

# Arabia Corporate Social Responsibility Awards 2008

## 1. SECTION A - GENERAL INFORMATION

### \* 1. Contact Details of Organisation

Name of Organisation	<input type="text"/>
Contact Person & Designation	<input type="text"/>
Address	<input type="text"/>
Telephone	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>

### \* 2. Size of Company

(based on number of employees including agency and average number of contract workers)

Small (up to 99 employees)

Medium (100 to 499 employees)

Large (over 500 employees)

### \* 3. Economic Sector/ Type of Activity

Manufacturing

Technology

Service

Retail

Oil & Gas

Construction

Other (please specify)

### 4. Annual Turnover (Optional)

## 2. SECTION B - PRINCIPLES

\* 5. CSR is defined as treating all key stakeholders in a responsible manner.

Do you do this?

Yes

More or less

Not really

Not at all

\* 6. Does your company have a code of ethics, or a code of business, or a set of company values that is publicly available?

Yes

No or Don't Know

\* 7. If yes, is it distributed to your key stakeholders (e.g. board, shareholders, employees, suppliers, clients)?

Yes

No or Don't know

\* 8. Does any of the following information, if available, go beyond legal requirements? Please check all that apply.

Code of Ethics

Statement of Values

Financial Reports

\* 9. Is there a regular internal requirement for environmental/ social reporting to the board of directors, or senior management?

Yes

No or Don't Know

\* 10. Which of the following media are used to publicize your environmental, social and economic (CSR) activities?

Please check all that apply.

Print

Radio

TV advertisements

Web site

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\* 11. According to you, what is CSR about?

(Please check Yes or No for each choice)

	Yes	No
Philanthropy/ Charitable giving	jn	jn
Preserving the Environment	jn	jn
Economic benefits for all stakeholders, and not just shareholders	jn	jn

\* 12. According to you, what benefits does CSR bring?

(Please check Yes or No for each choice)

	Yes	No
Reputation/Image-Building	jn	jn
Transparency	jn	jn
Contribution to social development	jn	jn
Long-term sustainability	jn	jn
No visible impact	jn	jn
Have not evaluated any possible benefits	jn	jn
Other (please specify)	<input type="text"/>	

\* 13. Do you think that CSR will become increasingly important to your organisation over the next 5 years?

- Strongly Agree
- Tend to agree
- Disagree/ Don't know

\* 14. Do you employ the services of any external CSR/Sustainability experts or consultants?

- Yes
- No or Don't know

\* 15. Do you organise management and/or staff training on CSR?

- Yes
- No or Don't know

\* 16. If you have a Social/Environmental/CSR/Sustainability report, has it been subjected to an assurance process by an independent organisation?

- Yes
- No or Don't know

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## 3. SECTION C - PROCESSES

\* 17. When developing a business strategy, has CSR in your company been seen as a tool for achieving strategic goals and objectives?

Yes, fully

Somewhat

Not at all or Don't Know

\* 18. Does your organisation have a company policy on CSR in the UAE and/or its country of operations?

Yes

No or Don't Know

19. If yes, do you have policies in the UAE/country of operations for:  
(Please check Yes or No for each choice)

	Yes	No
Governance	<input type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>
Health & Safety	<input type="checkbox"/>	<input type="checkbox"/>
Ethics	<input type="checkbox"/>	<input type="checkbox"/>
Employee Satisfaction	<input type="checkbox"/>	<input type="checkbox"/>

Other (please state)

20. If yes for Question 2, have these policies been reviewed and approved by the Board?

Yes

No or Don't Know

\* 21. Have you set specific goals, objectives and targets to drive CSR in your company?

Yes

No or Don't Know

\* 22. Which of the following resources are allocated to CSR activities in your company?  
(Please check Yes or No for each choice)

	Yes	No
Separate budget	<input type="checkbox"/>	<input type="checkbox"/>
Separate personnel	<input type="checkbox"/>	<input type="checkbox"/>
Separate department	<input type="checkbox"/>	<input type="checkbox"/>
Individual accountable for CSR at board or senior management	<input type="checkbox"/>	<input type="checkbox"/>

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\* 23. Do you follow any good practices or initiatives to implement or improve CSR incorporation in business strategy?

Yes

No or Don't Know

\* 24. Do you apply any of the following international standards and guidelines? Please check all that apply.

AA1000

SA800

EMAS

UN Global Compact

Global Reporting Initiative

None

\* 25. What issues are relevant to your stakeholders? (Please check Yes or No for each choice)

	Yes	No
Human Rights	<input type="checkbox"/>	<input type="checkbox"/>
Labour Standards	<input type="checkbox"/>	<input type="checkbox"/>
Environment	<input type="checkbox"/>	<input type="checkbox"/>
Anti-Corruption	<input type="checkbox"/>	<input type="checkbox"/>

\* 26. Do you have any recognition/incentive/review mechanisms for your employees on CSR or related activities?

Yes

No or Don't Know

\* 27. Do you have any complaint and redress mechanisms in your company?

Yes

No or Don't Know

\* 28. Do you have any company policy to offer employment opportunities to local communities in the country of operations?

Yes

No or Don't Know

\* 29. Do you have any company policy to offer employment opportunities to local communities in the country of operations?

Yes

No or Don't Know

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\* 30. Does your company have a stated policy on management of gender and cultural diversity at the workplace?

Yes

No or Don't Know

\* 31. Does your company have any stated policy to uphold human rights, and avoidance of forced/compulsory /child labour?

Yes

No or Don't Know

\* 32. Does your company offer any of the following:  
(Please check Yes or No for all choices)

	Yes	No
Healthy and safe working environment	<input type="checkbox"/>	<input type="checkbox"/>
Healthcare	<input type="checkbox"/>	<input type="checkbox"/>
Childcare	<input type="checkbox"/>	<input type="checkbox"/>
Setting levels of wages and hours of work	<input type="checkbox"/>	<input type="checkbox"/>
Redeployment and redundancy	<input type="checkbox"/>	<input type="checkbox"/>
Stock Options	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Wage	<input type="checkbox"/>	<input type="checkbox"/>

\* 33. Do you take any steps to minimise the impact of your business on the environment?

Yes

No or Don't Know

\* 34. Do you implement/promote CSR in your supply chain?

Yes

No or Don't Know

\* 35. Do you use any social/fair trade/eco labels on your products?

Yes

No or Don't Know

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\* 36. Do you have any of the following measures in your company?  
(Please check YES or NO for each choice)

	YES	NO
Advice and support on responsible use of products	<input type="checkbox"/>	<input type="checkbox"/>
Consumer/customer advice/literature	<input type="checkbox"/>	<input type="checkbox"/>
Customer Complaints Mechanism	<input type="checkbox"/>	<input type="checkbox"/>
Take-back policy or after-use recycling scheme	<input type="checkbox"/>	<input type="checkbox"/>
Anonymous whistle-blowing procedure	<input type="checkbox"/>	<input type="checkbox"/>

\* 37. Have you developed any mentoring scheme for CSR in your country or industry sector, resulting in capacity-building of your stakeholders (i.e. suppliers/partners/associates/clients/youth/community)?

Yes

No or Don't Know

\* 38. Do you apply any performance measurement mechanism/tool to assess results of social, economic, environmental policies, processes, products/services?

Yes

A little

No or Don't Know

\* 39. Do you do CSR benchmarking?

Yes

A little

No or Don't Know