

## Corporate Social Responsibility (CSR) Self-Assessment Questionnaire

CSR is a process for companies to integrate social, environmental, governance and supply chain sustainability into corporate strategy and operations.

If you have any questions regarding this questionnaire or wish for any further support once completed, please do not hesitate to contact us on [info@dorsetcommunityaction.org.uk](mailto:info@dorsetcommunityaction.org.uk) or 01305 250 921.

This self-assessment questionnaire is designed to give you a better understanding of how well you are doing against these common CSR areas, you are welcome to keep internally as a reference, or share with us should you wish for extra support or advice.

Should you wish for any further support then it would be beneficial to also gather and include any supporting/verifying documentation to help us better understand your CSR performance. This may include: CSR reports, management plans, audits, measurements, recordings of employee information, outlines of training activities or any additional information you believe to be relevant.

General Information	
A. Company Name	
B. Address	
C. Number of Employees	
D. Industry	
E. Main operations	
F. Supplier ID (DUNS number, VAT number, other)	
G. Completed by: <ul style="list-style-type: none"><li>• Name</li><li>• Position</li><li>• Email</li><li>• Tel.</li></ul>	
H. Date	

A. General Management	No	Yes	Background/Explanation of Section	Additional information/Notes (for internal benefit, or to inform us if required)
1. Do you have a company CSR delivery plan? 2. Are you actively contributing to the UN's <b>Sustainable Development Goals</b> ? 3. Are you involved in any <b>other initiatives or projects</b> addressing sustainability?			Corporate Social Responsibility (CSR) is a process for companies to integrate social, environmental, ethical and human rights concerns into their operations and core strategy, in close collaboration with their stakeholders. In general, it concerns measures going beyond minimum legal requirements.  Information on: <a href="#">Sustainable Development Goals</a>	
4. Does your company have a <b>management person</b> responsible for: <ul style="list-style-type: none"> <li>• Social Sustainability</li> <li>• Environmental Sustainability</li> <li>• Business Conduct &amp; Compliance</li> </ul>			Companies are expected to appoint a senior management representative, who irrespective of other responsibilities, serves as a <b>management person</b> responsible to ensure that the company meets its commitment related to social sustainability, business conduct and compliance and environmental sustainability.	<i>(Name and position of persons)</i>
5. Does your company <b>publish</b> : <ul style="list-style-type: none"> <li>• A Corporate Social Responsibility (CSR)/ Sustainability Report,</li> <li>• An Environmental report,</li> <li>• Other (please specify)</li> </ul> 6. If so, is your most recent report assured by a third party?			A <b>CSR/ sustainability report</b> is an organisational report that gives information about economic, environmental, social and ethical performance.  An <b>environmental report</b> is a systematic document published by companies with the aim of communicating to stakeholders their environmental performance.	<i>(Web link/name of 3rd Party)</i>
7. Does your company have a <b>Code of Conduct on Responsible Business Conduct</b> in place?			A <b>Code of Conduct</b> is a set of rules outlining the responsibilities or proper practice for an individual (employee) and organisation. It covers social, ethical and environmental aspects and are beyond minimum legal requirements.	
8. Does your company organise <b>training</b> for Corporate Social Responsibility/Sustainability?			<b>Training</b> refers to companies training their employees on the expectations, policies and procedures relating to Corporate Social Responsibility within the company	<i>(Topics Covered)</i>

			context. Training is intended to raise awareness on CSR topics, so that specific functions could identify and act on issues they encounter in their day-to-day activities. Training could be function-specific (e.g. training for managers, etc.), or topic-specific (e.g. Code of Conduct, Social issues, Health & safety, Environmental management).	
9. Does your company have a policy on active <b>stakeholder engagement</b> ?			<b>Stakeholder engagement</b> is the process by which an organisation involves people who may be affected by the decisions it makes or can influence the implementation of its decisions, and to improve decision-making and accountability.	
<b>B. Social Sustainability</b>	<b>No</b>	<b>Yes</b>	<b>Background/Explanation of Section</b>	<b>Additional Information/Notes</b>
10. Does your company have a formal <b>social policy</b> , which includes a commitment to legal compliance, continuous measurement and improvements in social performance?			A company policy refers to a business approach to a given issue and contains general principles and/ or practical how-to-do items. A policy may include components such as prohibited behaviours, rights, and grievance procedures. Social issues could be contained in the company HR policy, CSR policy, Human Rights policy, etc.	
11. If so, are the following areas covered by this policy or the related <b>processes and procedures</b> ?			<p><b>Working conditions</b> refer to the working environment and aspects of an employee's terms and conditions of employment. Examples include health, safety and well-being; maximum daily and weekly working hours, including mandatory days off, maternity leave, annual paid leave, no (sexual) harrassment, abuse or intimidation, specific women's rights, etc.</p> <p><b>Wages &amp; benefits</b> relate to the basic or minimum wage or salary and any additional entitlements payable directly or indirectly, in cash or in kind, by the employer to the worker and arising out of the worker's employment. Examples include paid sick days, family and medical leave, paid overtime.</p> <p>Examples of <b>Health &amp; Safety</b> activities include:</p> <ul style="list-style-type: none"> <li>• Training and use of Personal Protection Equipment</li> <li>• Training on company Health &amp; Safety policy</li> </ul>	
<ul style="list-style-type: none"> <li>• Working conditions, including seasonal and temporry workers</li> <li>• Wages &amp; benefits, including seasonal workers (e.g. no unpaid overtime, etc.)</li> <li>• Health &amp; Safety</li> <li>• Non-discrimination (e.g. age, gender, religion, race, etc.)</li> <li>• Gender equality / women's rights</li> <li>• Other</li> </ul>				

			<ul style="list-style-type: none"> <li>• Training on work with hazardous materials</li> <li>• Distribution of educational materials on health &amp; safety procedures</li> <li>• Information campaign for workers on health &amp; safety procedures specific to the site</li> </ul> <p><b>Non-discrimination</b> is a principle that requires the equal treatment of an individual or group irrespective of their particular characteristics, including sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.</p> <p><b>Women's Rights</b> relate to securing equal rights for women and removing gender discrimination from operational processes and behavioral patterns.</p>	
12. Does your company have a <b>management system</b> in place to manage the above mentioned social issues?			<p>A <b>management system</b> is a set of documented controls, processes and/or procedures reviewed by management. It could be internal or developed according to a standard. Examples of relevant social standards include:</p> <ul style="list-style-type: none"> <li>• ISO26000 Guidance social responsibility</li> <li>• ISO31000 Risk management</li> <li>• ISO20400 Principles for sustainable procurement</li> <li>• SA8000 Social management system</li> <li>• OHSAS 18001 Health &amp; Safety Management</li> </ul> <p><b>Social audits</b> enable an organisation to assess and demonstrate its compliance to legislation and social, economic, and environmental benefits and limitations. It is a way of measuring the extent to which a company lives up to the shared values and objectives it has committed itself to. Social audits can be conducted internally or by an external 3rd party body that issues a certificate.</p>	
13. If so, is the system certified?				
<b>C. Environmental Sustainability</b>	<b>No</b>	<b>Yes</b>	<b>Background/Explanation of Section</b>	<b>Additional Information/Notes</b>
14. Does your company have an <b>environmental policy</b> , which includes a commitment to legal			An <b>environmental policy</b> shows the company's overall intentions and direction related to its environmental performance. It provides a framework for action, setting environmental objectives which takes into account	

<p>compliance, continuous measurement and continuous improvements in environmental performance?</p> <p>15. Are the following areas covered by this policy or the related processes and procedures?</p> <ul style="list-style-type: none"> <li>• Energy consumption / greenhouse gas emissions</li> <li>• Water usage</li> <li>• Hazardous emissions to air, water or soil (including possible use of agro-chemicals)</li> <li>• Waste management</li> </ul>		<p>applicable legal and other requirements, and the company's environmental impact of its operations, products and services, with the purpose of decreasing the environmental impact, saving resources and costs.</p> <p><b>Energy consumption / greenhouse gas emissions</b> measures to reduce the use of fossile fuels and/or to apply renewable energy sources (e.g. solar, wind power).</p> <p><b>Water usage</b> measures to reduce the use of water and/or to avoid water pollution.</p> <p><b>Hazardous emissions to air, water or soil</b> measures may relate to a reduction of quantities of hazardous chemicals used, an increase of the effectiveness of application in time and place and/or use of less hazardousness chemicals.</p> <p><b>Waste management</b> relates to an environmentally sound storage, collection and disposal (as much as possible recycling) of hazardous and non-hazardous waste.</p>	
<p>16. Does your company have an <b>environmental management system</b> in place?</p> <p>17. If so, is the system certified?</p> <p>18. Have <b>environmental audits</b> been conducted at your sites ?</p>		<p>An <b>environmental management system</b> enables a company, to reduce its environmental impact from its operations, products and services, through developing policies/procedures to: establish objectives; subscribe to legal and other requirements; manage risk; implement working procedures to achieve continuous environmental improvement; and reduce or prevent pollution.</p> <p>Examples of relevant standards and certification include:</p> <ul style="list-style-type: none"> <li>• ISO14001 EMS</li> <li>• ISO14064 GHG</li> <li>• PAS 2060 Carbon neutrality</li> <li>• BS/EN/ISO14006:2011/14004:2010/14001:2004 Environmental management systems</li> <li>• BS8555 Certification: Implementation of environmental management systems</li> <li>• PAS2050 Carbon footprint</li> <li>• EU Eco-Management and Audit Scheme (EMAS)</li> </ul> <p><b>Environmental audits</b> enable an organisation to assess and demonstrate its compliance to legislation;</p>	

			environmental performance; and the benefits and limitations of its environmental policy. It is a way of measuring the extent to which a company lives up to the shared values and objectives it has committed itself to. Environmental audits can be conducted internally or by an external body that issues a certificate.	
<b>D.Supplier Management</b>	<b>No</b>	<b>Yes</b>	<b>Background/Explanation of Section</b>	<b>Additional Information/Notes</b>
19. Does your company have a formal <b>supplier, CSR/sustainability policy or procurement policy</b> ?			Examples of <b>Supplier CSR/Sustainability Policy / Sustainable/Responsible Procurement Policy</b> could be a specific Supplier Code of Conduct or a Company Conduct document which applies to both internal employees as well as external business partners, such as suppliers.	
20. If so, which areas are covered by this policy?  <ul style="list-style-type: none"> <li>• Living income</li> <li>• No discrimination</li> <li>• Health &amp; safety</li> <li>• Gender/women’s rights</li> <li>• Energy consumption / greenhouse gas emissions</li> <li>• Water usage</li> <li>• Environmental pollution</li> <li>• Other impacts on biodiversity</li> <li>• Other, please specify</li> </ul>			The objective should be to promote, for example, healthy working conditions, environmental responsibility and ethical business conduct throughout the entire supply chain. It includes a process of continuous due diligence in relation to all potential sustainability impacts.	
21. Are all suppliers covered by this policy?				
22. If relevant, which of the following actions/tools do you have in place to ensure that your Supplier <b>CSR/Sustainability Policy or Procurement Policy</b> is effectively implemented by your suppliers?				

<ul style="list-style-type: none"><li>• Measures to control the origin of raw materials (e.g. audit, controls, approvals)</li><li>• Integration of CSR criteria when subcontracting labour</li><li>• Supplier CSR code of conduct</li><li>• Suppliers self-assessment questionnaire</li><li>• Supplier meetings</li><li>• Detailed risk analysis per purchasing category</li><li>• Company specific training of buyers on social and environmental issues within the supply chain</li><li>• Systematic integration of specific social or environmental contract clauses</li><li>• Regular supplier assessment on environmental or social issues</li><li>• On-site audits of suppliers on environmental or social issues</li><li>• Integration of social and environmental principles into buyers performance appraisal</li><li>• Other</li></ul> <p>23. Does your <b>CSR/Sustainability Policy or Procurement Policy</b> include preventing and mitigating identified potential adverse sustainability impacts?</p>				
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<p>24. Does your company <b>communicate</b> its Supplier CSR/Sustainability Policy to your suppliers?</p>				
<p>25. If so, how is the Supplier CSR/Sustainability Policy communicated?</p> <ul style="list-style-type: none"> <li>• During supplier meetings</li> <li>• In contractual terms</li> <li>• Through brochures / newsletters / web-page</li> <li>• Other</li> </ul>				

**Signature** .....

**Position** .....

**Date** .....

Thank you for taking the time to invest in social, environmental, governance and supply chain sustainability into your corporate strategy and business operations.  
**If you have any questions regarding this questionnaire, or wish for any further support once completed, please contact us on [info@dorsetcommunityaction.org.uk](mailto:info@dorsetcommunityaction.org.uk) or 01305 250 921.**