

PART ONE - Responsible Business Self-Assessment

1 Purchase **Responsible Business Workbook**

2 Read Preface & Download Forms

3 Self Assess using the workbook & forms

- 1. Workplace
- 2. Environment
- 3. Community
- 4. Marketplace
- 5. Ethics, Values, Transparency
- 6. Business Processes / Continuity

Complete the self-assessment process for each section [ignore section 1 if you do not have any employees]

4 Score your results


Achieved at least Bronze?

NO

Go back to step 3
Complete an Action Plan
Re Self Assess


YES

Go to **PART TWO**

Roll-over  for more information

NB: It is important to note that this Schematic may require downloading and opening in Adobe Reader for 'Roll-overs' to work correctly

PART TWO - Award Application

1 Apply for an award and make the appropriate payment 

2 Print & Sign the Charter Pledge

3 Print & Sign the Certificate of Self Assessment

4 Complete the online Community Section

5 Submit the completed Community section with supporting evidence

6 Initial Award Assessment

7 Final Award Decision