

# Responsible Business Check Up

## What is it?

A gap analysis and benchmarking tool specifically designed to help small companies develop a strategic approach to improving their social and environmental performance. The tool helps organisations to integrate and improve responsibility throughout their operations. It is based on a similar structure to BITC's highly regarded CR Index, aimed at large companies.

The Responsible Business Check Up will be particularly useful to organisations, typically with more than 20 and less than 1,500 employees, in need of a light-touch assessment of their performance and a gap analysis without heavy resource commitment. For large companies it can act as a stepping stone to the CR Index.

**94%** of 112 large companies that completed the 2011 CR Index use a weighting factor for sustainability in their procurement decision making process



## Why take the Responsible Business Check Up?

The Responsible Business Check Up provides you with a management tool to encourage a strategic and structured approach to responsible business. Completing the survey will help raise awareness of the breadth of social and environmental issues which your organisation should be taking action on. The feedback report provides benchmarking data against your peers; and BITC members will get support from their Corporate Advisors to help you to identify next steps for taking action.

The results of the Check Up can be used to help you demonstrate to your business customers that you are addressing the social and environmental issues relevant to your organisation, which are increasingly important in tendering processes.

### Survey characteristics:

- Web-based portal
- Quick to do ( less than 3 hours)
- Self assessed and not evidence based
- Practical feedback reports within 30 mins
- Can be used any time of the year

In partnership with



## Feedback

Each company gets a concise feedback report, which includes:

- An overall score and other Key Performance Indicators, compared to the average scores for your size and business type.
- A quintile ranking, showing whether you are leading your benchmarking group, or lagging behind.
- Your score for each question
- BITC members get support from their Corporate Advisor to identify tools and resources to move the business forward

Your score remains confidential and will never be published or shared with 3rd parties without your consent.

## Who else is doing it?

A list of all of the companies using the Check Up is available on our website:

[www.bitc.org.uk/checkup](http://www.bitc.org.uk/checkup)

## Costs

**BITC Members** get to use the survey once every 6 months for free. If required you can buy more credits at the non-member rate. E.g. to benchmark different sites or business units.

For non-member the costs are:

- Less than 50 employees = £100\* + VAT
- 50 or more employees = £250\* + VAT

\*This allows the company to use it twice in a 12 month period

The Small Company price is subsidised by Santander

*“Santander is pleased to support Business in the Community’s new Responsible Business Check Up for smaller companies. We are committed to doing business responsibly and are keen to encourage our small business customers to do the same. The Responsible Business Check Up makes benchmarking more readily accessible to time-constrained small businesses, helping them to build and develop their responsible business activities.”*

Steve Pateman, Executive Director,  
Santander Corporate, Commercial & Business Banking

## How do I start ?

**BITC members** can register by going to:  
[www.bitc.org.uk/checkup](http://www.bitc.org.uk/checkup)

If you and your organisation are already on BITC’s database the registration process will be fully automated, if not one of our team will aim to get in touch with you within 24hrs to approve your registration. Once you have successfully signed in all the instructions and guidance are contained within the survey and non-members can pay for credits online. The Check Up can be completed over multiple sessions where required. You will receive your feedback report within 30 minutes of submitting your survey.

If you have already registered and are returning to the survey please go to: [www.bitc.org.uk/surveys](http://www.bitc.org.uk/surveys)

### Headline results from the pilot:

- 44 organisations accessed the survey.
- Approximately 1/3 of companies had **less than 100** employees.
- 64% of participants took **under 3 hours** to complete the survey.

**Q.** Completing the survey was a useful exercise?

**A.** 89% agree/strongly agree

**Q.** I would recommend the survey to others

**A.** 77% strongly agree/agree



## Further assistance from BITC

For further details or to discuss your specific requirements, please contact [stephen.gee@bitc.org.uk](mailto:stephen.gee@bitc.org.uk)



**Business in the Community**  
stands for Responsible Business

