



Finsbury Green Social Rating (FGSR) Guidelines

The Finsbury Green Social Rating (FGSR) is a tool that helps supply partners in Finsbury Green's outsourcing network benchmark their social impact performance. It also serves as a guide for companies that wish to start on the journey towards improved social outcomes from their business activities.

If you have nominated your business in one of these Sourceit classifications it is mandatory for you to complete this rating:

- Disability Enterprise
- Inclusive Opportunities
- Indigenous Business
- Social Enterprise.

For all other suppliers, completion of this rating is strongly recommended.

The FGSR ensures that our Sourceit Supply Chain is aligned to Government and Corporate social procurement policies and enables our customers to meet their social procurement targets. The rating works in conjunction with Production Methods, Product Categories and Location to filter suppliers based on the criteria that is chosen. The higher your rating, the more your business is promoted for opportunities in our supply chain.

This guide assists supply partners to understand the FGSR questionnaire by:

- Clarifying the meaning of questions
- Outlining scoring criteria in greater detail
- Highlighting social benefit improvements that will increase ratings.

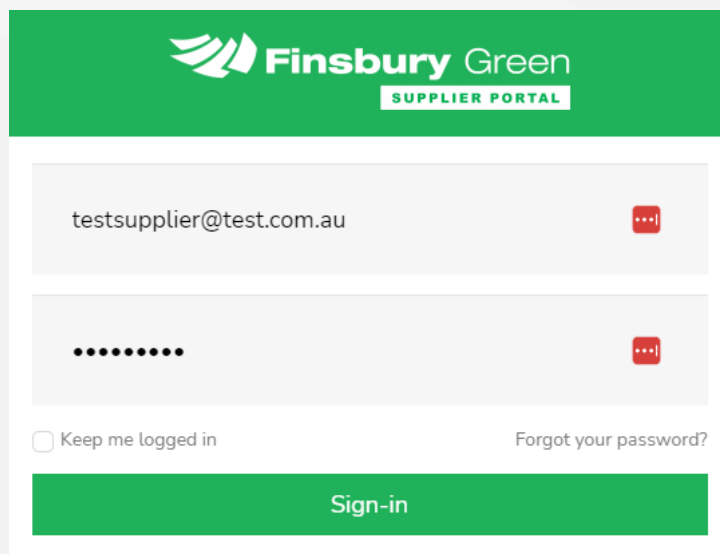
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Important knowledge

The rating is completed through the Supplier Portal which can be accessed [here](#) with the username and password you have previously set up.

If you cannot remember your password, use the FORGOT YOUR PASSWORD? function to re-set.

If you have not previously accessed the Supplier Portal, then you will be required to set up an account.

The image shows a login form for the Finsbury Green Supplier Portal. At the top is a green header with the Finsbury Green logo and the text 'SUPPLIER PORTAL'. Below this is a white form area. It contains two input fields: the first for an email address, with 'testsupplier@test.com.au' entered, and the second for a password, represented by dots. Both fields have a red 'X' icon to the right. Below the password field is a checkbox labeled 'Keep me logged in' and a link 'Forgot your password?'. At the bottom of the form is a green button labeled 'Sign-in'.

Once created, you can return at any time to start a rating, review or update a previous submission if you have made improvements in your business.

Once you have access, we recommend that you read the questionnaire first before attempting to complete it. This is important as there is a requirement to provide data and upload PDF documents. For ease of response, collate information before starting the FGSR which will then take about 10 minutes to complete. Remember, you can save responses along the way and come back at any time to update as needed.

The instruction Upload documentary evidence to validate these claims throughout the FGSR, refers to whether a particular activity and the subsequent claim by you can be externally verified. Supply partners can claim they undertake a certain activity; however, unless it is externally verified it will score less points.

Evidence can be in the form of:

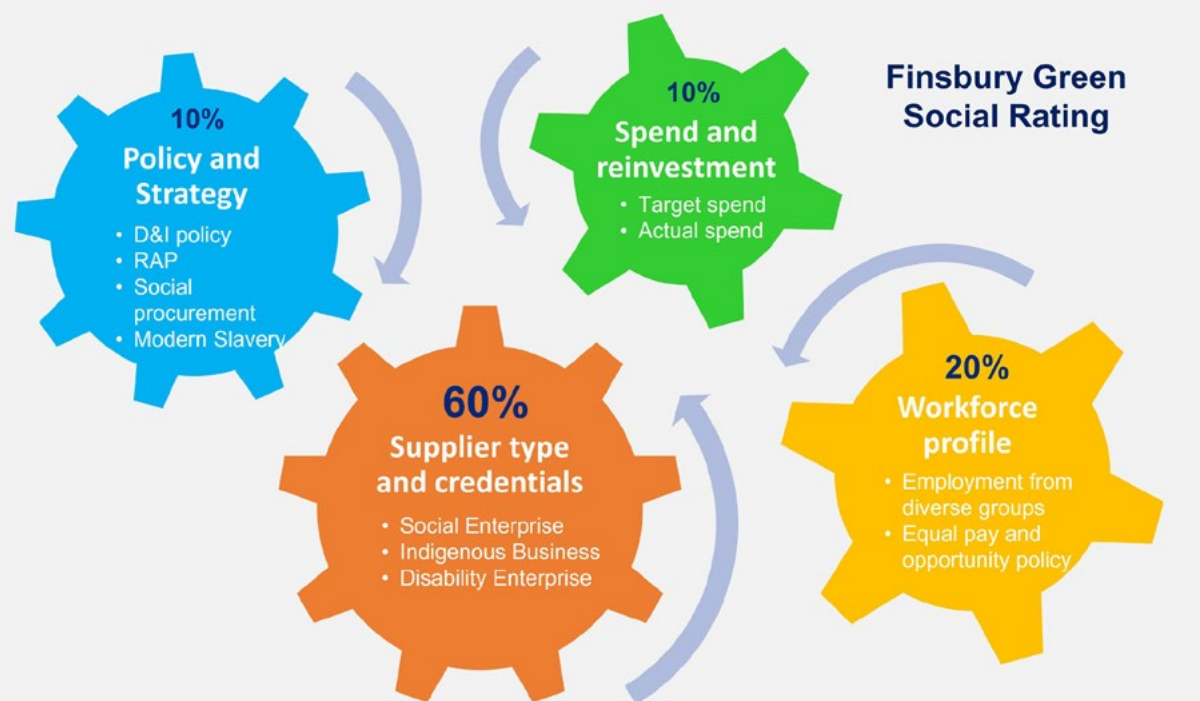
- Statements or invoices from suppliers.
- Consultants' reports.
- Audits by an appropriately qualified independent professional.
- Any other supporting documentation that you believe will validate the claim.
- Pictures or images.

You must upload your evidence in PDF format. There is a 10Mb limit for all uploaded documents in total and the FGSR only allows for one PDF per response. Please combine multiple pages of evidence for a specific question into one PDF.

The FGSR assumes that if a check box is unchecked or data is not uploaded, the response is NO.

Note: You can roll the pointer over some questions to get clarification. This feature can also be quite helpful in understanding how to answer a question.

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This diagram shows you the weight of each area of the Social Rating index. A minimum of 20% is required to qualify for a Finsbury Green Social Rating.

The FGSR comprises five sections:

- Supplier type
- Supplier credentials
- Policy & Strategy
- Workforce profile
- Reinvestment & spend.

Where you are asked to, it is mandatory to upload documentary evidence to validate your claims.

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Supplier type

Generally, this section is straightforward. You either fit into one or more of the social categories or not.

If you nominate into one of the social categories, you will also be asked to upload evidence to allow us to validate your credentials. This is particularly important for Government and some Corporate clients so we can verify that spend is aligned to policies and legislation.

It's also OK to not fit into the social categories. We know many of our supply partners deliver and support positive social outcomes despite not being a social benefit supplier. This rating provides an opportunity to showcase the social impact you create beyond your company legal structure.

Supplier Type

In which categories does your organisation fit?

Social Enterprise*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Indigenous Business*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Australian Disability Enterprise*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Not-for-profit / Registered Charity / Non-Government Organisation (NGO)*	<input type="radio"/> Yes <input checked="" type="radio"/> No
B Corporation*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Women Owned*	<input type="radio"/> Yes <input checked="" type="radio"/> No
None of the above*	<input checked="" type="radio"/> Yes <input type="radio"/> No

Supplier credentials

With a focus on formal accreditation from established intermediaries, this section enables social benefit supply partners to provide evidence of and validate their commitment to social outcomes. It also allows supply partners outside the social benefit category to gain points by showcasing commitment to do social good through formal memberships with accredited intermediaries.

Supplier Credentials

Is your organisation accredited with any of the following? Please upload evidence of accreditation.

Social Traders*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Supply Nation*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Australian Charities and Not-for-profits Commission / Department of Foreign Affairs and Trade*	<input type="radio"/> Yes <input checked="" type="radio"/> No
B Corporation*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Femecomony*	<input type="radio"/> Yes <input checked="" type="radio"/> No
WeConnect International*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Other*	<input type="radio"/> Yes <input checked="" type="radio"/> No

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Policy & Strategy

This section relates to your business’s commitment to policies and strategies that enable positive social outcomes. It is important that we understand the set of documented processes and objectives that are in place to affect certain outcomes.

Policy and Strategy

Does your organisation have an Equality, Diversity and Inclusion policy?^{1*}

☐ Yes - please upload policy

☐ No formal policy but have a plan/strategy - please upload documentary evidence

☐ No / Don't know

Does your organisation have a supplier diversity policy?^{2*}

☐ Yes - please upload policy

☐ No formal policy but have a plan/strategy - please upload documentary evidence

☐ No / Don't know

1

Does your organisation have a Reconciliation Action Plan? Please hover question mark for more information on Reconciliation Action Plans.*

☐ Yes - please upload RAP

☐ No formal RAP but have a policy/strategy - please upload documentary evidence

☐ No / Don't know

2

Does your organisation have a social procurement policy/plan/strategy? Please hover question mark for more information on social procurement.*

☐ Yes - please upload policy

☐ No formal policy but have a plan/strategy - please upload documentary evidence

☐ No / Don't know

3

Does your organisation produce a Modern Slavery Statement, either compulsory or voluntary? Please hover question mark for more information on Modern Slavery Statements.*

☐ Yes - please upload Statement

☐ No formal Statement but have a plan/strategy - please upload documentary evidence

☐ No / Don't know

Workforce profile

This section seeks to understand the diversity of your workforce as it relates to identified cohorts.

Of key importance is the composition of your workforce in terms of gender distribution and equal pay, employment of individuals from disadvantaged/minority groups, Aboriginal or Torres Strait Islander people and persons with disability.

Workforce Profile

How many Aboriginal or Torres Strait Islander people does your organisation employ?^{1*}

Please select...

How many people with disability does your organisation employ?^{2*}

Please select...

3

How many people from a disadvantaged background (other than Indigenous and people with disability) does your organisation employ? (e.g. individuals who were in prison, ethnic minority groups, long-term unemployed, Veterans).*

Please select...

How many women does your organisation employ?^{4*}

Please select...

Do you pay all employees at the same level equally irrespective of their age, gender, race, ethnicity, sexual orientation, religion or political views?^{5*}

Please select...

Reinvestment & spend

In this section, social benefit suppliers can showcase the percentage of profit that is reinvested to pursue their social cause. All other supply partners can demonstrate their commitment to social good by highlighting the actual spend directed towards social benefit suppliers as well as formal spend targets in place.

For some organisations, their legal structure determines the commitments they must fulfill.

Reinvestment and Spend

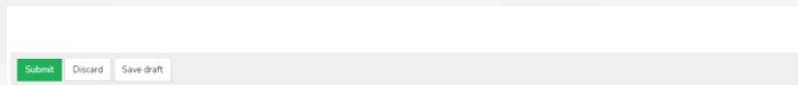
What percentage of your organisation's profits are reinvested to continue carrying out its social mission?^{1*}

Please select...

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Submit your response

If you have completed all the questions, uploaded supporting documentation you are now ready to submit your questionnaire. Do this by clicking the SUBMIT button and you are done.



What happens next?

Following the submission of a completed FGSR your application will be reviewed for accuracy and a Summary Report will be provided to you. If there are clarifications required, we will communicate via email before we can finalise and release the Summary Report.

If there are questions that have been answered incorrectly, or clarification is sought, you will be required to access your submission, update and submit the FGSR for further review.

If your company's credentials change at any time after the initial FGSR, such as an additional certification or policy improvements, you should resubmit the questionnaire to better your score. The FGSR will track and retain records of your score to show progress and improvement over time.

Remember, you can save responses along the way and come back at any time to update as needed. As a general rule, it is good practice to do this at the beginning of each financial year.

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How to improve your rating

Supplier Credentials

Consider your organisation's purpose and explore ways to encompass social outcomes in your business structure. Seek partnerships and membership opportunities with organisations that can facilitate introductions to social benefit suppliers like Social Traders and Supply Nation.

Policy and strategy

Develop and gradually improve your policies that directly effect social outcomes. Don't feel overwhelmed or intimidated by this task, seek guidance and experts' support, and start with simple, measurable objectives. As you build your knowledge and become more familiar with the levers of social impact, you can update your policies and strategies and aim for more ambitious targets.

Workforce profile

Review your recruitment processes to ensure they are fit for purpose and don't create access barriers for any individual. Seek opportunities to employ more people who have difficulties entering the workforce – often partnering with a specialised recruitment firm, government agency or not-for profit can be helpful. Most importantly, ensure you treat your employees equally and with fairness, without discrimination of any kind when it comes to pay and progression opportunities.

Reinvestment and Spend

Spend is an important lever to influence social outcomes. It enables social suppliers to have steady revenue streams, helping them grow capacity and capability along the way.

You can increase your organisation's social procurement spend with little-to-no risk starting with non-strategic categories of expenditure such as catering, cleaning services or security just to name a few. As you start tracking spend, you can set targets and measure your performance against it.

Final comments

The FGSR and Health Rating is transparently displayed to supply partners and print buyers in our procurement software Sourceit and we are committed to ensuring the accuracy and transparency of this information.

Any further questions regarding FGSR should be directed to:
supplychainmanagement@finsbury.com.au