



Understanding the DRiVE questionnaire

There are ten sections in the DRiVE questionnaire. You will need to provide detailed and accurate information about the policies and procedures already in place in your business or organization. You may be asked to provide documentation to support your answers. The goal is to assess what already exists and to keep on improving over time.



1. Organization, Systems, and Policies

- What policies, procedures, and management systems do you have in place?
- Are staff supported with regular training on them?
- Do you have a Code of Conduct in place that all staff agree to follow? A code of conduct should lay out a set of guidelines that encourage your team members to act responsibly and respectfully.



2. Labour Standards

- Do you follow all the labour laws and regulations that apply to your business or organization?
- Do you have policies and procedures in place that make sure that your team members receive fair treatment in the hiring process and your day-to-day practices?



3. Equal Opportunity

- Can you show your commitment to equal opportunity?
- Are there systems in place to promote diversity and inclusion like a Gender Equality Action Plan?
- Do you encourage hiring and employing people with disabilities?
Do you have a Disability-Inclusion Action Plan?



4. Human Rights

- Do you have clear policies and practices that protect human rights in your business or organization?
- Do you have a system in place to report, prevent, and investigate any human rights abuses such as exploitation and sexual harassment or abuse?



5. Climate

- Do you have an understanding of your carbon footprint?
- Are you reporting on your emissions using [Greenhouse Gas Accounting \(GHGA\) standards](#)?
- Do you have a Climate Action Plan in place to track and report on your efforts to reduce emissions?



6. Environmental Management

- Does your business or organization have a system in place to protect the environment?
- How do you manage waste, improve energy efficiency, control pollution, and handle chemicals?



7. Quality Management

- How do you make sure that your products or services are of good quality and work on improving them?



8. Health and Safety

- Do you have any health and safety guidelines in place to protect visitors and employees?
- Do you check for any risks, train your staff, and make sure that incidents are investigated?



9. Supply Chain

- What steps do you take to make sure your suppliers are sustainable and ethical?
- Do you check and manage risks with your suppliers? How do you check where your suppliers get their materials and products from?



10. Ethical Guidelines

- How do you make sure your business or organization acts ethically and responsibly?
- How do you interact with the community in a responsible and impactful way?