



### **Lincoln Social Responsibility Charter Registration Form**

(Hard copy version of the electronic online form - Further refinement of the form will be undertaken during the development of the online form to ensure it is simple and straight forward to complete).

<b>Organisation</b>	
Name of organisation*	
Address*	
Sector*	
Number of employees*	

<b>Your details</b>	
Name and role of signatory*	
Contact name*	
Telephone Number	
Contact E-mail*	

### **Socially Responsible Activities**

Please provide details of the socially responsible activities your organisation currently undertakes, together with how your organisation aspires to be socially responsible in the future. Examples of socially responsibly activities can be found in Section 3 of the Lincoln Social Responsibility Charter Guide, and should be ongoing and reasonably substantial in nature.

As a guide, it is suggested small organisations (1-10 employees) should undertake a minimum of three activities (at least one benefitting the employee & one benefitting the local community). Medium sized organisations (11-49) should undertake a minimum of five activities (at least two benefitting the employee & two benefitting the local community). Large organisations (50+ employees) should undertake a minimum of ten activities (at least five benefitting the employee & five benefitting the local community).

Organisations should also demonstrate how they will be developing their social responsibility in the future.

Total number of socially responsible activities my organisation already undertakes*	
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### **Socially responsible activities we are already undertaking which benefit our employees\***

*E.g. pays real Living Wage, time off for medical appointments, staff recognition scheme*

Activity	Comments/frequency activity undertaken within the last year
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**Socially responsible activities we are already undertaking which benefit the local community\*** *E.g. sponsorship for local events and groups, work experience placements*

<i>Activity</i>	<i>Comments/frequency activity undertaken within the last year</i>

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**How does your organisation intend to develop your social responsibility in the future?\***  
*e.g. new activities and frequency, implementation of social responsibility action plan*

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**Social Responsibility Statement**

*Please provide a brief statement below on why your organisation is proud to undertake socially responsible activities.\**

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Does your organisation have a social responsibility policy?

☐ Yes  
☐ No  
 (please tick)

### Terms and Conditions and Disclaimer

*Terms and Conditions: By signing this Declaration I confirm that I have the authority to sign the aforementioned organisation ("the organisation") up to the Lincoln Social Responsibility Charter, and the Organisation agrees to support all of the principles outlined in the Charter. I agree on behalf of our Organisation that if the Organisation cannot continue to commit to the Charter, our Organisation will notify the City of Lincoln Council as soon as possible, and our Organisation agrees to relinquish use of the Lincoln Social Responsibility brand and/or any reference to the Organisation committing to the Lincoln Social Responsibility Charter (whether in its literature and/or on its website or any other materials in any form). I acknowledge that the Lincoln Living Wage and Social Responsibility Forum reserves the right to refuse award where the Forum has evidence that the employment practices of an organisation do not fit with the ethos of this Charter. I understand there is no right to appeal this decision.*

*Disclaimer: City of Lincoln Council does not monitor the Organisation's involvement with the Lincoln Social Responsibility Charter, and by signing this Declaration, you are self-certifying your Organisation's commitment to the Charter. If it comes to the council's attention that your Organisation is claiming to be undertaking any activities which cannot be substantiated then your registration will be withdrawn with immediate effect, you will be notified and your Organisation will relinquish use of the Lincoln Social Responsibility brand and/or any reference to the Organisation committing to the Lincoln Social Responsibility Charter, again whether in literature and/or on its website or any other materials in any form. I understand there is no right to appeal this decision. The City of Lincoln Council may contact you to seek feedback on any impacts to your Organisation or staff. However, City of Lincoln Council is not responsible in any way for the Organisation's compliance with the Lincoln Social Responsibility Charter and shall not be liable in respect of any losses, claims, damages or any other liabilities that the Organisation or its employees, agents or other third parties may suffer as a result of the Organisation becoming a signatory to this scheme.*

**Before signing up to the Lincoln Social Responsibility Charter, please read and acknowledge that you have understood the above Terms and Conditions and Disclaimer.**

☐ Yes, I have read and understand the Terms and Conditions and Disclaimer \*  
(please tick)

**Please provide an electronic version of your logo with this registration form.**

### Submit registration

Please tick here to formally sign your organisation up to the Lincoln Social Responsibility Charter\*

☐ (please tick)

**Please note, by signing this form you agree to the details (including your statement) above being made publically available on the City of Lincoln Council's website.**

\*Denotes mandatory field