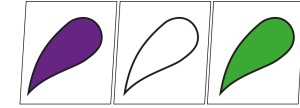


CROWBERRY CONSULTING

Environment, Ethics and Corporate Responsibility Management

Ethical Toolkit

#EthicsMadeEasy



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Ethical Toolkit

Disclaimer: this toolkit is **NOT** a full ethical audit.
We cannot cover every possible question but this will give you a good idea as to how you would do during a full audit and allow you to spot any potential gaps.

Key: Answers will require a compliance rating of 0 to 100%, based on which level (and how far into the level) you believe your business fits into.
If the question does not apply to you (EG. accomodation), you cannot simply leave the box blank as this will affect the scoring formula. Type n/a into the answer box in this case and this will not affect your score.

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Question	Unacceptable (Critical)	Fair (Improvement Required)	Acceptable (Some Minor Non-Conformities)	Industry Standard	Excellent	Rating from 0 to 100% Compliance
Does the site have a policy on forced labour that is communicated to and understood by all staff?	No policy at all.	Policy BUT it has not been communicated to all staff.	Policy is communicated BUT is not understood by all (EG. using simple terms in their chosen or first language).	Policy is communicated AND understood by all staff.	Previous PLUS the policy is available as both a physical copy and on the website and is translated into all applicable languages.	
Does the site have a policy on forced labour that is communicated to and understood by all staff?	No policy at all.	Policy BUT it has not been communicated to all staff.	Policy is communicated BUT is not understood by all (EG. using simple terms in their chosen or first language).	Policy is communicated AND understood by all staff.	Previous PLUS the policy is available as both a physical copy and on the website and is translated into all applicable languages.	55%

Rating from 0 to 100% Compliance
34%
80%
100%
20%
55%
56%

Rating from 0 to 100% Compliance
34%
80%
100%
20%
n/a
56%

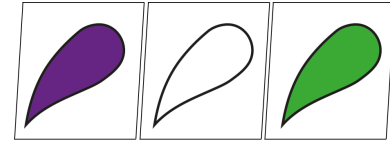
A total score based on the scores you gave yourself is automatically calculated here.

This box will be blank to begin with, this is where you input your score based on the level (and how far into the level) you believe your business fits into.

The box will change colour based on the score you have given yourself and in turn the level you fall into.

If the question is not applicable to your businesses site input n/a, this will not affect your overall score.

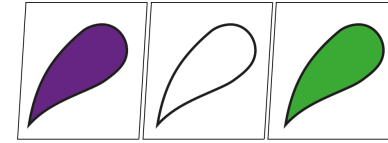
Introduction/What is it?



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- The Ethical Toolkit is designed to be a helpful, self-assessment, pre-requisite to an ethical audit.
- The Toolkit covers 12 key topics with the aim of being as comprehensive as possible when it comes to the ethics of given business/site.

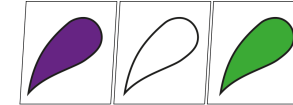
Step by Step Guide



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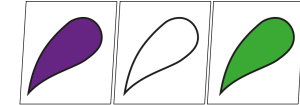
Environment, Ethics and Corporate Responsibility Management

- This Toolkit works as a self-assessment that allows you to input a score for each question across the 12 topic areas.
 - Scores should be between 0 and 100% and each score correlates to a level (and colour).
- If the question is not applicable to your site, n/a should be entered into the scoring box and this will not affect your score.
- The table for each topic will automatically calculate and average once all questions are answered and this average will be sent to the 'summary' sheet. This will in turn, calculate an overall average for the whole Toolkit and all its topics.
- This summary sheet will give you an indication into how well your site would do in an actual ethical audit and where you may have areas in need of improvement (IE. Turn your weaknesses into strengths).
- There is also an optional evidence section at the end for you to upload images and/or hyperlink documents and policies, allowing all your evidence to be in one convenient place.



Worked Example

	A	B	C	D	E	F	G	H
1	Question	Unacceptable (Critical)	Poor (Improvement Required)	Acceptable (Some Minor Non-Conformities)	Industry Standard	Excellent	Rating from 0 to 100% Compliance	
1	Does the site have all required land rights licenses and permissions?	No licenses or permissions.	Licences and/or permissions in limited areas.	Believe have all licenses and/or permissions required BUT difficult to find (or cant find them).	Site has all land rights licenses and permissions it requires.	Previous PLUS licenses and permissions are easily accessible.	.	
2	Is there a system in place to apply national laws and practices relating to land title and ownership?	No system in place.	Systems in place BUT only works in limited areas.	Systems BUT records are not kept.	Systems for applying national laws and practices in place and the records of said systems are kept.	Previous PLUS records are stored and easily accessible.	.	
3	Does the site have a written policy on land rights, that includes what the site will do to obtain free, prior and informed consent (FPIC)?	No policy at all.	Policy BUT it does not include anything about FPIC.	Policy that includes FPIC BUT is not updated regularly.	Policy that addresses FPIC and is regularly updated.	Previous PLUS policy is stored and easily available.	.	
4	Is there evidence that the site compensated the owner/lessor for the land prior to the site being built or expanded?	The site did not compensate any owner/lessor of the land prior to it being built.	No evidence.	Limited evidence.	Compensation for any/all owners/lessors of the land prior to it being built and there is evidence of said compensation.	Previous PLUS evidence is stored and easily accessible.	.	
5	Is there any evidence of illegal appropriation of land when the site was built or expanded?	Clear evidence of illegal appropriation of land.	One off example of illegal appropriation of land.	Rumour of illegal appropriation.	No evidence of illegal appropriation of land both when the site was built and expanded.	Previous PLUS detailed records of how the land was obtained is kept by the site.	.	
6	TOTAL SCORE:						#DIV/0!	



Summary Sheet

The overall total score given will appear in colour and this colour will correlate to the key and give you an idea of where you have scored (IE, whether you have hit the industry standard or not).

	A	B	C	D	E
1					
2					
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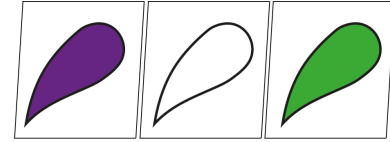
Key		
Unacceptable / Critical (0-20%)		
Poor / Improvement Required (21-40%)		
Acceptable / Some Minor Non-Conformities (41-60%)		
Industry Standard (61-80%)		
Excellent (81-100%)		

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Environment, Ethics and Corporate Responsibility Management		
Section	Overall Score of Compliance (0 to 100%)	
1	Employment is Freely Chosen	56%
2	Freedom of Association	50%
3	Safe and Hygienic Working Conditions	60%
4	Child Labour	40%
5	Living Wages	60%
6	Working Hours	22%
7	Discrimination	61%
8	Regular Employment	71%
9	Harsh or Inhumane Treatment	67%
10	Environment	66%
11	Land Rights	100%
12	Business Ethics	68%
TOTAL SCORE:		60%

Site Details	
Contact Name:	
Contact Role:	
Contact Email:	
Site Address:	
Site Email:	

This final sheet will allow for an overall total to be calculated based on your answers on the previous question sheets.

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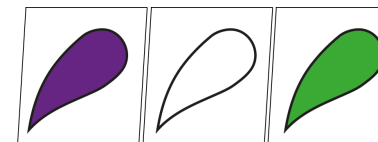
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The next slides consist of more information on the topics covered by the Ethical Toolkit.

- Feel free to look over these in your own time to get more of an insight into the types of areas the questions will go into.

Employment Is Freely Chosen



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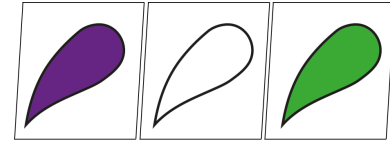
Environment, Ethics and Corporate Responsibility Management

“Approximately 40,300,000 people live in slavery today (ILO & Walkfree Foundation 2017), with 13,000 potential victims in the UK (Home Office, 2014)”.

- Slavery and human trafficking is still very apparent in the modern day and businesses must do all they can to combat this very real issue.
 - Forced labour is such a serious violation that it is recognised as an international criminal offence, irrespective of whether the relevant conventions prohibiting it have been ratified in said country.



Freedom of Association



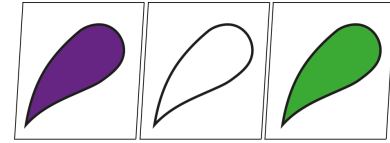
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“Research shows that union members in the UK receive higher pay (on average 12.5% more), better sickness and pension benefits, more holiday and more flexible working hours than non-members (UCU Factsheet 01)”.

- Trade unions are key when it comes to giving workers a voice.
 - The working conditions of workers who are free to join trade unions are generally better than those where workers cannot.



Safe & Hygienic Conditions



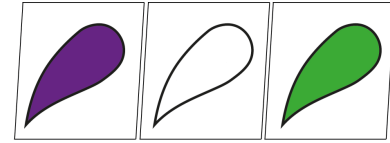
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“31.2 million working days lost due to work-related ill health and non-fatal workplace injuries in 2016/2017 (hse.gov.uk)”.

- The UK government places emphasis on improving the Health and Safety performance of all UK companies.
 - As a minimum workers should expect to be able to work in a safely and without danger to their health.



Child Labour



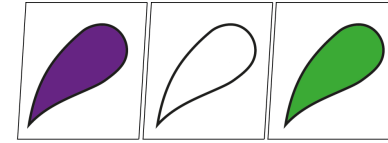
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“One in five of all victims of labour exploitation is a child (The Telegraph, 2014)”.

- Child labour is a complex issue as in some communities, the wage children bring in is a significant aspect of the family’s income.
 - Most companies have therefore moved away from boycotting suppliers that use child labour, in favour of working with them to ensure that children are working in safe conditions in accordance with local laws and that provisions are made for their education.



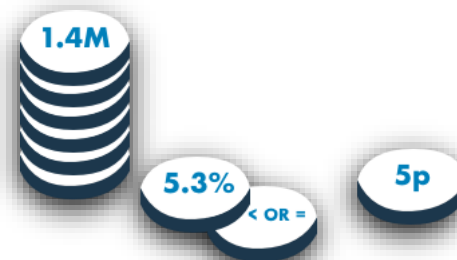
Living Wages



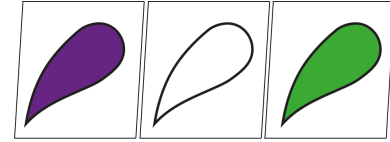
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“There are 1.4 million minimum wage jobs in the UK: 5.3% are paid below or within 5p of the minimum wage (gov.uk)”.

- It is generally agreed that workers should be paid at least enough to provide the basic needs to themselves and their families.
 - If workers are paid very low wages, many will work excessive overtime in order to make ends meet. Improving wages and cutting excessive overtime can lead to improved productivity as tired, and worried workers are less efficient, more prone to accidents, and often less able to meet quality standards.



Working Hours



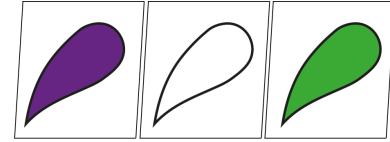
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“11% of employees in the UK were working over 48 hours a week, with long hours being linked with increased stress and lower productivity (Institute for Employment Studies)”.

- The possible repercussions of excessive or undefined working hours include a tired and frustrated workforce, high worker turnover.



Discrimination



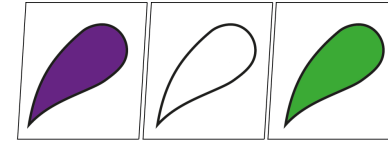
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“Researchers ranked Britain 11th out of 18 countries for gender equality at work (The Guardian, 2016)”.

- Discrimination in the workplace is an extremely complex and difficult issue to identify and tackle.
 - The UK Government going as far as to highlight that discrimination must be eliminated within the workplace in the Equality Act 2010.



Regular Employment



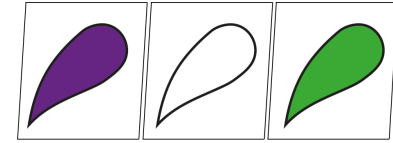
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“In 2017 over 900,000 people in employment reported they were on zero-hour contracts (Office for National Statistics)”.

- Regular employment brings with it a number of protections and benefits under national and international laws.
 - Informal and less regulated forms of employment, often used to avoid the costs and regulations that apply to regular employees, can lead to vulnerable individuals being exploited.



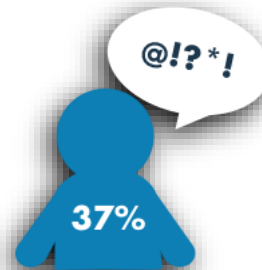
Harsh or Inhumane Treatment



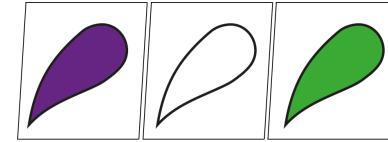
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“A Careerbuilder survey showed 37% of all employees directly experience workplace abuse”.

- The right to not be subjected to cruel, inhumane or degrading treatment or punishment is a fundamental human right.
 - It is vital that employers have systems in place to ensure that is upheld in all their activities and supply chains.



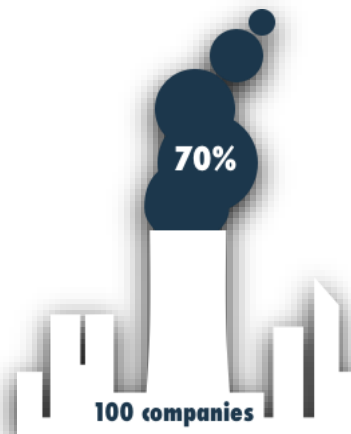
Environment



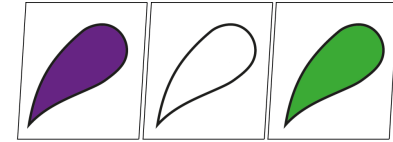
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“Just 100 companies have been the source of more than 70% of the world’s greenhouse gas emissions since 1988 (The Guardian, 2017)”.

- Demonstrating a track record of compliance with all relevant environmental legislation is of great importance to businesses in order to protect their reputation and fulfil their role as a good corporate citizen.
 - A history of non-compliance can be considered an indicator of a fundamental problem in internal management controls.



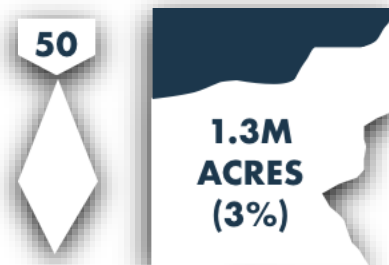
Land Rights



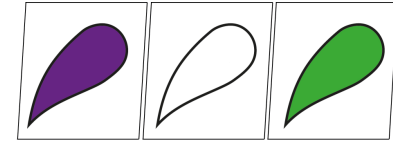
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“Fifty companies own more than 1.3m acres of land in England and Wales, making up 3% of the total (The Telegraph, 2016)”.

- Land right and knowing where land comes from is essential.
 - Knowing where the land your businesses site is on came from allows you to be sure this land was obtained lawfully, with free, priory and informed consent, and not illegally appropriated from any previous owners.



Business Ethics



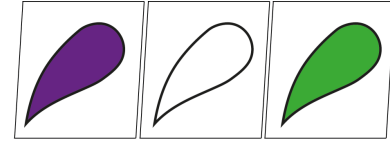
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“25% of companies felt there was at least a *“somewhat likely chance”* their company would be required to investigate a suspected violation of anti-bribery laws involving an employee in the next two years (Economist Intelligence Unit)”.

- Being known for being an ethical business has many benefits.
 - These include being able to attract and keep investors, workers and customers.



Value to Customers

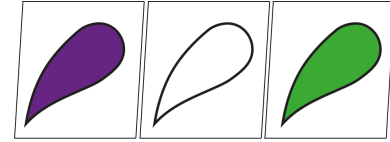


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- Some of the benefits to customers this Toolkit may provide are:
 - Highlighting any areas that may need improvement.
 - Ability to assess your business/site and see how ethical it is.
 - Being able to prepare for an ethical audit and make improvements where necessary before it actually happens.
 - Opening doors for new business where the rest of the supply chain requires you to be an ethical business/site.

Looking to the Future



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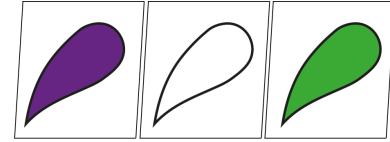
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We, Crowberry Consulting Ltd, are open to white-labelling our Ethical Toolkit for a license fee.

- This would allow you to rebrand the Toolkit and distribute/use/sell it at your own discretion for 12 months.

- The fee charged would be open to discussion at a date and time convenient for both parties.

Contact Information



CROWBERRY CONSULTING
Environment, Ethics and Corporate Responsibility Management

For more details or to ask questions at a later date, please contact:

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