Self-test: Corporate sustainability

The following self-test allows you to determine the extent to which your company has already implemented the most important recommendations from the OECD Guidelines for Multinational Enterprises on Responsible Business Conduct. It can be used for an initial assessment of the strengths and weaknesses of your company in terms of responsible business conduct. More specifically, the self-test focuses on measures that go beyond corresponding legal requirements. The results of the self-test cannot, however, be used as a comprehensive assessment of the implementation of the OECD Guidelines. Instead, they help you isolate important aspects to facilitate your ability to effectively address the issue of responsible business conduct at your company. Please mark with a cross the response that applies to your company (Yes/No/Not applicable).

YES	NO	NOT APPLICABLE	
			Disclosure of information
☐	☐	☐	The enterprise's code of conduct and/or information on responsible business conduct have been made public.
☐	☐	☐	The enterprise regularly publishes socially and environmentally relevant information that goes beyond what is legally required (e.g. on environmental data, employee satisfaction, the social impact of business activities) – in the form of a sustainability report, for example.
			Human rights
☐	☐	☐	The enterprise's guideline, code of conduct or statement of policy also addresses the topic of human rights.
☐	☐	☐	The company is aware of the possible negative impact its own business activities and those of its business partners and suppliers might have on human rights.
☐	☐	☐	An easily reachable and accessible central point of contact is available to employees and other stakeholders who wish to report possible human rights violations by the company and/or its suppliers.
			Employment and industrial relations
☐	☐	☐	Measures have been implemented that ensure equal treatment and opportunities for all employees regardless of their ethnic origin, their social background, the colour of their skin, their sex, religion, political views, sexual orientation, age, marital status or disability.
☐	☐	☐	The enterprise conducts discussions with employee representatives, especially as regards collective bargaining agreements and staff dismissals.
☐	☐	☐	The company works together with suppliers and business partners (especially abroad) in order to promote compliance with working standards (e.g. abolition of child and forced labour).

The environment

☐☐☐ The enterprise has taken structured, sector-specific measures to avoid potential negative environmental impacts (e.g. introduction of an environmental management system).

☐☐☐ Contingency plans exist for dealing with possible accidents that could have a negative impact on the environment.

☐☐☐ The enterprise is aware of the environmental impact of its products and services in terms of everything from natural resource procurement to consumer use and final disposal.

Fighting corruption

☐☐☐ Employees and external stakeholders have been informed that the enterprise does not pay out or accept bribes or use other methods to grant or obtain unwarranted advantages.

☐☐☐ The enterprise has an internal control system and ethics and compliance programmes to help prevent and expose corruption.

☐☐☐ Employees receive training on corruption topics.

Consumer interests

☐☐☐ The enterprise has a central point of contact for customer questions and complaints, all of which are dealt with quickly and in an uncomplicated manner.

☐☐☐ The product information provided by the company goes beyond legal requirements (i.e. it includes details on the manufacturing process and the product's environmental impact, as well as disposal instructions).

☐☐☐ The enterprise has taken steps to ensure the protection of customers' personal data and privacy.

Science and technology

☐☐☐ When doing business in developing countries and emerging markets, the enterprise contributes to the transfer of knowledge and technology (e.g. by training local staff).

☐☐☐ The company publicises the results of its research and development work with local universities and public research institutes in its host countries, where it also promotes the development of innovative capability.

Competition

☐☐☐ The enterprise's policy with regard to fair competition is public knowledge.

☐☐☐ Employees have been informed of the company's policies on price fixing, correct product descriptions and relations with competitors.

Taxation

☐☐☐ The enterprise lawfully pays its taxes not just in its home country but also in all of its host countries abroad.

☐☐☐ Compliance with tax regulations is viewed as an important aspect of corporate strategy and the oversight and risk management system, which is why the company also has an internal tax monitoring system in place.

Assessment

Add up the number of statements that you responded to with «Yes»:

If you responded to more than half of the statements with **«Yes»** (after removing «Not applicable» responses from the total), then you are well on your way to aligning your business activities with the OECD Guidelines. You are aware that responsible business conduct produces a benefit for both the company (e.g. through more productive employees or risk minimisation) and society. If you wish to make improvements in the negatively assessed issue areas, or simply develop further in a positive manner, you can use the sources of additional information listed in the various sections of this guidance.

If you responded to the majority of the statements with **«No»** then you have succeeded in implementing some measures but have yet to strategically and systematically establish the issue of corporate social responsibility firmly within your company and supply chain. Take a close look at the enterprise's core business first and identify the areas that have the most significant social and enviromental impact. Here you can use international CSR instruments – in particular the OECD Guidelines and the ten principles of the UN Global Compact in order to make it easier to address the challenges in your company and gradually develop a comprehensive CSR strategy.