

CORPORATE SOCIAL RESPONSIBILITY INTERNAL CONTROL QUESTIONNAIRE

Below is a basic framework for undertaking a Corporate Social Responsibility audit within limited time.

Question	Yes	No	N/A	Comments
Structure <ul style="list-style-type: none"> • Does the organization have a corporate social responsibility structure? • How has the structure been established? • Has the structure been audited/reviewed to evaluate its effectiveness? 				
Organization Objectives <ul style="list-style-type: none"> • Is the corporate social responsibility structure in line with the organizations' vision or mission statement/corporate plan? • Has there been management buy in with regard to the structure? • Was a business case presented? • Have these been formally documented? 				
General <ul style="list-style-type: none"> • Has an action plan been adopted/approved for creating a corporate social responsibility structure? • Is this cross-referenced to the Corporate/Strategic Plan? • Have targets been set? • How does the organization plan to monitor performance against these targets? • Have policies been developed? • Who reviews these policies? • Who has overall responsibility for corporate social responsibility in the organization? • Has management received training on corporate social responsibility issues? • Has these training been provided in-house or by an outside specialist organization? • How frequent is training? • Do management understand the meaning of corporate social responsibility? 				

Prepared by: _____

Date: _____

Reviewed by: _____

Date: _____

<ul style="list-style-type: none">• Is the establishment of a corporate social responsibility structure and the risk involved identified in the organization's risk register?				
Reporting				
<ul style="list-style-type: none">• Does the organization report on corporate social responsibility?• What types of reports are published?				
Activities				
<ul style="list-style-type: none">• Has the organization undertaken any type of activity that has aided the community or protected the environment?• Has the organization undertaken any kind of review on how this may have impacted upon their reputation?				