



Corporate Social Responsibility (CSR) Audit Checklist

13 Jan 2024 / Leigh King

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	4
Company Name	KLM Manufacturing, Ltd.				
Location	Nevada, USA (38.8026097, -116.419389)				
Purpose of Audit	Initial CSR Practices Assessment				
Audit Date	13.01.2024 11:43 PST				
Auditor Name	Leigh King				

Actions

4 actions

CSR Audit / Governance and Policy

Existing and documented CSR policy

Partially Implemented

The company has a CSR policy in place but lacks comprehensive documentation.

[\[DRAFT\] - Updated CSR Policy 2024 - KLM Manufacturing, Ltd..pdf](#)

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20.01.2024 11:44 PST | Created by: SafetyCulture Staff

Develop a detailed CSR policy and ensure proper documentation for transparency.

CSR Audit / Governance and Policy

Clear delineation of CSR responsibilities within the organization

Not Implemented

The roles and responsibilities related to CSR are not clearly defined.

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20.01.2024 11:44 PST | Created by: SafetyCulture Staff

Establish and communicate clear roles and responsibilities for CSR within the organization.

CSR Audit / Governance and Policy

Top management demonstrates commitment to CSR

Partially Implemented

While some commitment is evident, stronger leadership engagement is needed.

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20.01.2024 11:44 PST | Created by: SafetyCulture Staff

Foster greater top management involvement and commitment to CSR initiatives.

CSR Audit / Governance and Policy

Periodic review and update of CSR policy

Not Implemented

No evidence of regular reviews or updates to the CSR policy.

To do | Assignee: SafetyCulture Staff | Priority: Low | Due: 20.01.2024 11:45 PST | Created by: SafetyCulture Staff

Establish a systematic approach for periodic reviews and updates.

CSR Audit	4 actions
Governance and Policy	4 actions
Existing and documented CSR policy	Partially Implemented
<p>The company has a CSR policy in place but lacks comprehensive documentation.</p> <p>[DRAFT] - Updated CSR Policy 2024 - KLM Manufacturing, Ltd..pdf</p>	
<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 20.01.2024 11:44 PST Created by: SafetyCulture Staff</p>	
<p>Develop a detailed CSR policy and ensure proper documentation for transparency.</p>	
Clear delineation of CSR responsibilities within the organization	Not Implemented
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<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 20.01.2024 11:44 PST Created by: SafetyCulture Staff</p>	
<p>Establish and communicate clear roles and responsibilities for CSR within the organization.</p>	
Top management demonstrates commitment to CSR	Partially Implemented
<p>While some commitment is evident, stronger leadership engagement is needed.</p>	
<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 20.01.2024 11:44 PST Created by: SafetyCulture Staff</p>	
<p>Foster greater top management involvement and commitment to CSR initiatives.</p>	
Periodic review and update of CSR policy	Not Implemented
<p>No evidence of regular reviews or updates to the CSR policy.</p>	
<p>To do Assignee: SafetyCulture Staff Priority: Low Due: 20.01.2024 11:45 PST Created by: SafetyCulture Staff</p>	
<p>Establish a systematic approach for periodic reviews and updates.</p>	
Stakeholder Engagement	
Identification of key stakeholders	Fully Implemented
Mechanisms for engaging with stakeholders in place	Fully Implemented
Evidence of stakeholder feedback incorporation	Fully Implemented
Regular stakeholder communication channels established	Fully Implemented

Ethical Business Practices	
Code of conduct for employees and business partners	Fully Implemented
Anti-corruption and bribery policies in place	Fully Implemented
Whistleblower protection mechanisms implemented	Fully Implemented
Regular training on ethical business practices provided	Fully Implemented
Labor Practices	
Fair labor practices and adherence to international standards	Fully Implemented
Health and safety policies and practices in place	Fully Implemented
Diversity and inclusion initiatives documented	Fully Implemented
Mechanisms in place to prevent discrimination and harassment	Fully Implemented
Environmental Responsibility	
Assessment of environmental impacts conducted	Fully Implemented
Sustainable resource management practices implemented	Fully Implemented
Waste reduction and recycling programs in operation	Fully Implemented
Efforts to reduce carbon footprint and energy consumption documented	Fully Implemented
Supply Chain Responsibility	
Evaluation and monitoring of suppliers' CSR practices	Fully Implemented
Implementation of ethical sourcing policies	Fully Implemented
Efforts to eliminate child and forced labor in the supply chain	Fully Implemented
Promotion of responsible sourcing within the supply chain	Fully Implemented
Social Impact and Community Development	
Social impact assessment for business operations conducted	Fully Implemented
Community engagement programs documented	Fully Implemented

Investment in local community development initiatives	Fully Implemented
Support for education and healthcare programs evident	Fully Implemented
Philanthropy and Volunteering	
Evidence of philanthropic activities aligned with community needs	Fully Implemented
Employee participation in volunteering programs	Fully Implemented
Measurement of the social impact of philanthropic activities	Fully Implemented
Regular reports on philanthropic contributions	Fully Implemented
Human Rights	
Commitment to respect and protect human rights documented	Fully Implemented
Due diligence processes to identify and address human rights risks	Fully Implemented
Policies in place to prevent and address human rights violations	Fully Implemented
Regular assessments of human rights practices	Fully Implemented
Reporting and Transparency	
Regular CSR reporting and disclosure	Fully Implemented
Compliance with global reporting standards (e.g., GRI, SASB)	Fully Implemented
Accessibility of CSR reports to stakeholders	Fully Implemented
Transparent communication of both successes and challenges	Fully Implemented
Continuous Improvement	
Mechanisms for monitoring and evaluating CSR initiatives	Fully Implemented
Regular performance reviews against CSR goals	Fully Implemented
Adaptation of CSR strategies based on feedback and performance	Fully Implemented
Demonstrated commitment to continuous improvement	Fully Implemented

Legal Compliance	
Adherence to local and international laws and regulations	Fully Implemented
Regular legal compliance assessments	Fully Implemented
Documentation of any non-compliance issues and corrective actions taken	Fully Implemented
Mechanisms for staying informed about changes in relevant laws	Fully Implemented

Completion

Notes and Comments

The audit revealed strengths in most areas of our current CSR practices, but highlighted areas that require immediate attention, particularly in:

- the lack of documentation for our policies;
- undefined CSR roles and responsibilities;
- weak leadership engagement; and
- the lack of evidence of regular reviews

Note that recommended actions have been detailed and assigned throughout the report for continuous improvement.

Review and Approval



Keith Amden
13.01.2024 12:06 PST

Auditor Name and Signature



Leigh King
13.01.2024 12:06 PST

Media summary

File summary

[\[DRAFT\] - Updated CSR Policy 2024 - KLM Manufacturing, Ltd..pdf](#)