



Guidance Note: Completing the Impact Sourcing Standard Assessment

Version: BSR:v2.0

This guidance note describes the specific steps a company must take to complete the Impact Sourcing Standard Self-Assessment. The Self-Assessment enables a company to determine how it conforms with the Impact Sourcing Standard. The process of completing the Self-Assessment is designed to be rigorous yet straightforward. The Self-Assessment tool is a publicly available document and companies are encouraged to leverage the tool to conduct their own assessments and guide development and improvement of their inclusive employment and Impact Sourcing programs.

If you would like to formally adopt the Impact Sourcing Standard (“the Standard”) or get support from BSR to assess or develop your program(s), please reach out to BSR (web@bsr.org). BSR offers Impact Sourcing advisory services to companies that seek to learn from our experience in running the Global Impact Sourcing Coalition (“GISC”) to launch their own distinctive Impact Sourcing programs, as well as to develop inclusive employment initiatives that effectively bring people out of poverty.

Steps to complete the Impact Sourcing Standard Assessment

1. Complete the Impact Sourcing Standard Self-Assessment Tool

- a) Review [the Standard](#) and this Guidance note and FAQ to get familiar with the requirements of the Impact Sourcing Standard and recommendations for the self-assessment process.
- b) Download the Self-Assessment Tool (“the Tool”) from the GISC website (<https://gisc.bsr.org/resources>) or write to web@bsr.org to request a copy of the Tool.
- c) Use the tool to assess your business practices against each section of the Standard by responding to the assessment questions in each of the tabs. Further instructions can also be found below, by tab, as well as in the Tool itself.
 - a. Company Information Tab: Input company information, including contact information for the individual completing the Self-Assessment, as well as details of the geographic and business unit scope of the assessment.
 - b. Standard Sections 1 – 5 Tabs:
 - i. Review each requirement (column B).
 - ii. Review the 'Assessment Question' (column D) associated with each requirement and evaluate whether your organization conforms - select 'yes' or 'no' in column E. If you are not sure, select 'no' and provide relevant background and information in the 'Comments' (column G) to support assessment of your organization's conformance.
 - iii. Identify policy documents, manuals or other evidence that can be used as source of verification for demonstrating your conformance with the Standard. Indicate the name of these document(s) that evidence your organization's conformance with each requirement in the 'Source of Verification' column (F). These documents may include website links, reports, policies, processes, records, etc. and you may refer to multiple



- documents, as relevant, especially if providing evidence for multiple geographies that approach aspects of these requirements differently. See column C for examples of policies, procedures, and ways of working that your company can use to demonstrate conformance. Note - if your organization plans to complete a second-party assessment with BSR to fully adopt the Standard, you must submit this documentation to BSR for review.
- iv. Use the 'Comments' column (G) to provide any relevant background or additional information, in narrative form, to accompany your source of verification documents and support assessment of your organization's conformance.
 - v. Identify any gaps where your company does not yet conform with the Standard. A gap is a lack of policy, system and/or process required as per the Standard. If you have confirmed that your organization does not currently conform a requirement, use the 'Corrective Action' column (H) to outline a corrective action plan. A corrective action plan should identify actions that will be taken to achieve conformance with this requirement; these should be time bound, and are recommended to be SMART (Specific, Measurable, Actionable, Realistic, Timely). See the 'Resources' column (I) for resources that may help your organization to develop corrective action plans and improve your program(s).
- c. Summary Tab: Once you have filled out each of the Standard sections' tabs, review the Summary tab to visualize your organization's conformance with the Standard and identify areas where improvement and corrective action plans are required. If the number of 'criteria not assessed' on the chart is greater than zero, please review the corresponding section and select a response for ALL criteria in that section to finalize your Self-Assessment.

2. Determine if Your Organization Would Like 2nd Party Assessment Services or Advisory Support from BSR

Once you have completed your organization's Self-Assessment, you can use the Tool to keep track of corrective action plans, re-evaluate at regular intervals, and drive towards continuous improvement. Additional Impact Sourcing resources are available at: gisc.bsr.org

If you would like to formally adopt the Standard or get support from BSR to assess or develop your program(s), please reach out to BSR (web@bsr.org). You may find BSR's list of services to both buyers and providers of Impact Sourcing services [here](#). Based on the services requested, BSR will provide the organization with a price quote and further process guidance. Any additional services beyond the assessment feedback will be scoped in a project proposal together with the company at the outset of the assessment process.

The high-level process for an Impact Sourcing Standard Assessment by BSR is as follows:

- **Company submits completed Self-Assessment Tool** and 'Source of Verification' documents evidencing conformance with the Standard requirements.
- **BSR reviews** company's Self-Assessment and 'Source of Verification' documents, and shares assessment and feedback on company's submission.



- **BSR and company schedule a review call** to discuss the assessment and any non-conformances preventing the company from fully adopting the Standard.
 - On the call, BSR will review all questions in the Tool and may ask additional questions about the company's responses and the documentation provided.
 - BSR reserves the right to ask for additional clarifying documents based on the initial review. This could include requests for additional evidence such as manuals, guidelines, and proof of implementation for any of the Standard requirements.
- **If applicable, BSR and company agree to corrective action timeline** and company develops and progresses on corrective action plans. Based on agreed timeline, company updates and resubmits Self-Assessment Tool and additional evidence to confirm corrective actions.
 - BSR reviews corrective action evidence.
 - BSR and company schedule a final review call to discuss assessment based on new evidence. BSR issues a final assessment based on whether the company has demonstrated conformation with all the requirements.

3. Take Advantage of Recognition Opportunities for Companies that Complete a Successful Impact Sourcing Standard Assessment with BSR

- BSR clearly identifies companies who have completed a successful assessment, demonstrating conformity with all requirements of the Standard, by including the company's logo in the 'Standard Adopters' Section of the [GISC website](#).
- Upon request by the company, BSR will confirm the year, geographic scope, and results of their assessment. Otherwise, the review process, the results of the assessment, and any documents shared with BSR will be considered and kept confidential.

FAQ

How long does the Self-Assessment Tool take to fill out?

Time to complete the Self-Assessment Tool ("the Tool") varies by company. For most small to medium sized businesses, the Tool normally takes between 1-2 hours to review and complete. However, collecting the source of verification documentation and providing commentary on the requirements typically requires longer. The time involved largely depends on the size and complexity (number of operating locations) of your company, as well as on whether there are already management systems in place to track Impact Sourcing activities. Companies developing corrective action plans would need to invest more time, depending primarily on the scope and number of corrective actions identified.

What is a Source of Verification?

Source of verification is verifiable information or records gathered during the assessment process. Documentation may include policies and procedures necessary to implement the Standard or records generated from the implementation of processes and procedures.



What is a Corrective Action?

A Corrective Action is an action implemented to mitigate non-conformance related to one or more requirements in the Standard. Corrective actions should be time bound, and are recommended to be SMART (Specific, Measurable, Actionable, Realistic, Timely)

How should companies respond to and provide evidence for requirements that are already regulated by national law?

Please refer to the name of the national law in the Tool in the “Source of Verification” column.

How should companies submit source of verification documents that are only available in local languages? Are these still valid as evidence?

Yes, evidence can be provided in any language. If the company is working with BSR to conduct a 2nd party assessment, we will confirm the language of evidence review and troubleshoot any challenges during the scoping phase. The review call can typically be conducted in English, Spanish, Chinese, or French.

What kind of assurance does BSR offer?

The model of assurance used to verify conformance with the Standard is based on a self-assessment model and second-party assessment by BSR, where companies demonstrate to provide Impact Sourcing in alignment with the Impact Sourcing Standard through a self-assessment tool and a document review by the BSR. The assurance process is based on [ISEAL’s Good Practice Guide \(version 1.0\)](#).

How should companies who have completed the self-assessment communicate this to clients and stakeholders?

Companies who have completed the self-assessment may wish to share an update on this effort and results with their clients and stakeholders. Best practice is to be transparent about the process and issue areas resolved or improved as a part of the self-assessment process. The self-assessment tool and learnings may be a helpful tool for engaging clients and stakeholders, including employees, in the company’s efforts to foster inclusive employment advancement opportunities.

How should companies who have completed the 2nd party assessment, and fully conform with the standard communicate this to clients and stakeholders?

Companies that have completed the Impact Sourcing Standard assessment with BSR and have evidenced their conformity with the minimum requirements, may use the following statements:

“Our company [or the subset of their organization included in the scope of the assessment] has fully adopted the Impact Sourcing Standard.”

“Our company has demonstrated alignment with the Impact Sourcing Standard through a self-assessment and 2nd party document review by the BSR.”



It is recommended that the company shares the self-assessment with clients and relevant stakeholders and is prepared to disclose evidence e.g., policies and procedures necessary to implement the Standard.

How can companies share feedback on the Impact Sourcing Standard?

Feedback on the Impact Sourcing Standard (ISS) and related topics (e.g., the definition of impact workers) should be shared [via this Feedback Form](#). Insights, experiences, and suggestions shared by companies practicing Impact Sourcing will ensure that the Impact Sourcing Standard continually evolves to best serve impact workers and companies that implement inclusive employment practices. The Impact Sourcing Standard is not currently undergoing a Review and Revision process; however, feedback is accepted and always appreciated and submitters will be notified when a Review and Revision process is scheduled. An organization or individual may submit feedback via this form as many times they like and by doing so, the feedback will be captured for further consideration during a future Review and Revision Process.

Disclaimer

Use of the Self-Assessment tool is not intended to and does not replace, contravene, or otherwise alter the requirements of any applicable national, state, or local governmental statutes, laws, regulations, ordinances, or other requirements regarding the matters included herein.

The process described in this document will be reviewed and updated together with any updates to the Impact Sourcing Standard. The most recent update to this guidance note took place in coordination with a minor revision to the Impact Sourcing Standard, resulting in the publication of the Impact Sourcing Standard Version BSR:V2.0 on July 27, 2021.