

EMPLOYEE SURVEY FOR DEVELOPING YOUR RESPONSIBLE BUSINESS PROGRAMME

This survey is for you if you're keen to consult your employees as you develop your responsible business activities – you can adapt this template for your own company.

Introduction

We're keen to develop our responsible business programme and would value your input to help shape our approach to how we support local communities, donate our time, reduce our environmental impact and create a great place to work. Your thoughts will help us develop our programme – there's also an opportunity for you to let us know if you'd like to help us at the end of the survey. Thanks for your time!

Staff survey

Volunteering

- 1. Do you already volunteer in the community? (e.g. supporting a community group, sitting on a board of trustees, being a school governor)**

Yes

No

If yes:

- Which community groups do you support?
- How often do you volunteer?
- What does your volunteering involve?



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2. Would you be interested in volunteering your time and skills to a company community activity:

In company time? Yes No

Outside working hours? Yes No

3. Would you prefer to volunteer near your home or the office?

Home

Office

4. What sort of volunteering activities would you prefer to be involved in?

Team activities with colleagues Yes No

Individual activities Yes No

5. What sort of projects would you be interested in supporting?

One-off projects (e.g. painting a community centre, gardening, CV writing)

Activities that take place over a period to suit your availability (e.g. mentoring a young person, helping a charity develop their business plan)

6. Which causes would you be keen to support?

Arts

Children and young people

Education

Elderly people

Environment

Homelessness

Health and disabilities

Other (please specify):

7. Do you have any specific skills or interests, personal or professional, that you'd like to contribute?

Yes

No

If yes, please tell us:



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8. What barriers do you think there might be to you volunteering?

Time constraints

Lack of support from manager

Perceived lack of knowledge

Lack of confidence or experience

Other (please specify):

Charitable giving

9. Would you be interested in making regular donations to charity through payroll giving? (payroll giving is a tax efficient and easy way to donate to your chosen charity each month)

Yes

No

Maybe

10. Would you like to see our company get involved in supporting fundraising activities for charities or by matching the funds you raise up to a fixed limit?

Yes

No

11. Have you ever personally been involved in fundraising activities? (e.g. skydiving, running a marathon)?

Yes

No

If yes, please tell us:

Environment

12. Which of the following do you do at work?

Cycling or walking to work

Double sided printing

Switching off your computer and monitor every day

Only printing relevant emails

Using the stairs rather than lift



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None of the above

13. Which of the following do you do at home?

Recycling

Taking electrical items off standby

Walking instead of driving

Using reusable bags for shopping

Offsetting carbon emissions when flying

None of the above

14. Do you have any suggestions for reducing the company's environmental impact that we're not currently doing?

Clients

15. In your interactions with clients and stakeholders are you being asked about:

Our responsible business/CSR policy?

Our environmental policy?

Our diversity figures?

Discounts for charities?

If you've been asked about other areas, please let us know:

Health and wellbeing

16. Do you think we could be doing more to create a happy and healthy workplace?

Yes

No

If yes, please give us your suggestions:

17. Are you interested in any of the following?

The government cycle to work scheme

Low impact fitness classes at lunchtime

Lunchtime running clubs for all levels

Sports sessions after work



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Mindfulness sessions

Diversity

18. Do you think we employ staff from a diverse range of backgrounds?

Yes

No

Responsible procurement

19. If you procure items on behalf of our company, do you

Ensure your procurement processes are open to local businesses and social enterprises?

Communicate your commitment and actions on responsible business practice to suppliers and seek their feedback?

Communications

20. Are you aware of any existing responsible business activities that are already taking place at our company?

Yes

No

If yes, please tell us which ones:

21. What do you think would be the most effective method of communicating about our responsible business programme?

Intranet

Email newsletter

Posters

All staff emails

Company or team meetings

Responsible business champions

Other (please specify):

22. Would you be interested in joining our responsible business committee to help develop our programme?

Yes

No



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