already doing you can select any activity and ask:

#### **What internal impact has there been?**

For example, if your organisation has a recycling policy this will have an internal impact with regard to waste reduction and staff engagement, better education and awareness around plastics and future resources.

#### **What external impact has there been?**

The external impact will be less landfill, environmental leadership and positive marketing and social media story telling.

#### **What financial impact has there been?**

The financial impact will be reduced or zero landfill tax, reusing materials and products rather than buying new, so a reduction in a disposable culture, enhanced staff satisfaction and retention and a reduced cost to PR and marketing through positive story telling via word of mouth and online communication channels.

#### **What PR impact is there likely to be?**

The combined internal and external output generates positive story telling across all communication channels. With a subject matter such as recycling, there will be multiple story angles.

#### **What key performance indicators are there?**

The importance of understanding and measuring impact - Key performance indicators:

KPIs are the critical (key) indicators of progress toward an intended result. KPIs provides a focus for strategic and operational improvement, create an analytical basis for decision making and help focus attention on what matters most.

#### **Example**

##### **Pillar - Environment:**

- Internal Impact
- External Impact
- Financial Impact
- PR Impact
- KPI's

##### **Activity - Recycling:**

- Staff Engagement
- Reduced Landfill
- Reduced Landfill Tax
- Positive Story
- Leadership
- Education
- Low Cost PR
- Raised Awareness

### **TOOL 4.0 - 4.20 - Application Crib Sheets**

This tool is an application crib sheet, provided for you to prepare and structure your CSR accreditation application information in a relevant way and to familiarise yourself with our Four Pillars and each of the 5 sub categories of each Pillar.

## Tool 1.1 - Environmental Activity List

### Environmental - Energy

- Low energy heating, ventilation, and air conditioning systems.
- Renewable energy and green technologies.
- LED Lighting or low energy lights.
- Low energy heating, waste heat recovery or combined heat and power systems.
- Low flow plumbing, touch free taps, grey water and rainwater harvesting.
- Long service life ventilation and air conditioning units and energy recovery solutions.
- Recycling, responsible disposal and up-cycling of office equipment.
- Low carbon buildings, steel fabrication and modular construction.
- Behavioural measures and good housekeeping practices.
- Employee engagement in energy efficiency.
- Energy saving awareness campaigns in the workplace.
- Climate change mitigation and adaptation policy.

### Environmental - Natural Resources

- Do you have a water saving policy?
- Water efficient toilets, kitchens - aerators, dual flush toilets, water meters.
- Reduced dependence on fossil fuels.
- Greenhouse gas reduction - building insulation, more efficient appliances and boilers
- Behavioural measures - switching off lights and appliances, turning down thermostats.
- Improved biodiversity - promoting the diversity of habitats and species at premises and/or in the wider community.
- Sustainable resource use - recycled paper, refillable printer cartridges, fair trade suppliers.

### Environmental - Travel

- Does your organisation have a travel policy?
- Minimising business travel - through use of technology and/or best practice.
- Teleconferencing and digital meeting platforms.
- Low carbon driving incentives such as 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.

### Environmental - Supply Chain Management

- Do you have a sustainable supply chain policy?
- Do you monitor your supplier chain - motivate suppliers, work collaboratively.
- Reduce product miles - source local suppliers, streamline supplier activity.
- Monitor baseline performance with suppliers.
- Develop collaborative training and capacity building programmes.

### Environmental - Waste

- Do you have a waste management policy?
- Do you recycle paper and card?
- Do you recycle, repair, reuse office equipment - furniture, computers etc?
- Do you source alternative materials to plastics?
- Do you have a zero waste to landfill policy?
- Food waste reduction - anaerobic digestion.
- 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.
- Prevention of pollution - discharges to water, waste management, use and disposal of toxic and hazardous chemicals, other identifiable forms of pollution.

## Tool 1.2 - Workplace Activity List

### Workplace - Training

- Training - is all essential and developmental training provided?
- Apprenticeships - do you have an apprenticeship scheme, could you implement one?
- 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 trained in current techniques, technology and process.

### Workplace - Labour practice

- Internal promotion of workers.
- Flexible working opportunities.
- Disciplinary and grievance procedures.
- The transfer and relocation of workers termination of employment.
- Training and skills development.
- Health, safety and industrial hygiene.
- Fair wages and other forms of compensation.
- Working time and rest periods.
- Holidays allowance and pay.
- Fair disciplinary and dismissal practices.
- Provision of canteens.
- Access to medical services.

### Workplace - Ethical Practice

- Responsible products and services.
- Corporate Citizenship - recognising rights, responsibilities and aspirations.
- Social Impact Reporting - recording your CSR activities for the benefit of your organisation, your stakeholders, and the wider community.
- Employee communication on CSR - promoting good practice.
- Ethical investment - support companies that benefit the community and avoid those whose products and services or business practices that are not good CSR.

- 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 positive of supply chain.

### Workplace - Governance

- Socially responsible 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.
- Health and well-being - education, activities, counselling.
- Allowing observance of national or religious traditions and customs.
- CSR initiatives - for communities/customers/employees/environment.

### Workplace - Policy

- Occupational health and safety.
- Diversity and Inclusion.
- Equal opportunities.
- Health support - education, activities, counselling.
- Staff Well-being - mental and physical health support.
- Family commitment - childcare subsidies or provision, parental leave, carer facilities, maternity and paternity agreements.
- Flexible Working.
- Volunteering time or days.
- Healthcare benefits such as gym memberships etc.
- Customer Care - policy, processes and exceptional activities.
- Customer or consumer relationships - policy, processes and exceptional activities.
- Any other facilities that can help workers achieve a proper work-life balance.

## Tool 1.3 - Community Activity List

### Community - Engagement

- Do you provide volunteering, sponsorship, financial giving, partnerships etc?
- Can engagement be expanded?
- 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.

### Community - Local Issues

- Do you support local projects?
- Do you prioritise local issues?
- Have local communities or areas benefited?
- Does your organisation support a local community project, community hub, 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.
- 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.

### Community - Wealth Creation

- Do you contribute to the local economy through trade and jobs?
- Do you provide, sponsorship, pro bono or financial giving?
- Can financial or pro bono contributions be expanded?
- Can you provide evidence of support through supporting literature, press releases etc.

### Community - Projects & Groups

- Are you involved with Community Building - Projects that intentionally bring people together to simply get to know one another.

- Are you involved with Community Education - Projects that provide instructional services or curricula, or serve to educate the public about a social issue (in a non-partisan way).
- Are you involved with Community Organising - Projects that bring people together with the goal of solving a community issue.
- Are you involved with Deliberative Dialogue - Projects that intentionally bring people together to build understanding across differences.
- Are you involved with Direct Service - Projects that provide a service or product to an individual, group, or the community as a whole.
- Are you involved with Economic Development - Projects that work on developing the regional economy in a sustainable way.
- Are you involved with Engaged Research - Research that directly benefits the community by clarifying the causes of a community challenge, mapping a community's assets, or contributing to solutions to current challenges.
- Are you involved with Institutional Engagement - Educational or health resources intentionally offered without undue barriers to the community.
- Are you involved with any specific community projects and groups?
- 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.

### Community - Education

- 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?
- What level commitment to do you have?
- How long have you been involved?
- What kind of support does your organisation offer?

## Tool 1.4 - Philanthropy Activity List

### Philanthropy - Charitable Involvement

- 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?
- 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?

### Philanthropy - Volunteering

- Do you provide and/or facilitate volunteering support for any Local, national or international charities?
- 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?

### Philanthropy - Pro Bono

- Do you provide and/or facilitate Pro Bono support for any Local, national or international charities?
- 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?

### Philanthropy - Fund-raising

- Do you provide and/or facilitate any charitable giving, fund raising or sponsorship support for any Local, national or international charities?
- 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?

### Philanthropy - Financial Gifts/Gifts In Kind

- Do you provide and/or facilitate financial or other types of gifts for any Local, national or international charities?
- How much/what has been gifted?
- How have the charities benefited?
- Do your staff choose to get involved with the charities that you support?



# Tool 2.1 - Four Pillars Matrix Table

What are we already doing?

Environment

Workplace

Community

Philanthropy

# Tool 2.2 - Four Pillars Matrix Table

What are we doing that is not shown on the lists?

Environment

Workplace

Community

Philanthropy

# Tool 2.3 - Four Pillars Matrix Table

What could we be doing better?

Environment

Workplace

Community

Philanthropy

# Tool 2.4 - Four Pillars Matrix Table

What else could we be doing?

Environment

Workplace

Community

Philanthropy

## **Tool 3.1 - Impact Audit**

### **CSR Pillar - Environment**

CSR Activity: \_\_\_\_\_

Internal Impacts \_\_\_\_\_

External Impacts \_\_\_\_\_

Financial Impacts \_\_\_\_\_

PR impacts \_\_\_\_\_

KPIs \_\_\_\_\_

## **Tool 3.2 - Impact Audit**

### **CSR Pillar - Workplace**

CSR Activity: \_\_\_\_\_

Internal Impacts \_\_\_\_\_

External Impacts \_\_\_\_\_

Financial Impacts \_\_\_\_\_

PR impacts \_\_\_\_\_

KPIs \_\_\_\_\_

## **Tool 3.3 - Impact Audit**

### **CSR Pillar - Community**

CSR Activity: \_\_\_\_\_

Internal Impacts \_\_\_\_\_

External Impacts \_\_\_\_\_

Financial Impacts \_\_\_\_\_

PR impacts \_\_\_\_\_

KPIs \_\_\_\_\_

## **Tool 3.4 - Impact Audit**

### **CSR Pillar - Philanthropy**

CSR Activity: \_\_\_\_\_

Internal Impacts \_\_\_\_\_

External Impacts \_\_\_\_\_

Financial Impacts \_\_\_\_\_

PR impacts \_\_\_\_\_

KPIs \_\_\_\_\_



## Tool 4.0 - Application Form Crib Sheets

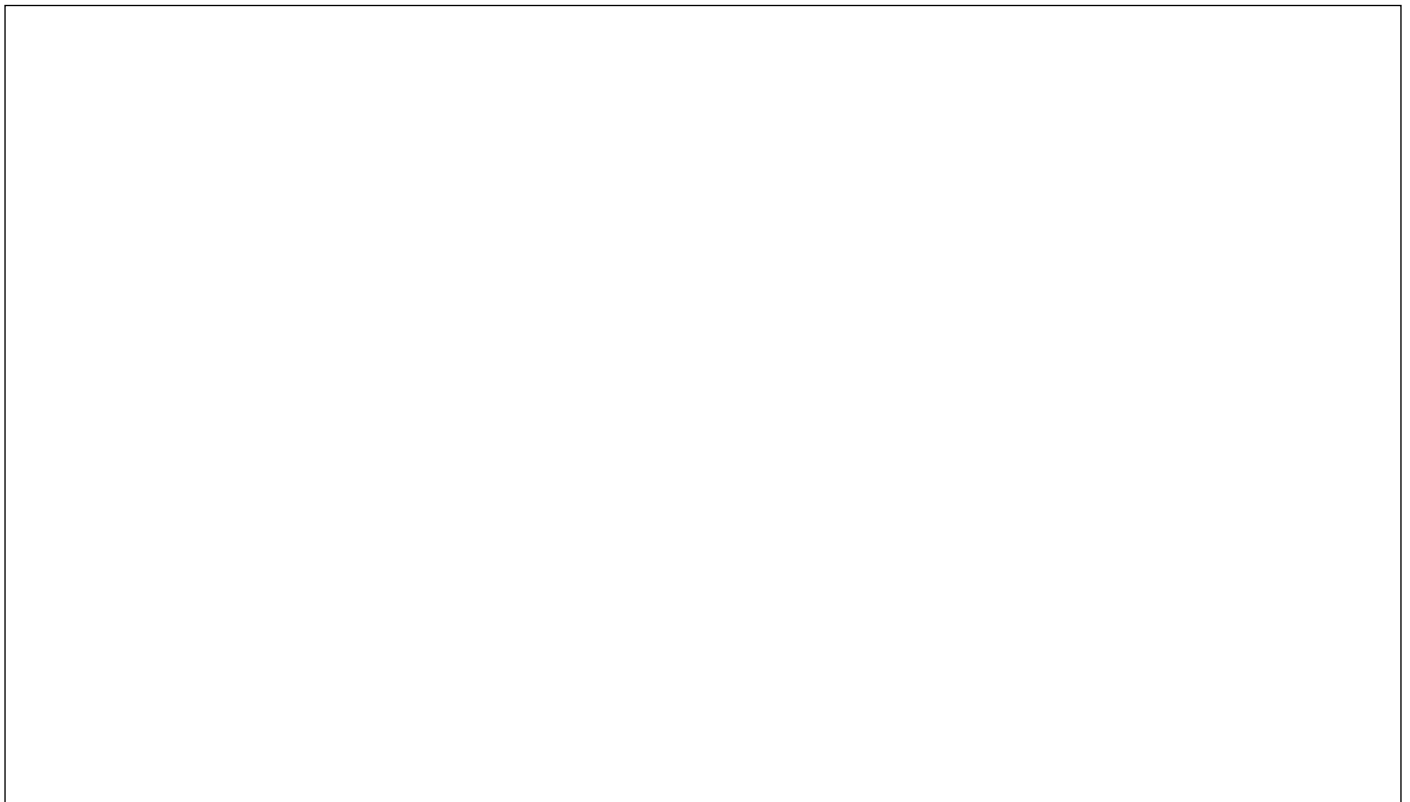
### Introduction

This tool is an application crib sheet, provided for you to prepare and structure your CSR accreditation application information in a relevant order and format. Familiarise yourself with our Four Pillars and each of the 5 sub categories of each Pillar. There are lists of points designed to prompt your thinking in each sub category. When you are ready to submit, go to our online application form, enter your organisation's details and complete the form. You can save your progress and return to the form at any time, prior to submission.

You should also be aware that applications must be supported by any supporting evidence which you have and uploaded for each Pillar. It is a good idea to collate and prepare this information before logging in. Use the relevant section for each pillar, located at the end of each set of questions, to upload your collated, evidenced documentation. Supporting documentation should include 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.

The online form begins with an introduction to your sustainability activity, key personnel, motivations, statistics, initiatives, actions, impacts and policies. We advise writing your introduction last, as it should highlight key points taken from each of the Four Pillars sections.

CSR-A applies a 'blank canvas' approach to applications and you are encouraged to include all and any information on sustainability activity that is outside of the experience described by the Four Pillar activity lists. We are very interested in any unique or innovative activity and in any plans you have for future action and policy. Scope for including this information is included at the end of the online form in the 'Other' and 'Future Planning' sections.



## Tool 4.1 - Application Form Crib Sheets

### ENVIRONMENT - 1A/ Energy

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 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.

## Tool 4.2 - Application Form Crib Sheets

### ENVIRONMENT - 1B/ Natural Resources

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, behavioural 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.

## Tool 4.3 - Application Form Crib Sheets

### ENVIRONMENT - 1C/ Travel

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 from 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.

## Tool 4.4 - Application Form Crib Sheets

### ENVIRONMENT - 1D/ Supply Chain Management

Does your organisation operate a sustainable supply chain policy? If so, what requirements do you make of your supply chain? Does this apply both up and down 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.

## Tool 4.5 - Application Form Crib Sheets

### ENVIRONMENT - 1E/ Waste

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.

## Tool 4.6 - Application Form Crib Sheets

### WORKPLACE - 2A/ Training

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.

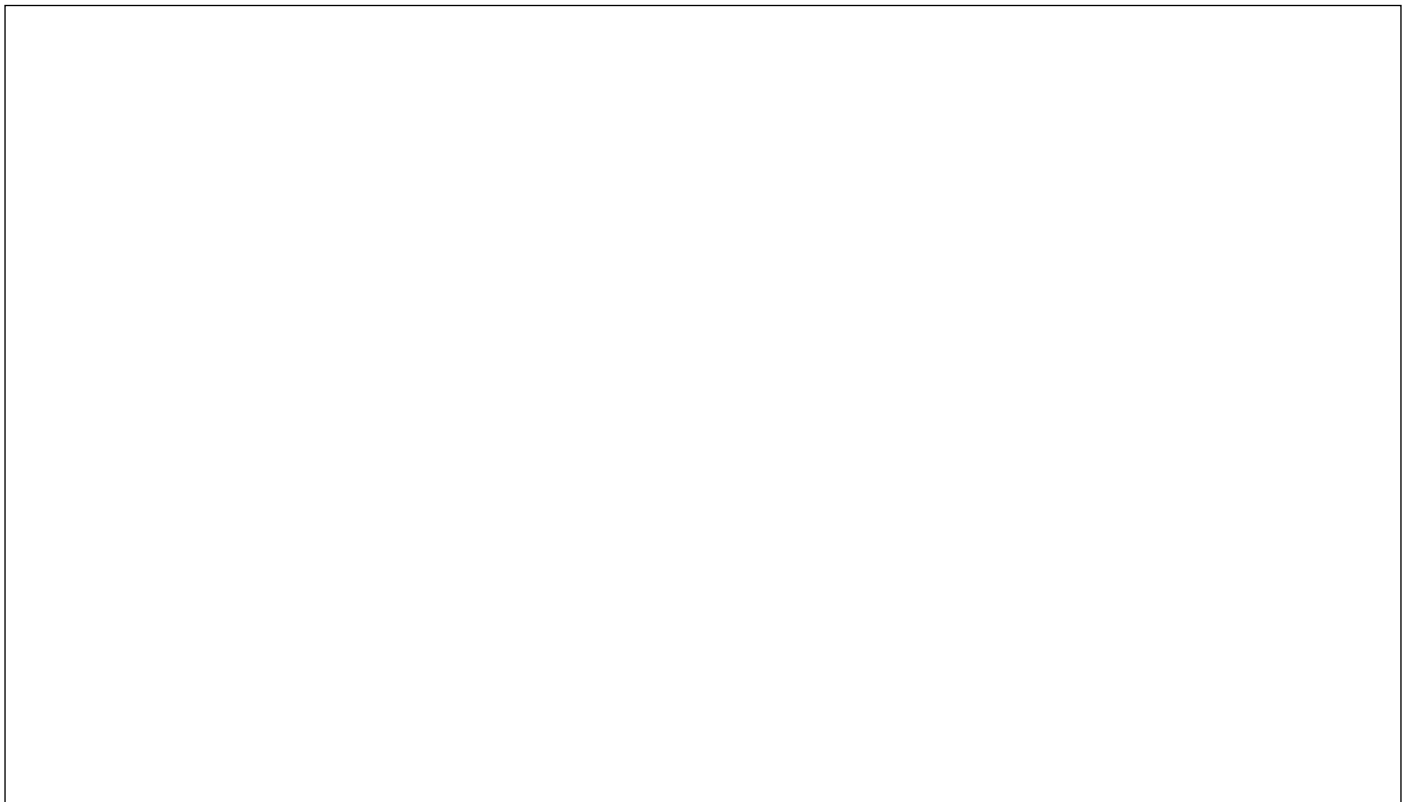
## Tool 4.7 - Application Form Crib Sheets

### WORKPLACE - 2B/ Labour Practices

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.





## Tool 4.8 - Application Form Crib Sheets

### WORKPLACE - 2C/ Ethical Practices

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.

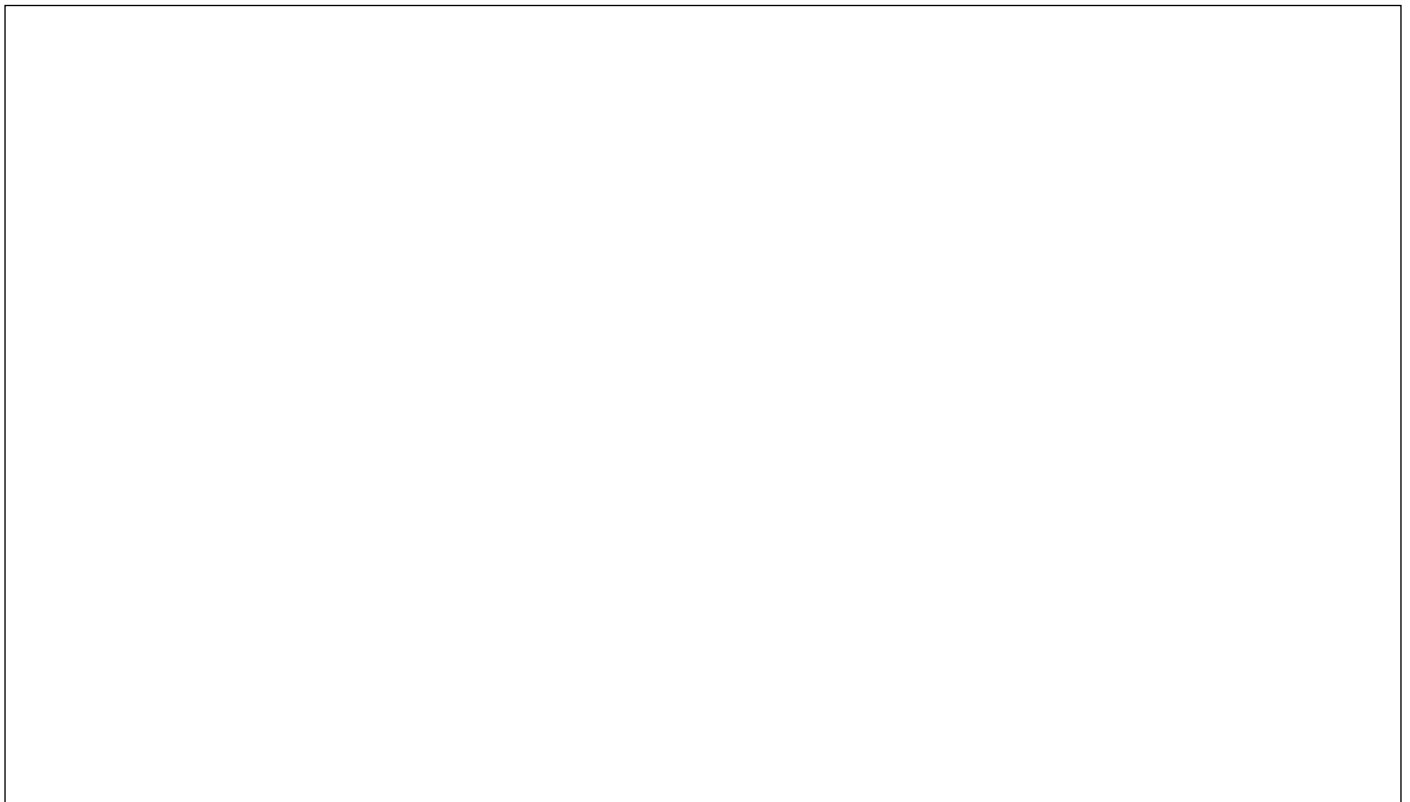
## Tool 4.9 - Application Form Crib Sheets

### WORKPLACE - 2D/ Governance

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.



## Tool 4.10 - Application Form Crib Sheets

### WORKPLACE - 2E/ Policies

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.

## Tool 4.11 - Application Form Crib Sheets

### COMMUNITY - 3A/ Engagement

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.

## Tool 4.12 - Application Form Crib Sheets

### COMMUNITY - 3B/ Local Issues

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.

## Tool 4.13 - Application Form Crib Sheets

### COMMUNITY - 3C/ Wealth Creation

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.

## Tool 4.14 - Application Form Crib Sheets

### COMMUNITY - 3D/ Projects & Groups

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.

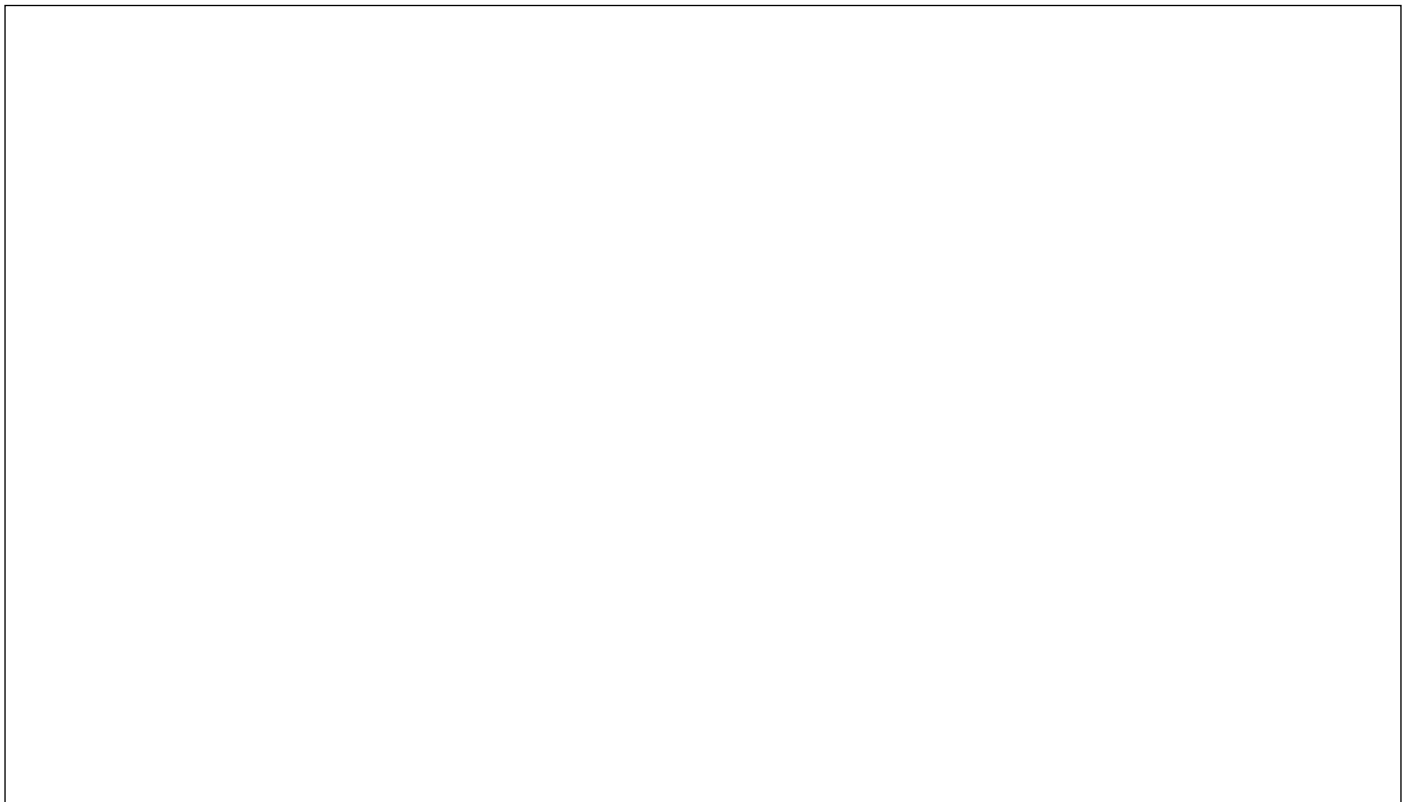
## Tool 4.15 - Application Form Crib Sheets

### COMMUNITY - 3E/ Education

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.





## Tool 4.16 - Application Form Crib Sheets

### PHILANTHROPY - 4A/ Charitable Involvement

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.

## Tool 4.17 - Application Form Crib Sheets

### PHILANTHROPY - 4B/ Volunteering

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.

## Tool 4.18 - Application Form Crib Sheets

### PHILANTHROPY - 4C/ Pro Bono

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.

## Tool 4.19 - Application Form Crib Sheets

### PHILANTHROPY - 4D/ Fund-raising

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.

## Tool 4.20 - Application Form Crib Sheets

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

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.

# NOTES

# NOTES

# Sustainable and social purpose with profit: the future for successful businesses and organisations

## CSR Accreditation will:



**DEMONSTRATE ESG COMPLIANCE**



**IDENTIFY RELEVANT UN SDG'S**



**LEVEL UP YOUR TENDERING POWER**



**RECRUIT & RETAIN TALENT**



**MANAGE AND MITIGATE RISK**



**PROTECT & ENHANCE YOUR BRAND**

## Supporting your organisation – we provide:

### Consultation

Our consultants work with you to define and record what you have already achieved in relation to social responsibility initiatives. We provide expert gap analysis to identify areas that need improvement and set targets for improvement against the Four Pillars of CSR. We provide general, pre and post accreditation services

### CSR Training Courses

CSR-A provides a comprehensive, 6 module training course to explore CSR, CR, ESG and learn how your organisation will benefit. The course enables organisations to understand how to create a CSR policy using the CSR Four Pillars and suggests ways of working that deliver positive outcomes for all.

### Social Impact Reporting

A Social Impact Report is similar to an annual report and shows all your audiences the impact that your organisation is making through its CSR commitments. This includes financial benefits, environmental impact, staff and stakeholder engagement, positive impact on communities and charities.

**Register now for CSR Accreditation.** Registration is free and easy and you will be provided with our comprehensive Guidance for Accreditation, information on our fee structure, a full list of membership benefits and a Word document application form in which you compile and upload your completed application.

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Demonstrate your commitment now  
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