

This sample policy/procedure must be customized to fit the needs of your company. It must be integrated into other policies/procedures and processes as required. This is not meant to be used "as-is", but must be adapted to reflect your company needs and processes.

[insert company info here]

Corporate Social Responsibilities

Date of Issue:	
Written by:	Date:
Reviewed by:	Date:
Approved by:	Date:

PURPOSE

(**Name of company**) is dedicated to creating business growth while ensuring Corporate Social Responsibility (CSR) is a part of its responsibility and that our impact on the environment is minimized and that those with whom we associate with are encouraged do to the same. We aim to play an active part in and support the community in which we operate and champion worthy causes wherever possible, directly or indirectly. We will ensure that ethical practices are carried out across our organization and that we continue in our commitment to our most valuable resource, our employees.

SCOPE

This procedure covers all employees of (**Company name**). Contractors, suppliers, vendors, (if applicable)

RELATED DOCUMENTATION

DEFINITIONS

CSR	Corporate Social Responsibility
BoD	Board of Directors

ROLES & RESPONSIBILITIES

Senior Management/Board of Directors is responsible for:

Overall responsibility for developing corporate policies on social, ethical, and environmental matters and reviewing them lies with the Board of Directors (BoD). It is then the

responsibility of the individual managers/supervisors/leadership team to communicate and apply that policy within their area taking account of legislation to ensure compliance with the policy and to maintain, review and refine procedures accordingly

PROCEDURE

The three key areas of corporate social responsibility at **(Name of Company)** are:

- Environment
- Community
- Employment and ethics

(Name of company) is committed to the environment and reducing our impact on it. This can be seen in our Environmental Management Policy/ISO 14001 program (if applicable).

The community that we exist in, is integral to the way in which we conduct ourselves and we will always ensure safe and ethical business practices. We will contribute to the community in a variety of ways (sponsoring minor sport teams, donations to local women's shelters, food banks, United way fund raising). We will strive to ensure that the only impact we have in this area is a positive one which benefits the local community in a transparent and sustainable way.

(Name of company) commits to:

Abiding by legislation relating to employment rights and equal opportunities, especially non-discrimination on the basis of ethnic origin, religion, gender, age, marital status or disability.

Ensuring that physical, verbal and psychological abuse or sexual or other forms of harassment towards employees are not tolerated.

Paying wages and benefits which meet or exceed provincial minimum requirements and adhere to provincial employment standards.

To provide a safe and secure workplace and promote good health and safety and environmental practices.

To allow employees to report any concerns they may have over unethical business practices or conduct, dangers to health and safety, or breach of company policies. Any such disclosures will be appropriately investigated.

All employees are expected to behave ethically and with integrity and honesty.

Not to give or receive any bribes, extra contractual gratuities, inducements, facilitation fees or similar payments.

Evaluation:

All achievement in CSR will be reported on an annual basis and the report will be communicated to all stakeholders.

Dated at _____ this _____ day of _____, 20__.

Signature

Witness

Name & Title (please print)

Name

Continuous Improvement Review Tracking		
Date of Review/Change	Notes	Name of Reviewer