



## CSR Report

For

Independent Inspections

479 Underwood Road , Rochedale South, QLD 4123

Plan Number:

Job Number: 30033

Independent **Inspections**

ABN 91 239 548 041

**T** 1300 857 149

**F** 1300 857 150

**M** 0402 259 479

**E** [admin@iigi.com.au](mailto:admin@iigi.com.au)

**W** [www.iigi.com.au](http://www.iigi.com.au)

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## Economic Activity Measure

Income	
Total Revenue	\$111,123
Total pre-tax Profit (EDITDA)	\$55,818
Percentage of revenue	49.00%
Operations	
Full time employees	1
Employee hours	1440
Staff in management positions	1
Operational offices (significant locations)	1
Customers	
Number of customers	40
Industry based Activity Measure	500

### Other Details:

From September last year there was a big drop on income that was unexplained. This was reflected in the industry as a whole, but our profit percentage has increased over 15 percent as a result of cost cutting.

## Social and Economic Support

	Value	Percentage of pre-tax Profit
Charitable Donations	\$2,500	2.17%
Community sponsorship & support (Non-charitable)	\$150	10.42%

	Number of hours	Percentage of staff hours
Employer funded charitable hours	150	10.42%
Employee donated charitable hours	150	10.42%

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

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

Percentage of total revenue: 4.73%

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:

Continued support for United Nations Global Compact Australia, Australian Organisation for Quality, Strata Community Australia.

## 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	0
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.

## Labour practices and human capital

Staff satisfaction percentage: 100.00%

Total expenditure on staff training: \$5,000

Expenditure per employee: \$1,667

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 Occurrence	Percentage of employees
Workforce grievances	0	0.00%
Indigenous Employees	0	0.00%
Female Employees	1	33.33%
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: 20.00%

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"/>

Benchmark: 100.00%

### Other Details:

Our staff have been very good in helping the business operate efficiently.

Improvement in staff competence.

## 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:**

Low Risk to employees in Auditing Tasks have kept this area to a minimum.

No physical work done in our activities.

## 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 <sub>2</sub> -e)(tonnes)	Cumulative sum
Scope 1	1.1	
Scope 2	0.18	1.28
Scope 3	20.9	22.18

There is a total output of 1.47866666666667E-02 (CO<sub>2</sub>-e)(tonnes) per Industry Activity Measure.

Type of waste	Total output	Output per employee
Energy Consumption (Kilowatt Hours)	180	60
Water Consumption (Kilolitres)	1	0.33
Waste to landfill (Cubic Metres)	6	2
GHG Emissions – Scopes 1, 2, & 3 (CO <sub>2</sub> -e)(tonnes)	22.18	7.39

	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 7.8 of the total revenue.

At total of 100 hours are spent on training for environmental & sustainability issues which averages to 33.33 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	0.00%
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?	<b>Item:</b> 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?	<b>Item:</b> 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, office size reduced by 50% as well as impact.

## Human Rights and Ethical Compliance

Training on ethical & human rights issues	Total	Per Employee
Hours	50	16.6666666666667
Expenditure	\$300	\$100

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)	25
Financial audit compliance	50
Late payment complaints	0

Debt to equity ratio: 0.00%

Financial liquidity ratio: 0.00%

Average age of creditors (Days): 45

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:

Use of cloud computing and training of staff to improve miltiskilling, Sydney conducting auditing of Quality Systems.

## Communications Education & Reporting

Performance Measures	Expenditure	Percentage of pre tax profit
CSR related advertising & public relations	\$3,000	2.61%
Public & stakeholder CSR education	\$3,000	2.61%

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 Second Report has showed a improvement of procedures and also a demonstration of tranparency 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 is a good focus tool.