



CSR Report

For

Independent Inspections

479 Underwood Road , Rochedale South, QLD 4123

Year : 2013-2014

Job Number: 40036

Independent **Inspections**

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Table of Contents

ECONOMIC ACTIVITY MEASURE	3
SOCIAL AND ECONOMIC SUPPORT	4
LEGAL COMPLIANCE	5
LABOUR PRACTICES AND HUMAN CAPITAL.....	6
HEALTH AND SAFETY.....	8
ENVIRONMENTAL STEWARDSHIP	9
HUMAN RIGHTS AND ETHICAL COMPLIANCE	11
ECONOMIC SUSTAINABILITY	13
COMMUNICATIONS EDUCATION & REPORTING	14
REPORT NOTES	15
SECTION 3 – PHOTO REVIEW	16

Economic Activity Measure

Income	
Total Revenue	\$325,000
Total pre-tax Profit (EDITDA)	\$60,000
Percentage of revenue	18.46%

Operations	
Full time employees	4
Employee hours	1920
Staff in management positions	2
Operational offices (significant locations)	2

Customers	
Number of customers	50
Industry based Activity Measure	732

Other Details:

This Year has been a challenge with regard to the training division, with the changes of probate, as well as kidney stoned inhibiting the business operations.

With the current economic climate, business is still patchy, the repeal of the carbon tax. We have had good support of our corporate partners that have made it easier to weather the storm.

Social and Economic Support

	Value	Percentage of pre-tax Profit
Charitable Donations	\$6,000	10.00%
Community sponsorship & support (Non-charitable)	\$150	7.81%

	Number of hours	Percentage of staff hours
Employer funded charitable hours	150	7.81%
Employee donated charitable hours	150	7.81%

	Number from the local community	Percentage of total staff
Staff	3	75.00%
Management	2	100.00%

Total value of pro-bono work:\$15,000

Percentage of total revenue: 4.62%

Percentage of contracts from local suppliers: 100.00%

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Support the Rights of Indigenous people	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the protection of Cultural Identity	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the International Fairtrade standards.	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

Some of our efforts have been an over commitment to the local community, compared to our competition, but we feel it is important.

Continued support for United Nations Global Compact and closer involvement to the Queensland chapter, Australian Organisation for Quality, Strata Community Australia, Members of success and sustainability, and Logan Chamber of Commerce.

Legal Compliance

Type of Incident	Number of incidents
Discrimination, child labour, indigenous, labour law	0
Anti competitive behaviour	0
Public health and safety	0
Advertising, labelling and customer privacy	1
Corruption or unprofessional conduct	0

Total Value of fines associated with non-compliance incidents: \$0

Percentage of total Revenue: 0.00%

Has register of Legal & Regulatory compliance.

Other Details:

No Impacts for this year of employees, but some customers were not transparent in their operations. Being transparent in business operations is important to us, but it has come at a cost, but atleast our employees are happy.

Labour practices and human capital

Staff satisfaction percentage: 100.00%

Total expenditure on staff training: \$5,000

Expenditure per employee: \$1,250

Staff circumstances	Percentage of total staff
Undergoing annual evaluation	30.00%
Access to staff counseling	30.00%
Access to career development	30.00%
Under collective bargaining agreement	0.00%

Type of occurrence	Number of Occurance	Percentage of employees
Workforce grievances	0	0.00%
Indigenous Employees	0	0.00%
Female Employees	1	25.00%
Females in management	1	50.00%

Number of nationalities in Management: 1

Entry wages as a percentage of local minimum wages: 100.00%

Female salaries as a percentage of male equivalent salaries: 80.00%

Staff turnover percentage: 10.00%

Staff stability index: 50.00%

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Human resources and labour practices policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff evaluation and career development policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Whistleblower and grievance policy	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support freedom of association	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support the right to collective bargaining	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Support unionisation	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Benchmark: 100.00%

Other Details:

Our staff have been very good in helping the business operate effieciently and in the current climate sales have been showing a increase with bigger clients.This has resulted in a increase of family members in the business.

Health and Safety

Type of incident	Number of incidents	Incidents per employee
Days lost to injury or disease	0	0
Days lost to absenteeism	0	0

There have been 0 workplace fatalities which make up 0.00% of the overall workforce.

Procedures in place

Other Details:

As our operations is mainly in a office environment it is considered a Low Risk to employees in Auditing Tasks have kept this area to a minimum.

Environmental Stewardship

Out of a total 1 kilolitres of water used 0 kilolitres were recycled making up 0 of the total.

Scope	GHG Emissions (CO ₂ -e)(tonnes)	Cumulative sum
Scope 1	1.1	
Scope 2	3.7	4.8
Scope 3	11	15.8

There is a total output of 2.15846994535519E-02 (CO₂-e)(tonnes) per Industry Activity Measure.

Type of waste	Total output	Output per employee
Energy Consumption (Kilowatt Hours)	15	3.75
Water Consumption (Kilolitres)	1	0.25
Waste to landfill (Cubic Metres)	3	0.75
GHG Emissions – Scopes 1, 2, & 3 (CO ₂ -e)(tonnes)	15.8	3.95

	Percentage
Renewable Energy	0.00%
Recycled materials used in production	0.00%
Consumable Materials recycled	20.00%

The estimated impact of climate change on revenue is \$2,500 which is 7.88544032298764E-03 of the total revenue.

At total of 100 hours are spent on training for environmental & sustainability issues which averages to 25 hours per employee. The total cost of this training was \$5,000 which averages to \$1 per employee.

Requirement type	Percentage of total suppliers
Do they have an environmental sustainability policy	10.00%
Have they been audited for their environmental sustainability compliance	30.00%

Compliance Requirements	Recommended control measure	Satisfactory Y N	
Does your company have a Environmental policy?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have a environmental risk management plan?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have ISO 14001 certification?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Requirements	Recommended control measure	Satisfactory Y N	
Does your company have a toxicity management plan?	Item: Observation of non conforming procedures. Please ensure procedures are in evidence as soon as possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does your company have a biodiversity & habitat protection plan?	Item: Observation of non conforming procedures. Please ensure procedures are in evidence as soon as possible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Overall Compliance Benchmark: 70.00%

Other Details:

Office Location Continues to be a improvement to the business, logan chamber of commerce supplies board room for training close by. With the use of our interstate partners, has reduced our flight downtime and impact. Use of Carbon Neutral Paper and usind scrap paper in calculation has reduced our impact.

Human Rights and Ethical Compliance

Training on ethical & human rights issues	Total	Per Employee
Hours	50	12.5
Expenditure	\$300	\$75

100.00% of employees are trained in anti-corruption policies & procedures.

0.00% of supplier contracts contain human rights and ethical compliance clauses.

30.00% of suppliers have been audited for their human rights and ethical compliance.

30.00% of stakeholders trained on corporate ethical & human rights policies.

Compliance Requirements	Recommended control measure	Satisfactory	
		Y	N
Does your company have a Ethical & human rightst compliance policy?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company have Establish public policy principles?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the united nations universal declaration of human rights?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the United Nations global compact?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support the non-exploitation of children including child labour, sexual exploitation and child prostitution?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company support anti-discrimination of all types?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

Staff are well aware of these issues and we have been helping other companies to demonstrate this.

Economic Sustainability

	Percentage
Customer satisfaction	70.00%
Customer retention	70.00%
Estimated market share	1.00%

	Number
Customer complaints	1
Customer complaints (per 1000 customers)	20
Financial audit compliance	50
Late payment complaints	0

Debt to equity ratio: 0.00%

Financial liquidity ratio: 0.00%

Average age of creditors (Days): 30

Average age of debtors (Days): 25

Compliance Requirments	Recommended control measure	Satisfactory	
		Y	N
Does your company have a business continuity plan?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company comply with all regulatory & governance requirements?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company comply with taxation law?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall Compliance Benchmark: 100.00%

Other Details:

Improvements made to database for efficiency and user friendliness.

Communications Education & Reporting

Performance Measures	Expenditure	Percentage of pre tax profit
CSR related advertising & public relations	\$3,000	5.00%
Public & stakeholder CSR education	\$3,000	5.00%

70.00% of suppliers are educated in CSR initiatives.

Compliance Requirements	Recommended control measure	Satisfactory Y N	
Does your company have CSR board representation?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company produce an annual performance report?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does your company use GRI-G3 reporting framework?	Procedures in place	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Overall performance Benchmark: 100.00%

Other Details:

The Report has showed a consistency in some of our metrics with weekly and monthly monitoring and also a demonstration of transparency to our customers. We are happy with our outcomes, but still have a way to go in getting this out to the community to understand. Being a small company showing leadership in this area has surprised some people in the market, but it is a good focus tool.

REPORT NOTES**BUILDING CONDITION**

This report is based on the condition of the building's common areas at the time of inspection, if any major changes occur we suggest that the initial report be updated to incorporate the changes.

This Inspection Report does not include the inspection and assessment of items or matters outside the scope of the requested inspection and report.

Other items or matters may be the subject of an Inspection Report which is adequately specified.

The inspection only covered the Readily Accessible Areas of the property. The inspection did not include areas which were inaccessible, not readily accessible or obstructed at the time of inspection. Obstructions are defined as any condition or physical limitation which inhibits or prevents inspection of the property.

Please be advised that a detailed inspection of balcony railings was not carried out as part of this report. A suitably qualified building contractor or structural engineer should be engaged to assess the structural integrity of the railings and fixings where noticeable signs of railing or fixing degradation are evident.

READILY ACCESSIBLE AREA INSPECTED

The inspection covered the Readily Accessible Areas of the property including:

- ☒ Building Interior ☒ Building Exterior ☒ Roof Exterior ☒ Driveway Area
- ☒ The grounds including landscaping, retaining walls, fences within the property boundaries.

SUMMARY OF EMERGENCY ACTION ON DISCOVERING A FIRE

- Ensure the immediate safety of anyone within the vicinity of the fire.
- Operate warning systems (if one available) eg. manual call point (M.C.P.).
- Notify the Fire Service 000 – triple 0 or your local emergency number, (call even on suspicion of a fire e.g. smell of smoke).
- Fight the fire (if fire equipment is available and safe).
- Evacuate the building.
- Move to and stay at assembly area.

Section 3 – Photo Review
