

VALUES BASED CHECKLIST AS AT MARCH 2007

ENTERPRISE		
Criteria	Requirement For Social Firms	Sources Of Evidence
At least 50% of the firm's turnover is earned through sales of goods and/or services. (Lowest for Social Firms April 2005 - 66%)	Essential	- Accounts
The firm has an appropriate legal status. It must not be governed or driven by individual profit (except for worker co-operatives). Remote shareholders must not extract unreasonable profit.	Essential	- Constitution
The firm is trading and follows business processes, such as having a business plan in place.	Essential	- Business Plan - Marketing Plan - Employment Plan
The firm has a constitution or written guiding principles that reflect its employment objective for people severely disadvantaged in the labour market.	Guiding Principles - Essential for all. Constitution - Essential for new Social Firms. Essential for Social Firms already constituted to commit to including this in the constitution where absent.	- Constitution - Written guiding principles displayed
The firm has a management structure that supports trading as the firm's primary purpose.	Essential	- Organisational structure - Job Descriptions of key staff
The firm is independent. Decision making and the control lies with the firm's employees/workers/own board.	Desirable	Constitution

EMPLOYMENT

Criteria	Requirement For Social Firms	Sources Of Evidence
More than 25% of employees are people severely disadvantaged in the labour market (e.g. disabled people, people with mental health problems, homeless, ex-offenders, those with substance misuse issues etc.).	Essential	- Staff profile
All employees have a contract of employment and market wage at or above national minimum wage.	Essential	- Employment Contracts - Payroll
An equal approach is taken to the type of employment contracts used (permanent, fixed term, temporary) across all staff.	Essential	- Employment Contracts
The firm operates processes to engage employees in their own and the organisation's development.	Essential	- Staff Handbook - Supervision & Appraisal procedure Or - Other staff engagement systems & processes
The firm has procedures and policies in place in respect of Equal Opportunities and Health and Safety.	Essential	- Equal Opportunity Policy - Health and Safety Policy
The firm is compliant with relevant employers legislation e.g. Disability Discrimination Act and National Minimum Wage.	Essential	- Policies & procedures - Practice - Publicity material
All employees have the opportunity to progress either within the Social Firm or into alternative employment as appropriate.	Essential	- Staff profiles - Staff exit interviews - Supervision & appraisal
The firm is acknowledged as a good employer by employees and stakeholders.	Essential	- Staff and stakeholder endorsement
The firm is acknowledged as a good employer through an external accreditation process	Desirable	- Appropriate/relevant accreditation from a Quality Management system such as Investor's in People Award
Disadvantaged people are employed at all levels in the firm with reasonable adjustment if required.	Desirable	- Staff profiles

EMPOWERMENT

Criteria	Requirement For Social Firms	Sources of Evidence
Reasonable adjustments are made for employees relevant to their needs.	Essential	<ul style="list-style-type: none"> - Support Assessment Form and Action Plan - Supervision and Appraisal Procedure
Staff development is a priority for the firm to maximise each employee's ability and potential.	Essential	<ul style="list-style-type: none"> - Supervision and Appraisal Procedure <p>Or</p> <ul style="list-style-type: none"> - Other staff engagement systems & processes - Investor's in People Award
There are processes in place for managing stress. Staff are encouraged to have control over their working environment.	Essential	<ul style="list-style-type: none"> - Stress Management policies, systems and procedures - Staff well-being (Sickness levels)
The firm demonstrates a commitment to maintaining staff confidentiality. There is a procedure in place that demonstrates when staff have agreed what information can be shared.	Essential	<ul style="list-style-type: none"> - Written agreements acknowledged by staff
Volunteers have agreements that reflect good practice in volunteering.	Essential	<ul style="list-style-type: none"> - Volunteer Agreements - Volunteer profiles
The firm provides diversity training to all staff as appropriate (e.g. mental health awareness).	Essential	<ul style="list-style-type: none"> - Training Handbook - Staff profiles - Staff appraisals
The firm has an added emphasis on training for disadvantaged staff. Training reinforces and builds on learning and takes account of developing social skills as appropriate.	Essential	<ul style="list-style-type: none"> - Training Handbook - Staff profiles - Staff undertaking training including accredited training - Staff appraisals - Staff endorsement - Exit interviews
The firm's organisational structure is enabling and encourages staff to participate in business decisions as appropriate.	Essential	<ul style="list-style-type: none"> - Reports of decision meetings - Representative on the board/management committee

<p>Trainees, work experience candidates and volunteers have different programmes and responsibilities to those of employees. Training should be time-limited and should lead to an award once competences are achieved.</p>	<p>Essential</p>	<ul style="list-style-type: none"> - Training Contract - Training Programme leading to award or qualification - Volunteer Agreement - Work Experience Programme
<p>The firm implements social accounting and audit.</p>	<p>Desirable</p>	<ul style="list-style-type: none"> - Social accounting and audit reports