



## Corporate Social Responsibility and Human Resource Management Checklist

The following 10 Steps are taken from a companion document, "The Role of Human Resource Management in Corporate Social Responsibility: Issue Brief and Roadmap". The steps are a set of actions a human resource manager can pursue to integrate CSR into the way the firm conducts its business while generating social and environmental value.

### Step 1: Vision, mission, values and strategy

- Initiate or support the development/upgrade of a vision, mission and values framework to incorporate CSR
- Involve employees (and other stakeholders) in the development of mission, vision, values framework
- Support the development of the CSR strategy; champion or drive if necessary

### Step 2: Codes of conduct

- Embed CSR into the Employee Code of Conduct

### Step 3: Workforce planning and recruitment

- Evaluate the need for CSR/Sustainability skill sets in your future workforce
- Identify key CSR competencies and gaps
- Incorporate CSR into the employer brand and the employee value proposition
- Incorporate CSR into recruitment programs
- Include CSR questions in recruitment interviews, the offer letter and early employee contact

### Step 4: Orientation, training and competency development

- Incorporate into the orientation and probationary review process
- Provide regular job specific and general CSR training
- Incorporate a CSR dimension into career pathing and succession planning programs

### Step 5: Compensation and performance management

- Integrate CSR into job descriptions, annual performance plans and team goals
- Incorporate CSR into the formal and informal reward system
- Support business units in developing performance evaluation systems that foster CSR behaviour
- Integrate CSR into the annual performance review
- Incorporate CSR into exit interviews

### Step 6: Change management and corporate culture

- Align organizational change management programs with CSR values and principles
- Segment your workforce by state of change readiness and tailor change activities accordingly

### Step 7: Employee involvement and participation

- Involve employees in the development of the vision, mission, values and CSR strategy
- Foster CSR employee awareness and action through events and CSR champions teams
- Support employees and their families in learning about and taking action on their social and environmental concerns at work, home and in their communities

### Step 8: CSR policy and program development

- Develop CSR policies and programs in HR mandate, e.g. wellness, carbon footprint, employee volunteering, etc.
- Foster personal sustainability among employees
- Require HR suppliers to demonstrate CSR commitment and progress

### Step 9: Employee communications

- Communicate your CSR objectives, plans and progress to your employees
- Raise awareness of CSR through regular employee communications

### Step 10: Measurement, reporting and celebrating success

- Incorporate CSR measures into employee engagement surveys
- Measure and report on progress toward CSR integration goals
- Celebrate small wins and major milestones