

## Chambers Ireland CSR Checklist

An engaged CSR strategy for small (and large) businesses has been shown to bring a range of benefits such as a boost to the company's reputation, an increase in marketing opportunities, an improvement in staff morale (which helps with both recruitment and retention of staff) and a decrease in overhead costs.

The following Checklist can serve as a valuable tool-kit for companies hoping to introduce CSR initiatives. It can also act as a self-assessment of CSR performance for pre-existing programmes. The checklist covers five key areas;

- Company values
- Workplace policies
- Marketplace policies
- Environmental policies
- Community policies

### **The Checklist**

#### COMPANY VALUES

- Does your company have a set of core values?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does the company have a defined code of conduct?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Do you communicate your enterprise's values to customers, business partners, suppliers etc?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Are your employees aware of your company's values and rules of conduct?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Are employees trained in the importance of your company's values and rules of conduct?

**Yes** ☐ **No** ☐ **Other** ☐

---

#### WORKPLACE POLICIES

- Does the company have a commitment to good governance? (E.g. an organisational governance structure, anti-corruption policy, commitment to avoid conflicts of interest)

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does the company provide employee training, regular appraisals, facilitate further education?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does the company prioritise health and safety?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does the company commit to facilitating a work-life balance for staff? (Flexi-time, family friendly practises etc)

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does the company have an anti-discrimination policy in place?

**Yes** ☐ **No** ☐ **Other** ☐

---

#### MARKETPLACE POLICIES

- Does your company have a policy to ensure honesty and quality in all its contracts, dealings and advertising? (e.g. a fair purchasing policy, provisions for consumer protection)

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company ensure timely payment of suppliers invoices?

**Yes** ☐ **No** ☐ **Other** ☐

- 
- Does your company engage in responsible procurement practices? (e.g. responsible supply chain management, replacing products with sustainable options, fair trade etc)

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company provide clear and accurate labelling about products and services, including its after-sales obligations?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company provide a mechanism for effective dialogue with consumers? (E.g. a complaints mechanism)

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company protect consumer data and privacy?

**Yes** ☐ **No** ☐ **Other** ☐

---

#### ENVIRONMENTAL POLICIES

- Does your company recycle/use recycled materials?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Is your company committed to reducing water/energy consumption?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company undertake environmental performance reviews?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company encourage employees to use public transport?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company provide training to staff on 'green' initiative?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company provide environmental information on products, services, activities to customers?

**Yes** ☐ **No** ☐ **Other** ☐

---

#### COMMUNITY POLICIES

- Does your company give financial support to local community activities?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company offer training opportunities to people from local communities?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company purchase locally?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company work with NGO partners on community projects?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company encourage both senior management and employees to engage in community programmes?

**Yes** ☐ **No** ☐ **Other** ☐

---

- Does your company communicate its CSR initiatives to local stakeholders?

**Yes** ☐ **No** ☐ **Other** ☐

---