



# Practice Guide: Social Responsibility Check List

By Paul A Zaman MBA, MSC

## Assess a Company's level of impact on and engagement with society and the environment.

*Guide: describe how historic activities have changed and future plans are as a result of consultation with stakeholders and NGO/VWO.*

### Social Responsibility Check List

*The purpose of this check list is to determine the level that the management and business is engaged with social and environmental impacts of doing business, the level of learning and growing, the level of engagement with relevant Non government organizations (NGO) and voluntary welfare organizations (VWO), and the commitment and level of proactive restitution.*

### Environmental Sustainability and Integrity

1) What are the key aspects of your business that impact on the sustainability and integrity of the environment? Please list two to ten areas.

*Guide: Please list the key areas of your company's consumption of energy, water, fossil fuel and other natural resources. Also any pollution and harm your company does to the environment.*

2) Who are the key stakeholders involved in or impacted by your business's environmental issues, and why? Please list the most important stakeholders and explain briefly how they are impacted.

*Guide: For example employees, family, community leaders, owners and equity investors, banks, financial analysts, suppliers, customers, end users, NGOs, labour associations, licensing bodies and environmental inspectors.*

3) What action has management done in the past to minimize the impact or mitigate the impact of your business's environmental impacts?

*Guide: describe some of the business policy and operational practices such as minimizing energy usage, recycling, and choosing non-polluting materials.*

4) Who are the key non government organizations (NGO) and voluntary welfare organizations (VWO) whom work in the area of your business's environmental issues and what dialogue have you had with them to determine the negative impact your business has and how to improve or mitigate that impact?

*Guide: who are the national or international NGO and VWO operating in this area?*

5) What intended actions has management planned to do to minimize the negative impact of the business on the environment and which NGOs can the management engage with and with what role?



### Society Welfare and Human Rights

1) What are the key aspects of your business that impact on society welfare and human rights? Please list two to ten areas.

*Guide: Please list the key areas of your company's action on equal rights, non-discrimination, and interaction with human rights and any interactions affecting social welfare.*

2) Who are the key stakeholders involved in or impacted by your business's welfare and human rights issues, and why? Please list the most important stakeholders and explain briefly how they are impacted.

*Guide: For example employees, family, community leaders, owners and equity investors, banks, financial analysts, suppliers, customers, end users, NGO and VWOs, labour associations, licensing bodies and environmental inspectors.*

3) What action has management done in the past to minimize the impact or mitigate the impact of your businesses social welfare and human rights impacts?

*Guide: describe some of the business policy and operational practices such as non-discrimination, hiring minority ethnic groups or physically challenged, checking on working conditions in products sourced from developing countries.*

4) Who are the key non government organizations (NGO) and voluntary welfare organizations (VWO) whom work in the area of your business's social welfare and human rights issues and what dialogue have you had with them to determine the negative impact your business has and how to improve or mitigate that impact?



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*Guide: who are the national or international NGO and VWO operating in this area?*

5) What intended actions has management planned to do to minimize the negative impact of the business on society welfare and human rights issues and which NGOs can the management engage with and with what role?

*Guide: describe how historic activities have changed and future plans are as a result of consultation with stakeholders and NGO/VWO.*

## **Corporate Philanthropy and Charitable Sponsorship**

1) Describe any corporate philanthropy that takes place in terms of activity and contribution in effective cash. Who is the NGO/VWO involved. What is the percentage of the effective cash of after tax profits?

*Guide: describe the charitable initiative, give the name of the non government organization or voluntary welfare organization; estimated the effective cash value to your business of any goods or services provided.*

2) How does the choice of the charitable cause and charitable organization, NGO or VWO, link to the business or management?

*Guide: describe the connection between your initiative and the rational in deciding this.*

3) What level of ongoing engagement and communication is there between the business and the NGO/VWO?

*Guide: Describe the involvement in one word, low, medium or high and describe briefly the involvement.*

4) Does the company receive corporate branding on the initiative and with the NGO/VWO?

*Guide: Describe the level of branding in one word, low, medium or high and describe briefly the branding taking place.*

5) What feedback and what has been the implication for the business of doing this corporate philanthropy?

*Guide: describes the positive economic benefits to the business such as enhanced reputation. Increased profit, improved access to capital, improved access to information, new market opportunities, improved relationships and increased staff motivation.*

## **Corporate Social Initiatives**

1) Describe any corporate social initiatives that take place in terms of activity and contribution in effective cash. Who is the NGO/VWO involved. What is the percentage of the effective cash of after tax profits?

*Guide: describe the initiative, give the name of the non-government organization or voluntary welfare organization;*

*estimated the effective cash value to your business of any goods or services provided.*

2) How does the choice of corporate social initiative relate to the core environment issues or core social welfare and human rights issues?

*Guide: describe the connection between your initiative and how it minimizes or mitigates your business specify environmental /social issues.*

3) What level of ongoing engagement and communication is there between the business and the NGO/VWO?

*Guide: Describe the involvement in one word, low, medium or high and describe briefly the involvement.*

4) Does the company receive corporate branding on the initiative and with the NGO/VWO?

*Guide: Describe the level of branding in one word, low, medium or high and describe briefly the branding taking place.*

5) What feedback and what has been the implication for the business of doing this corporate social initiative?

*Guide: describes the positive ecumenical benefits to the business such as enhanced reputation. Increased profit, improved access to capital, improved access to information, new market opportunities, improved relationships and increased staff motivation.*

End

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