

<b>Social Responsibility Best Practices</b>	<b>SUBJECT</b> Implementing A Social Responsibility Program	<b>LAST UPDATE</b> July 2018
	<b>APPLIES TO</b> • Suppliers • Distributors	<b>FOCUS ON</b> Basic Steps For Implementing A Social Responsibility Program
	<b>QUICK LINKS</b> • PPAI Social Responsibility: <a href="http://ppai.org/corporate-responsibility/social-responsibility/">http://ppai.org/corporate-responsibility/social-responsibility/</a> • UL Responsible Sourcing: <a href="http://industries.ul.com/responsible-sourcing">http://industries.ul.com/responsible-sourcing</a> • Fair Labor Association: <a href="http://www.fairlabor.org/">www.fairlabor.org/</a>	

**Intended for intermediate compliance programs**

*Italic grey text indicates a hyperlink listed in the Online Resources section of this document.*

### Overview

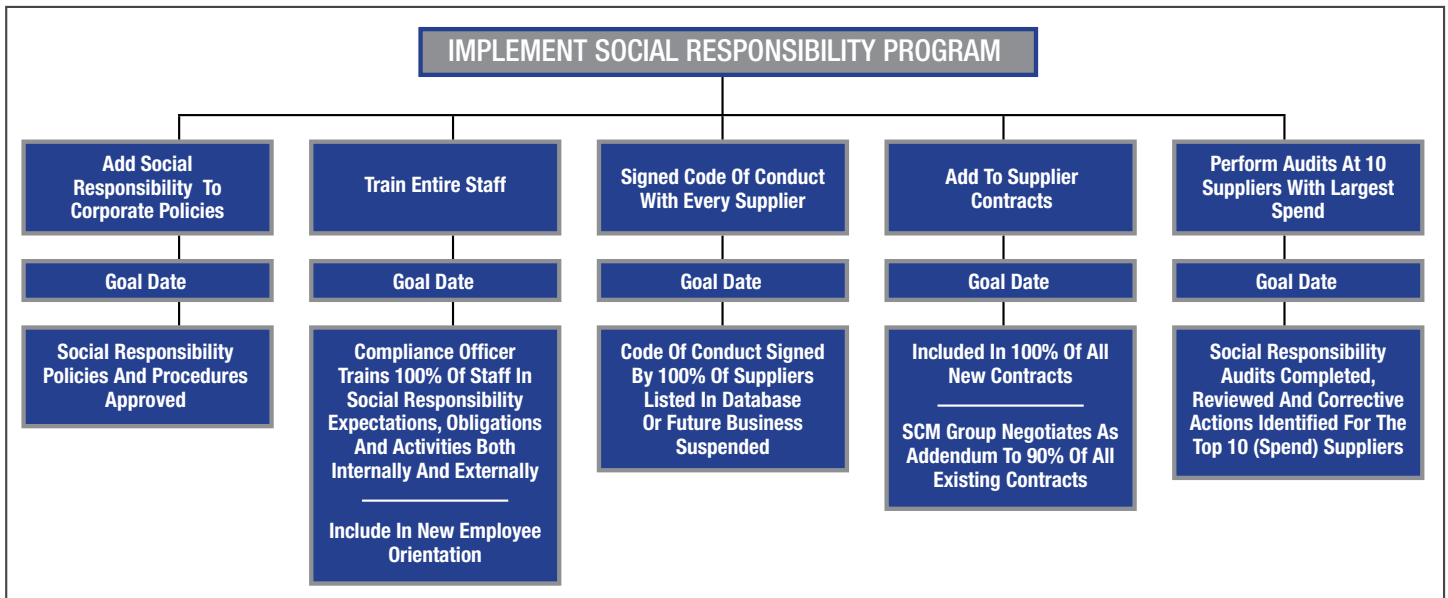
Regardless of size, every supplier and distributor organization can make gradual changes within its operations that will contribute to a more socially responsible business model. There is no one-size-fits-all strategy. Every organization is different and each has its own unique challenges. The strategy implemented needs to be reasonable and applicable within the individual business model and resources available.

An effective strategy will:

1. Provide direction for how an organization approaches social responsibility
2. Identify the internal and external stakeholders
3. Determine actions and address priorities
4. Establish goals and timelines
5. Identify responsible parties

### How To Implement

Prepare a list of proposed actions, ideas for implementing them and the stakeholders involved. Decide from there what approach to use for the direction of the program and who to involve.



Sample implementation chart complete with timelines and metrics

**Corporate policies-** A social responsibility policy describes an organization's social responsibility program, vendor requirements and assessment methodology. In addition, it may include an organization's philosophy and policy for good environmental stewardship practices. Each organization will need to assess its own needs in order to determine the best approach for its particular business.

**Train staff-** Training is essential for embedding social responsibility throughout the organization's culture. Conduct training for staff and vendors on social accountability before implementing the program. The training should highlight the areas of risk so as to raise vendors' awareness of potential risks related to their operations.

**Signed code of conduct-** A code of conduct is the cornerstone of a responsible sourcing program as it identifies an organization's guiding principles. A well written code lays out the standards by which the organization will measure factories and trading partners. It serves as a statement of principles of compliance with the laws and regulations of the United States and the regions around the globe in which the organization conducts business.

**Add to vendor contracts-** Contracts define the expectations and consequences of non-compliance. Including a code of conduct in all vendor contracts communicates clear social responsibility expectations for vendors and helps to ensure compliance with an organization's values.

**Perform audits-** A social responsibility audit will identify areas of concern with regard to facility safety, worker safety, working conditions, waste, and human rights. Audits are necessary for ensuring compliance with baseline expectations and stated requirements. Knowing what policies and procedures you need to implement and what standards to apply will aid in the establishment and continued success of a social responsibility program.

## Goals And Timelines

Setting goals and timelines using measurable criteria will improve the likelihood of success while setting clear expectations for all stakeholders. The chart above provides examples of goals and timelines by which success will be measured throughout the implementation of the program.

## Online Resources:

**PPAI Corporate Responsibility:** <http://ppai.org/corporate-responsibility/>

**PPAI Product Responsibility Frequently Asked Questions:** <http://ppai.org/corporate-responsibility/product-responsibility/product-responsibility-faqs/>

**PPAI Business Partner UL:** <http://ppai.org/members/affinity-partners/#8ed9d94d-cb76-488a-9919-c94f8345d123>

**PPAI Code of Conduct:** <http://ppai.org/corporate-responsibility/ppai-code-of-conduct/>

**PPAI Social Responsibility Resources:** <http://ppai.org/corporate-responsibility/social-responsibility/social-responsibility-resources/>

**United Nations Global Compact:** [www.unglobalcompact.org/](http://www.unglobalcompact.org/)

**International Labour Organization (ILO):** [www.ilo.org/global/lang--en/index.htm](http://www.ilo.org/global/lang--en/index.htm)

**International Organization for Standardization (ISO) 26000:** <https://www.iso.org/iso-26000-social-responsibility.html>

**Social Accountability International (SAI) SA8000:** <http://www.sa-intl.org/index.cfm?fuseaction=Page.ViewPage&pageId=1689>

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