

The WORKPLACE - Self Assessment

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Upload as instructed within the course when you are ready to submit.

PART 1 –

MEETING LEGAL REQUIREMENTS

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
1) ELIGIBILITY TO WORK IN THE UK	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) EMPLOYERS' LIABILITY INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) EQUALITY AND DIVERSITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) HSE HEALTH & SAFETY LAW POSTER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) HEALTH AND SAFETY POLICY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The WORKPLACE - Self Assessment

PART 2 – STRIVING FOR EXCELLENCE

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
1) COMPANY HANDBOOK AND / OR ADDITIONAL HR POLICIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) INDUCTION PROGRAMMES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) STAFF TRAINING AND SELF-DEVELOPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) STAFF APPRAISALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) STAFF ENGAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) REWARDS AND INCENTIVES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The ENVIRONMENT - Self Assessment

PART 1 – MEETING LEGAL REQUIREMENTS

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
1) ENVIRONMENTAL PERMITTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) STORAGE AND HANDLING OF HAZARDOUS SUBSTANCES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) WASTE PACKAGING LEGISLATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) WEEE LEGISLATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) SITE MANAGEMENT PLANS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) GENERAL WASTE: STORAGE AND DISPOSAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The ENVIRONMENT - Self Assessment

PART 1 – *Continued*

MEETING LEGAL REQUIREMENTS

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a
7) INDUSTRY SPECIFIC ENVIRONMENTAL LEGISLATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART 2 – STRIVING FOR EXCELLENCE

1) IDENTIFYING THE THE ENVIRONMENTAL
IMPACTS OF THE BUSINESS

2) ENVIRONMENTAL POLICY

3) ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

4) ENERGY MANAGEMENT

The ENVIRONMENT - Self Assessment

PART 2 – Continued **STRIVING FOR EXCELLENCE**

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
5) RENEWABLE ENERGY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) MATERIALS USAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) PACKAGING MATERIALS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) WASTE MANAGEMENT SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9) WATER USAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10) TRANSPORTATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MARKETPLACE - Self Assessment

PARTS 1 & 2 LEGISLATION & STRIVING FOR EXCELLENCE

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
1) SECTOR LEGISLATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) PUBLIC LIABILITY INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) PROFESSIONAL INDEMNITY INSURANCE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) DAY TO DAY PROCESSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) FIT FOR PURPOSE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6) CUSTOMER SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MARKETPLACE - Self Assessment

PARTS 1 & 2 *Continued*

LEGISLATION & STRIVING FOR EXCELLENCE

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
7) CUSTOMER INFORMATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) COMPLAINTS HANDLING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9) AFTER SALES SERVICE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10) APPROACH TO CUSTOMERS WITH VULNERABILITIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11) RESTRICTED SALES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12) PAYMENT POLICIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MARKETPLACE - Self Assessment

PARTS 1 & 2 *Continued*

LEGISLATION & STRIVING FOR EXCELLENCE

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
13) RELATIONSHIPS WITH SUPPLIERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14) BRIBERY AND CORRUPTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15) FAIR AND ETHICAL PURCHASING POLICY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16) ANIMAL TESTING / ANIMAL WELFARE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNITY - Self Assessment

COMMUNITY – STRIVING FOR EXCELLENCE

	0 Not Met	1 Satisfactory	2 Good	3 Excellent	n/a Not Applicable	
1) AWARENESS AND COMMITMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) SENIOR PERSONNEL INVOLVEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) EMPLOYEE ENGAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) LOCAL SOURCING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) LOCAL STAFF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

COMMUNITY - Self Assessment

COMMUNITY – *Continued* STRIVING FOR EXCELLENCE

Not Met	Satisfactory	Good	Excellent	Not Applicable
0	1	2	3	n/a

6) YOUTH AND/OR DISADVANTAGED EMPLOYMENT & SUPPORT

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7) PHILANTHROPY

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ETHICS, VALUES AND TRANSPARENCY

Self - Assessment

ETHICS VALUES & TRANSPARENCY STRIVING FOR EXCELLENCE

	Not Met 0	Satisfactory 1	Good 2	Excellent 3	Not Applicable n/a	
1) CODE OF ETHICS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) PERSONAL VALUES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) SENIOR MANAGEMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) SHARING AND PROMOTING BUSINESS DEVELOPMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) PROMOTING RESPONSIBLE BUSINESS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ETHICS, VALUES AND TRANSPARENCY

Self - Assessment

ETHICS VALUES & TRANSPARENCY STRIVING FOR EXCELLENCE

Continued

0	1	2	3	n/a
Not Met	Satisfactory	Good	Excellent	Not Applicable

6) CREATING A VIRTUOUS CIRCLE

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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7) COMPANY DETAILS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BUSINESS PROCESSES / CONTINUITY

Self - Assessment

BUSINESS PROCESSES & CONTINUITY STRIVING FOR EXCELLENCE

	0 Not Met	1 Satisfactory	2 Good	3 Excellent	n/a Not Applicable	
1) DOCUMENT CONTROL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2) ROLES AND RESPONSIBILITIES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3) GENERAL BUSINESS INSURANCES AND INSURANCE AGAINST BUSINESS LOSSES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4) DATA PROTECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5) DATA BACK-UP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

BUSINESS PROCESSES / CONTINUITY

Self - Assessment

BUSINESS PROCESSES & CONTINUITY *Continued* STRIVING FOR EXCELLENCE

	0 Not Met	1 Satisfactory	2 Good	3 Excellent	n/a Not Applicable	
6) BUSINESS CONTINUITY PLANNING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7) INTELLECTUAL PROPERTY PROTECTION (IPP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8) FINANCES AND REPORTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Company name:

Brief company description:

Number of employees:

THIS SECTION MUST BE SIGNED BEFORE SUBMISSION. PLEASE ENSURE YOU USE ADOBE READER.

We hereby confirm we have used the Responsible Business/Social Value Course in the prescribed manner to self-assess our business operations and have completed the questionnaire as accurately and honestly as possible.

We hereby pledge to operate our business in an honest and ethical manner; to consider people and the environment when making business decisions; and endeavour to make a positive contribution to our local community and society at large.

PLEASE NOTE: Typing your name in the the signature space below acts as a legally binding signature for the purpose of this document.

Signed:

for and on behalf of:

(Company name)

Date:

Name:

Position: