

18 statements

Below, you will find a total of 18 statements, on which you must agree. To begin with, you must assess the statements individually and after this in groups. The statements have been divided into three main categories:

What we want - Assess the extent to which your company is committed to being socially responsible, i.e. through established goals, policies etc.

What we do - Assess your company's actual efforts in being socially responsible.

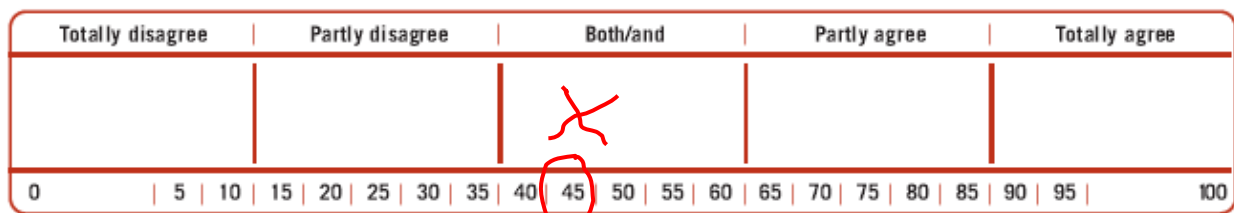
What we get - Assess the results of your company's work with social responsibility.

How to assess the statements

- For each statement, you must assess your company on a five-step scale ranking from “strongly disagree” to “strongly agree”
- Individually, you must check the box which best represents your opinion
- Following this, the entire group must agree on the result at a consensus meeting. The agreed result must be indicated on a scale from 0 to 100

Example showing how Statement 4 can be answered:

4. Our working environment is healthy and safe, and we prevent occupational injuries and attrition



Examples:

- Our physical working environment is healthy
- Our working environment is safe
- Our working environment is ergonomically sound (no heavy lifts or repetitive movements)
- We receive working environment and safety training
- We have knowledge of and prevent working environment-related problems which characterise our industry
- We work systematically with safety and working environment

Examples are only for inspiration

Each statement is accompanied by a number of examples of how you can work with the examined topic.

Remember: Examples are only for inspiration!

They serve as inspiration, but should not be considered the key. It is important for you to discuss what characterises your company, and how you currently work to ensure inclusiveness. Topics discussed may fit the examples, but could just as easily be completely different.

Take many notes

The “comments” box allows you to take notes/write down reasons for your answers. Such notes may come in handy at the consensus meeting.

Provide suggestions for improvements

A “suggestions for improvements” box has also been included. It is important to make use of this box - especially in cases where a specific topic has been deemed unsatisfactory.

Comments	Suggestions for improvements
<i>we do not have hearing protection</i>	<i>we should buy hearing protection</i>

About The Social Index

The Social Index is a tool which helps companies work with social responsibility in the HR area.

On the website of The Social Index, www.detsocialeindeks.dk, you can read about different companies' efforts in relation to social responsibility.

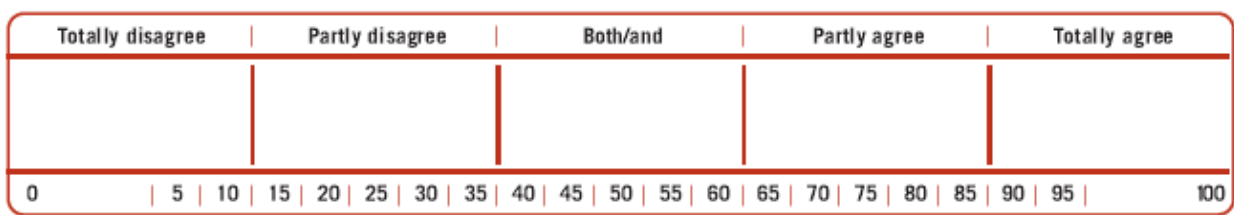
Stay updated: www.detsocialeindeks.dk.

What we want

In part 1, you must assess the extent to which your company is committed to being socially responsible. Your assessment should be based on the company's goals and visions for its work with social responsibility.

Remember: Examples are only for inspiration!

1. Management advocates and demonstrates social responsibility towards employees

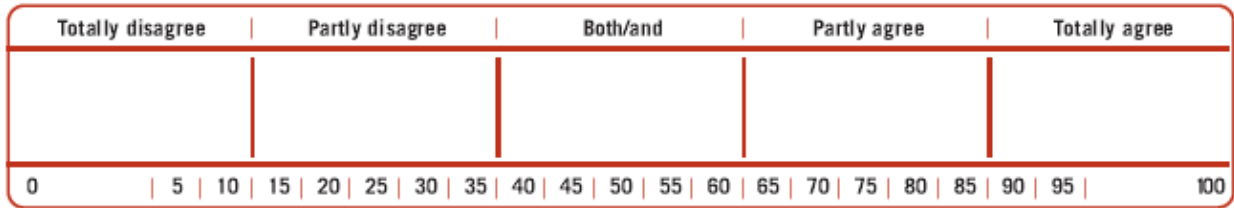


Examples:

- Management advocates/demonstrates social responsibility and is the primary driving force behind new initiatives
- Management encourages all employees to make an effort - i.e. by helping colleagues who experience problems or are handicapped, or by assisting individuals who have been employed on special terms
- A formal (written) employee policy does not exist, but we have a tradition for a healthy working environment and welfare at the workplace
- Our employee policy covers the most relevant areas of the principles of inclusiveness
- Though our employee policy has not been put down in writing, we are all familiar with its contents.

Comments	Suggestions for improvements
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2. We show the surrounding world that we are a socially responsible company

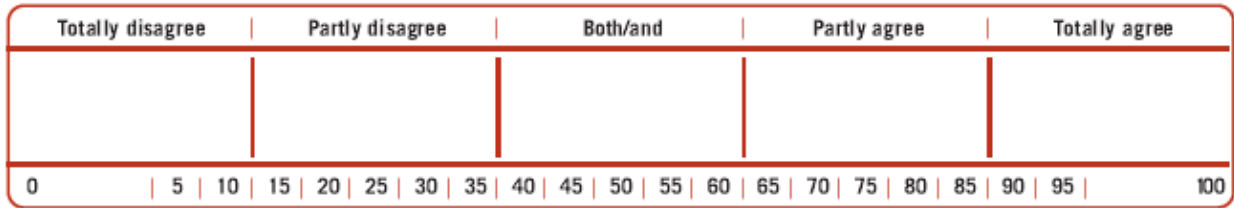


Examples:

- Management and employees communicate our efforts in the area of social responsibility to the surrounding world - for example through meetings with customers, lectures and interviews as well as friends, family and contacts
- We use our website, job ads, annual reports and brochures to communicate our efforts in the area of social responsibility
- We discuss social responsibility with important cooperation partners, for example authorities, suppliers and customers

Comments	Suggestions for improvements

3. We spend time and money on social responsibility



Examples:

- Management encourages employees to support each other when problems arise
- We put money aside for socially responsible initiatives. For example, we support social projects in or outside the company
- We set aside man-hours to work with social responsibility. This allows employees to participate in networks, projects or working groups dedicated to social responsibility

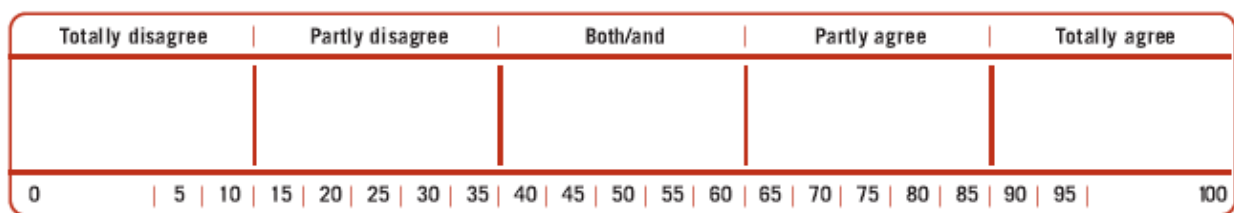
Comments	Suggestions for improvements

What we do

In part 2, you must assess the company's efforts within the area of social responsibility. Your assessment should be based on action taken/initiatives in the company.

Remember: Examples are only for inspiration!

4. Our working environment is healthy and safe, and we prevent occupational injuries and attrition

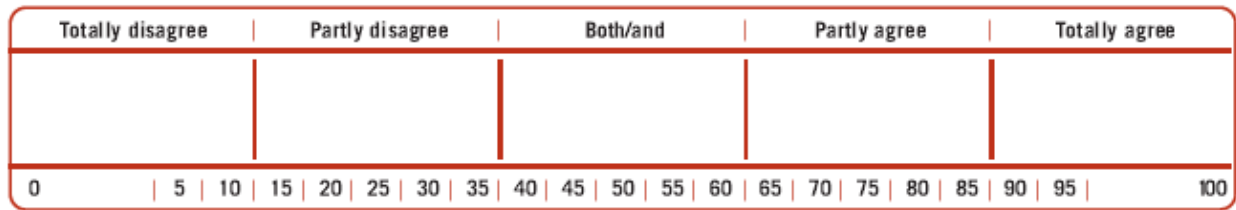


Examples:

- Our physical working environment is healthy
- Our working environment is safe
- Our working environment is ergonomically sound (no heavy lifts or repetitive movements)
- We receive working environment and safety training
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- We work systematically with safety and working environment

Comments	Suggestions for improvements

5. Our workplace is characterised by a sound psycho-social climate and employee well-being

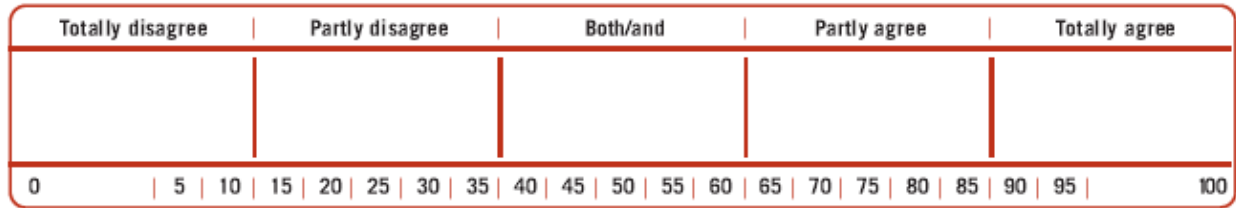


Examples:

- We discuss our problems
- We put great effort into preventing stress, conflicts, harassment, burn-out and violence
- Management possesses the necessary competencies to increase employee well-being
- Management offers employees help to handle crises and sorrow, for example assistance from a psychiatrist or acute counselling (for example through health insurance)
- We continuously measure employee well-being and satisfaction
- We put great effort into ensuring employee well-being and a sound psycho-social climate

Comments	Suggestions for improvements

6. We continuously train employees

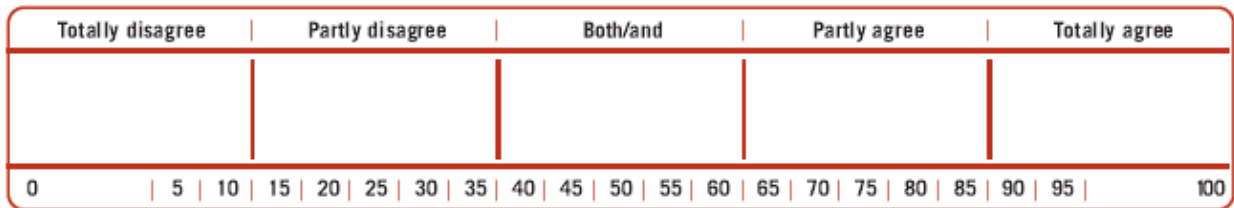


Examples:

- We train employees to prevent dismissals when new technology is introduced or restructurings carried out
- We train employees to ensure their future professional success
- We have a say when it comes to our own training
- Employees and Management discuss training, for example in connection with employee development interviews
- We put great effort into employee training

Comments	Suggestions for improvements

7. We promote employee health

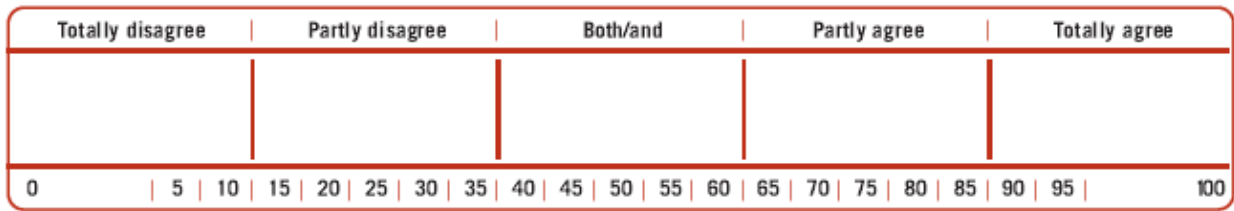


Examples:

- We encourage employees to embrace a healthy lifestyle, for example through healthy lunch schemes
- We offer employees exercise, training, massage etc. to increase their health and physical well-being
- We offer employees drug treatment, help to quit smoking, eat healthy etc.
- We offer employees health checks etc.
- We put great effort into health promotion

Comments	Suggestions for improvements

8. We have achieved work/life balance

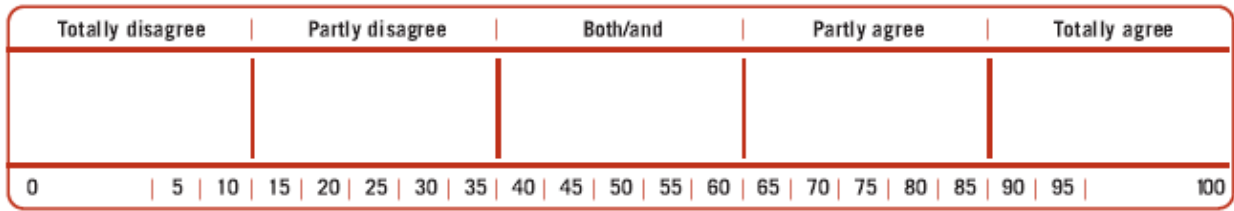


Examples:

- We speak openly about the relationship between private life and work life
- We prioritise assignments to avoid overtime
- We operate with flexible hours - for example in the form of home working and individual working hours
- We take family life into account, for example by offering extra care days or child care in general, reduced working hours or leave
- We put great effort into ensuring work/life balance

Comments	Suggestions for improvements

9. We show consideration for employees who fall ill, sustain occupational injuries and suffer personal crises

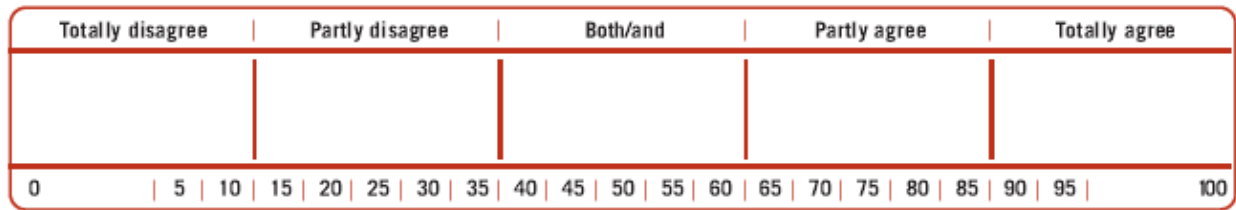


Examples:

- We help employees who fall seriously ill, become addicted in some way, experience personal problems, harassment etc.
- Management has sufficient capacity to handle personal crises, sorrow and similar situations
- Management initiates “difficult talks” where issues such as illness, psychological problems, problems at home, alcohol abuse and harassment are on the agenda
- We cooperate with the relevant authorities in connection with long-term illness and in other situations where such cooperation is necessary
- We put great effort into helping employees who fall ill, sustain occupational injuries or experience personal problems

Comments	Suggestions for improvements

10. We hold on to employees at risk of losing their association with the labour market

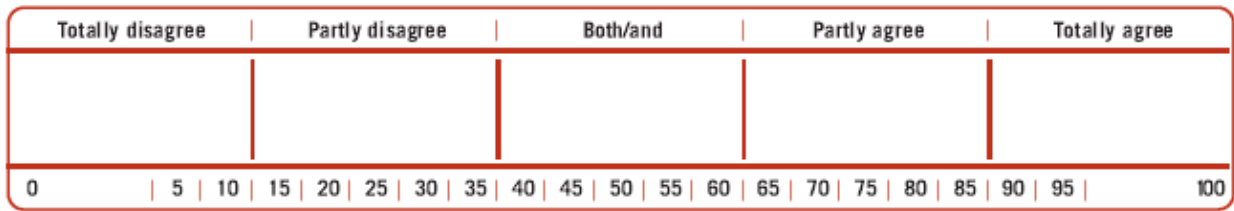


Examples:

- We show consideration if an employee's job capabilities change significantly, for example by adjusting work or offering retraining or reduced working hours
- We show consideration for employees with a handicap, for example by making adjustments to the workplace or offering employment on special terms
- We offer the possibility of home working, flexible working hours and special support equipment
- We cooperate with the authorities - thus making it possible for employees to keep their association with the labour market
- We put great effort into adjusting work if the job capabilities of an employee change significantly

Comments	Suggestions for improvements

11. We seek to retain senior employees

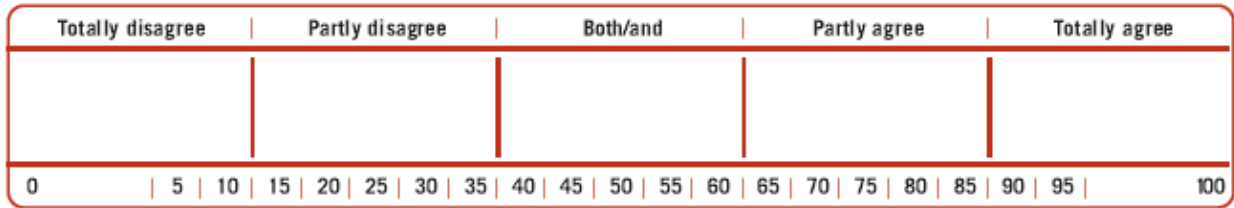


Examples:

- We offer senior employees the opportunity to work flexible/reduced hours
- We offer senior employees assignments and responsibilities which fit their capabilities and resources, for example assignments involving less responsibility, less physical activity or a role as mentor
- We offer senior employees training and other developing activities
- We put great effort into retaining senior employees

Comments	Suggestions for improvements

12. We show consideration in connection with dismissals



Examples:

- In case of dismissals, we seek to retain those employees who are deemed most likely to be severely affected, for example sole providers - or if couples are employed - the person who would have the most trouble finding a new job
- Management prepares the dismissal talk and includes relevant information such as grounds and terms of dismissal
- We help dismissed employees to find new jobs, for example via job adds, training offers, transfer or contact to the public employment service
- Management is open and honest about dismissals

Comments	Suggestions for improvements

15. We demonstrate social responsibility outside the company

Totally disagree					Partly disagree					Both/and					Partly agree					Totally agree				
0	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100				

Examples:

- We increase young peoples' opportunities by offering trainee and apprentice jobs
- We support social activities in the community, for example with time, materials, products and money
- We discuss social responsibility with cooperation partners, for example authorities, suppliers and customers
- Our subsidiaries in other countries also work with social responsibility

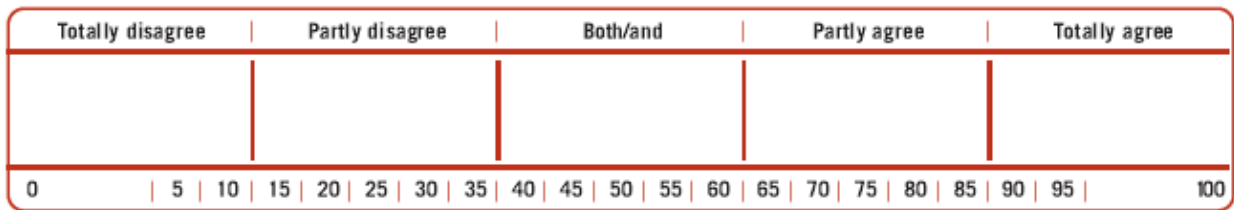
Comments	Suggestions for improvements

What we get

In part 3, you must assess the results of the company’s work with social responsibility. Your assessment should - as far as possible - be based on company goals compared to those of peer companies.

Remember: Examples are only for inspiration!

16. Our efforts yield the desired results

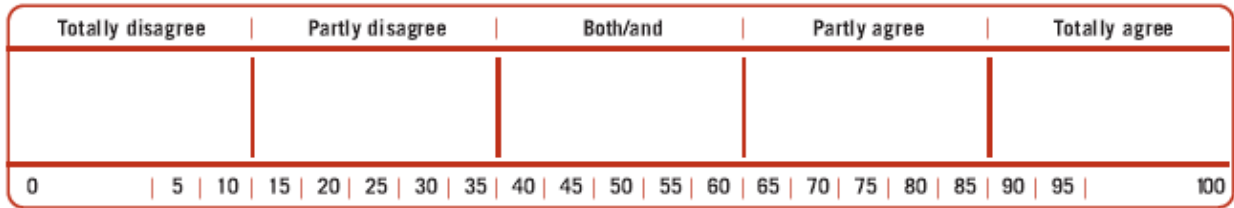


Examples:

- We obtain great results when measuring employee well-being and satisfaction
- We have established specific goals for employee retention, and we closely monitor the achievement hereof
- We have established specific goals for personnel composition (for example age, gender, seniority), and we closely monitor the achievement hereof
- We have established specific goals for absence through sickness (compare with industry average or peer companies), and we closely monitor the achievement hereof
- We have established specific goals for number of accidents at work (compare with industry average or peer companies), and we closely monitor the achievement hereof
- We have established specific goals for employment of individuals on special terms, and we closely monitor the achievement hereof
- We have established specific goals for our training efforts, and we closely monitor the achievement hereof

<p>Comments</p>	<p>Suggestions for improvements</p>
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17. Social responsibility is integrated throughout the entire company

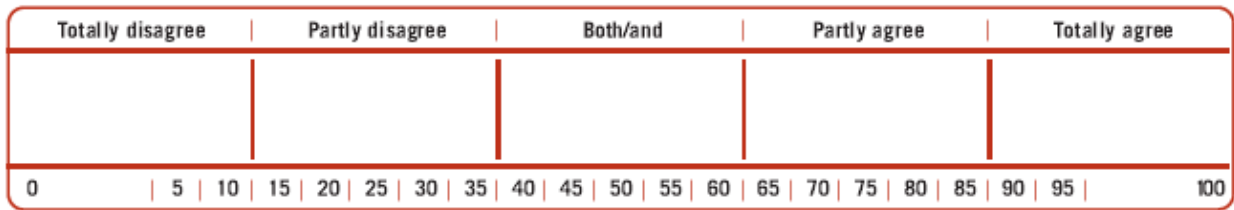


Examples:

- Social responsibility is integrated in the everyday life and culture of the company and its employees (reflected in e.g. job ads, employee development interviews and employee satisfaction surveys)
- We discuss and communicate our efforts within the area of social responsibility, for example at meetings, in newsletters and annual reports, on bulletin boards and the intranet
- We know who is responsible for ensuring that goals for social responsibility are actually achieved
- Social responsibility is part of Management's success criteria - and this is reflected in the cooperation between Management and the Board of Directors/owners

Comments	Suggestions for improvements

18. We are known and respected for our efforts in the area of social responsibility



Examples:

- We are recognised as “a great place to work” and receive many job applications
- Our most important cooperation partners - for example customers, suppliers and authorities - have all heard about our work with social responsibility
- We are known in the community for our social responsibility

Comments	Suggestions for improvements

Calculation of result - score table

Calculation

How to perform the calculation

1. Insert the result for each of the 18 statements in the column *Assessment*
2. For each group of statements, *What we want*, *What we do* and *What we get*, you can calculate an average by dividing the total score by the number of statements in the group
3. The total score is calculated as the average of the 18 statements

On www.detsocialeindeks.dk, you can download the score table as spreadsheet.

The calculation method used means that *What we want* is weighted by 1/6, *What we do* by 4/6 and *What we get* by 1/6.

What can we use the numbers for?

The numbers for each individual statement can be used to identify areas in need of further improvement before once again using The Social Index to assess your company's social responsibility.

What can we use the combined assessment for?

You can use the combined assessment as an indication of the company's social responsibility and to measure progress from one year to another.

Following the consensus meeting, you can furthermore send the completed consensus statement to The Secretariat for The Social Index. The name of your company will be displayed on the website of The Social Index together with other companies systematically working with social responsibility. You will furthermore receive a marketing package by mail containing the logos of The Social Index. These can be used on your website, intranet, stationary, in your annual report and all other communication - internal as well as external.

Score table

What we want

Assessment

1. Management advocates and demonstrates social responsibility towards employees	
2. We show the surrounding world that we are a socially responsible company	
3. We spend time and money on social responsibility	
Total - What we want	

What we do

Assessment

4. Our working environment is healthy and safe, and we prevent occupational injuries and attrition	
5. Our workplace is characterised by a sound psycho-social climate and employee well-being	
6. We continuously train employees	
7. We promote employee health	
8. We have achieved work/life balance	
9. We show consideration for employees who fall ill, sustain occupational injuries or suffer personal crises	
10. We hold on to employees at risk of losing their association with the labour market	
11. We seek to retain senior employees	
12. We show consideration in connection with dismissals	
13. We promote diversity and equality	
14. We create job opportunities for exposed groups	
15. We demonstrate social responsibility outside the company	
Total - What we do	

What we get

Assessment

16. Our efforts yield the desired results	
17. Social responsibility is integrated throughout the entire company	
18. We are known and respected for our efforts in the area of social responsibility	
Total - What we get	

Combined assessment

What we want	
What we do	
What we get	
Total score	

Joining The Social Index

Please fill out the following two pages and send them to The Secretariat for The Social Index.

The Secretariat for The Social Index
c/o PricewaterhouseCoopers
Strandvejen 44
2900 Hellerup
Denmark

Joining The Social Index

We have completed the process as outlined above and wish to join The Social Index.

By joining The Social Index, we make a clear statement that Management and employees support and put great effort into working with the three tolerance principles - prevention, retention and recruiting.

By joining The Social Index, we confirm that:

- the company has utilised the tool
- all consensus meeting participants have signed this form
- consensus meeting participants are representatives of company employees

We agree to this form being scanned and made accessible on www.detsocialeindeks.dk.

Company.....

Contact person.....

E-mail and
telephone.....

Address.....

.....

CVR no. (numbers).....

Date of consensus meeting.....

Date of next consensus meeting.....

