NB This template needs to be tailored to the specific circumstances of each organisation. It was designed for a small organisation, so in the case of a larger organisation some of the suggested text may not apply. Square brackets indicate the text that is most likely to need tailoring. The template includes some elements that may be required on a stand-alone basis, e.g. Equal Opportunities and Environmental Protection.

# ANYORG: Corporate social responsibility policy

##### Status, e.g. approved by Board [date]; to be reviewed [date]

## Part 1: Policy statement

ANYORG is a [brief description of organisation]. [Our impact on society beyond our own specialist field is likely to be very small.] We [do however] recognise that our moral authority in [brief description of organisation’s work for public or community benefit] is enhanced if we ourselves behave ethically in our wider dealings with the outside world.

As a business we will:

* Meet, and where possible, exceed all relevant legal requirements
* Behave with honesty and integrity in all our activities and relationships with others
* Act ethically and fairly at all times in our dealings with our stakeholders
* Maintain internal controls adequate to ensure standards are met

We will seek to exercise social responsibility in more specific ways in a number of key areas:

* equal opportunities
* staff and volunteer development
* protection of the environment
* involvement in our local community
* involvement in the voluntary sector

## Part 2: Equal opportunities

### Service provision

It is central to our work that we take action to address the social disadvantage faced by [beneficiary group(s)]. We are aware that positive action may be needed in areas such as [any issues or target groups identified through your equal opportunities action planning process].

Within this framework the Project will not discriminate on the basis of age, gender, disability, race, class, religion, sexuality, marital status, caring responsibility, HIV status or unrelated criminal conviction. [The project will also actively seek to ensure that no volunteer is subject to such discrimination with any host agency to which he/she may be referred.]

To make this policy effective, the management committee will:

* [ensure that our service works towards an appropriate quality mark]
* ensure that [key issues identified above] are built into our service plans
* monitor, through verbal and written reports, and statistics where appropriate, the delivery, accessibility and availability of our services, [including volunteer placements]
* continually review our service provision and provide where necessary training for management and staff members [and volunteers]
* operate and publicise procedures for informal feedback and formal complaints

### Employment and volunteering

We are committed to being an equal opportunity employer. We will ensure that no job applicant, employee, volunteer or placement student:

* receives less favourable treatment on the grounds of age, gender, marital status, race, religion, creed, sexual orientation, disability, unrelated criminal conviction, HIV status or membership of a trade union
* is disadvantaged by conditions or requirements which cannot be justified

The programme of action to make this policy effective involves:

* internal procedures for resolving staff grievances [and problems arising for volunteers]
* fair and effective selection and appraisal procedures (to ensure that individuals are treated on the basis of their relevant merits and abilities)

### Governance

We will seek to ensure that our Board is made up of a diverse group of people, including [any significantly under-represented groups identified]. The programme of action to make this policy effective involves:

* regular self-appraisal by the Board
* clear and transparent polices for membership of the organisation and Board membership
* induction, training and guidance for Board members

## Part 3: Staff and volunteer development

ANYORG aims to be a good employer. In order to achieve this we will:

* Respect the rights and dignity of every staff member (both paid and voluntary) and treat them fairly and without discrimination
* Promote the health and well-being of our staff
* Encourage team working and the sharing of knowledge throughout the organisation
* Provide a safe, fulfilling and rewarding career pathway for all staff

In agreeing training and development plans, we will seek to ensure appropriate opportunities to meet the professional development needs of staff over and above the immediate requirements of their work for ANYORG.

## Part 4: Environmental protection

[You may choose to deal with this in a separate policy, or you may prefer to include it here. In either event, see the [template on our website](https://www.manchestercommunitycentral.org/support-groups/planning-and-policy-templates).]

## Part 5: Involvement in the community

We recognise that we are part of [geographical or global community and/or community of interest], [brief description of community/ies].

Where practicable, we will support initiatives designed to promote the quality of life and economic prosperity of this community, for example by [making local and/or Fair Trade purchases and supporting neighbourhood clean-ups].

## Part 6: Involvement in our professional sector

We recognise that we are part of:

* the voluntary and community sector in Manchester
* the [health and social care] sub-sector

Beyond our own mission and organisational goals, we will seek to play a responsible role in the wider sector, for example by engaging in the work of key [inter-agency and/or community] networks [and infrastructure support agencies], [as well as supporting smaller community groups which may be able to benefit from our knowledge and expertise].