



## University Students' Council of the University of Western Ontario **SOCIAL RESPONSIBILITY AUDIT POLICY**

**EFFECTIVE:** 26, May, 2012

**SUPERSEDES:** NONE

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**AUTHORITY:** Executive Council

**RATIFIED BY:** Executive Council  
26, May, 2012

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**RELATED DOCUMENTS:**

- USC Social Responsibility Audit

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### **PURPOSE:**

This Policy establishes a social responsibility audit format, to be conducted annually, on each of the USC Operations and programs.

### **1.00 OPERATIONS**

1.01 Sr. Management will ensure annually that each Operation Manager conducts an annual social responsibility audit of their operation.

1.02 Each Operation must be audited annually.

1.03 The audits will be submitted to the Sr. Management team and brought for review and approval to executive council.

(1) Recommendations coming from result(s) of audits may be presented at this time, or at a later date as a result of discussion from Audit Presentation.

### **2.00 PRESIDENT AND VICE-PRESIDENT PORTFOLIOS**

2.01 Each member of Executive Council shall conduct an annual social responsibility audit of their own portfolio.

2.02 Each Executive Portfolio must be audited annually.

2.03 The audits must be presented and brought for review and approval at an Executive Council meeting.

(1) Recommendations coming from result(s) of audits may be presented at this time or at a later date as a result of discussion from Audit Presentation.

### **3.00 SOCIAL RESPONSIBILITY AUDITING PROCEDURE**

3.01 The USC Social Responsibility Auditing procedure must be made in accordance with Industry Canada's Standards for Corporate Responsibility in Small Businesses and must address but is not limited to the following areas: Improving the Environment, Human Resource Management Practices, Promoting Diversity and Human Rights, and Helping the Community.



## University Students' Council of the University of Western Ontario **CORPORATE LOGO AND LETTERHEAD POLICY**

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3.02 The USC Social Responsibility Auditing procedure will be reviewed annually by the Vice-President Campus Issues in conjunction with the Government Services Department.

3.03 Any changes made to the USC Social Responsibility Auditing procedure will be presented to and approved by Executive Council.

### **4.00 USC SOCIAL RESPONSIBILITY AUDIT RESULTS**

4.01 The results of the annual social responsibility audit shall be compiled annually into a report and presented to council by the Vice-President Campus Issues.

4.02 The Social Responsibility Audit Report will be published on the USC website annually no later than January 30<sup>th</sup> of each year.