CSR ACCREDITATION APPLICATION FORM

For Sole Traders and Micro businesses (1-3 people)

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 2023-(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 (please note the guidance is designed for all sizes of organisations so please use information relevant to your application) 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 Organisation:  |
| 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)~~ |  |

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**

Your first application is about baselining what you are currently and have been doing. The guides are to prompt your thinking so don't worry if you aren’t doing everything, no one is. Likewise with the application, you may not be able to fill in all sections, which is fine. Hopefully the process will give you ideas for future actions which our assessors love to hear about.

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. Headline CSR Initiatives and Benefits**Does the application identify clear CSR initiatives and report the benefits directly resulting from activity, policy/strategy, process and/or other action implemented by the organisation?

**2. Environmental Benefits**Does the application clearly identify areas to improve environmental impact including energy efficiency, wastes minimisation, recycling etc.

**3. Social Benefit**Does the application clearly identify value to the community, has the local or wider community benefited?

**4. Employee/Workplace Benefits**Does the application clearly identify any benefits to the employees? Have staff been engaged, included, trained or otherwise benefited?

**5. Supply Chain and End User Benefits**Do you provide responsible product information and services? Do you provide products or services that have CSR benefits? Do you support, monitor, educate or otherwise include your supply chain?

**6. Charitable Benefits**Does the application clearly identify charitable giving, financially or through services, pro bono and/or volunteering?

**7. Financial Benefits**Does the application clearly identify any cost reductions or savings realised, such as reduced operating costs, electricity, water, travel costs etc.

**8. Stakeholder and Employee Commitment.**Have staff/stakeholders demonstrated their commitment to CSR initiatives undertaken?

**9. Evidence of Measurable impacts/Benefits.**Have you provided evidence to support your application where possible? Including statistics, certifications and policy documentation etc.

**10. Degree of Originality/Innovation.**Have you developed any new or novel solutions to problems or issues?

**11. Future Expansion** (of your environmental and socially responsible initiatives and commitments).
How do you intend to develop and build on current initiatives?

**12. Replicability**Can other organisations adopt your policies and strategies to their own benefit? Do you encourage others in your sector or supply chain to adopt your policies and strategies?

**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, LinkedIn, Twitter, Facebook and Instagram posts.

* 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.
* 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. Alternatively, you can collate all evidence into one document and upload once.

**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. (We are looking for no more than a few paragraphs).

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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 the Four Pillar activity lists. We are very interested in any unique or innovative activity so please make sure you include it in the ‘Other’ section at the end of this document.**

**SECTION ONE – ENVIRONMENT**

**ENVIRONMENT - 1A/ Energy**

Do you implement and monitor saving initiatives? What statistics, targets/KPIs and reductions have you made? What are the financial benefits and measurable impacts? Have you/your colleagues demonstrated commitment to initiatives? What ideas do you have to improve?

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

* Carbon foot printing: Do you measure your carbon footprint? What statistics, KPIs and reductions have you made? Is your organisation externally endorsed for its carbon footprint? Do you measure Scopes 1,2 and 3 of your carbon footprint? Do you have a Carbon Action Reduction Plan? With future UK legislation this will become a requirement for organisations that you may feed into.
* Energy consumption in buildings - monitoring and low energy heating, ventilation, and air conditioning systems.
* Do you buy ‘green’ energy from your energy provider?
* Do you have any renewable energies on your property? Such as solar panels, ground source heat pumps, wind turbines.
* 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.
* Building fabric - steel fabrication and modular construction (such as an eco-pod or garden office).
* Reminders to switch off appliances or automatic shut off switches
* Climate change mitigation and adaptation (reduced energy, solar panels, ground source heating etc)
* Please show statistical data where available.

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**ENVIRONMENT - 1B/ Natural Resources**

Do you implement and monitor saving initiatives? What statistics, targets/KPIs and reductions have you made? What are the financial benefits and measurable impacts? Have you/your colleagues demonstrated commitment to initiatives? What ideas do you have to improve?

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, use of renewable energies (solar, ground source heat pumps, wind)
* Improved biodiversity - promoting diversity of habitats and species in premises and the wider community (such as bird feeders, wild flower borders, water baths, hedgehog friendly gardens, bug hotels etc)
* Sustainable resource use - recycled paper, refillable printer cartridges, fair trade suppliers.

Please show statistical data where available.

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**ENVIRONMENT - 1C/ Travel**

Do you implement and monitor saving initiatives? What statistics, targets/KPIs and reductions have you made? What are the financial benefits and measurable impacts? Have you/your colleagues demonstrated commitment to initiatives? What ideas do you have to improve?

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

Please use the list below to prompt your thinking.

* Do you minimise business travel - through use of technology such as Zoom, Teams, Google Meets etc
* Low carbon driving incentives - hybrid and electric vehicles.
* Sustainable motoring infrastructure - consider installing charge points for electric vehicles, review government grant availability?
* Have you bought a discounted bicycle through the Government’s Cycle to Work Scheme - government tax exemption initiative introduced in the Finance Act 1999.
* Commuting plans - remote working and flexible hours, commuters’ clubs. Work from home days.
* Please show statistical data where available.

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

Do you implement and monitor initiatives? What statistics, targets/KPIs and reductions have you made? What are the financial benefits and measurable impacts? What ideas do you have to improve?

Please use the list below to prompt your thinking:

* Do you have a sustainable procurement statement and try to purchase goods and services from other organisations that display sustainable credentials?
* Map your supplier chain - motivate suppliers, work collaboratively. Share your sustainability requirements so that your suppliers can meet your criteria.
* Reduce product miles - source local suppliers, streamline supplier activity/deliveries.
* Please show statistical data where available.

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**ENVIRONMENT - 1E/ Waste**

Do you implement and monitor saving initiatives? What statistics, targets/KPIs and reductions have you made? What are the financial benefits and measurable impacts? Have you/your colleagues demonstrated commitment to initiatives? What ideas do you have to improve?

Please use the list below to prompt your thinking.

* Recycle paper and cardboard.
* Recycle, repair, reuse office equipment - furniture, computers etc.
* Plastics - source alternative materials, repair, reuse, recycle.
* Zero waste to landfill statement/goal.
* Reducing, reusing, recycling statement in place.
* Food waste reduction - anaerobic digestion – do you compost appropriate items?
* 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 statements or policies, procedures and systems for recording savings, reviews of performance against strategic targets, certifications, statistics, any audits undertaken, photographs, links to online information such as blogs or newsletters 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.

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**SECTION TWO – WORKPLACE**

Please provide details and evidence around the following categories:

**2A/ Training**

**2B/ Labour Practices**

**2C/ Ethical Practices**

**2D/ Governance**

**2E/ Policies**

Please use the list below to prompt your thinking.

* Do you provide staff development training, leadership or skills training? Have staff benefited? Can initiatives be expanded? Can this activity be evidenced?
* Apprenticeships - do you have an apprenticeship scheme?
* Protection of labour and human rights, such as internal promotion of workers with relevant regular appraisals, flexible working opportunities, health, safety and wellbeing.
* Conditions of work and social protection including: Fair wages and other forms of compensation. Working time and rest periods. Holidays allowance and pay. Proper maternity protection. Proper sanitation. 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.
* Ethical procurement - support for local 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.
* Paying suppliers and subcontractors on time or within xxx days? Are you signed up to the UK Prompt Payment Code?
* Is your organisation accountable, transparent, responsive, effective and efficient, equitable and inclusive and you follow the rule of law?

* How do you keep up to date with current legislation that impacts your business?
* Do you have policies or statements of intent for equal opportunities, health and safety, well-being, diversity and inclusion, mental health support? Volunteering statement (for example 1 day per year for a local charity or community).
* Be clear of what your expectations are with regard to your sustainable approach to business

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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.

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.

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**SECTION THREE – COMMUNITY** Please provide details and evidence around the following categories:

* 3/A - Community engagement
* 3/B - Local issues
* 3/C - Wealth Creation
* 3/D - Projects and Groups

Consider the following:

* What type of engagement (volunteering, sponsorship, partnerships, pro bono), what level of commitment, how long have you been involved? Are you involved in any business groups?
* Does your organisation support local issues? 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.
* Doyou 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?
* Are you involved with any specific community projects and groups?
* 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? Do you present career talks or attend career fairs? Do you visit schools to talk about careers? Can engagement be expanded?

Please provide a table containing all initiatives, dates, values, time, gifts in-kind, services/pro bono and their equivalent value

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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, press releases, correspondence (email testimonials) 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.

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.

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**SECTION FOUR – PHILANTHROPY/CHARITY**

Please provide details and evidence around the following categories:

* 4/A - Charitable Involvement
* 4/B - Volunteering
* 4/C – Pro bono
* 4/D - Fundraising
* 4/E - Financial gifts/gifts in-kind

Please use the list below to prompt your thinking for each of the categories above.

* 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?
* 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?
* 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?

Please provide a table containing all initiatives, dates, values, time, gifts in-kind, services/pro bono and their equivalent value.

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**SUPPORTING DOCUMENTATION – PHILANTHROPY/CHARITY**

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

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.

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**OTHER**

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

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**FUTURE PLANNING & CONTINUAL IMPROVEMENTS**

Please include any future planning and improvement plans in regard to your environmental and social responsibility

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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-part-2/**](https://csr-accreditation.co.uk/csr-accreditation-application-form-part-2/)

**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.