STEP 1

Establish Process Governance

- Defining and selecting who will manage the process.
- How and when the various stakeholders will be involved.
- How you will organise the work.
- Making a clear statement about why you are under taking this process.

STEP 2

Define Core Values

- Thinking about your core values, those that you strive for.
- Discussing them in a leader ship group.
- Agreeing and documenting your values.
- Conducting an ethics review of your organisation

STEP 3

Describe Your Stakeholders

- Listing and categorising those that have an interest in the organisation (stakeholders).
- A 360˚ analysis of stakeholders.
- Determining the type of impact, and whether it is direct or indirect.

STEP 4

Select Stakeholders

- Under taking a preliminary analysis of the disclosure audience and disclosure method.
- Analysing the outcomes of Step 3.
- Selecting the stakeholders you will work on this year.

STEP 5

Define Values in Action

- Defining stand alone action statements about how your values happen.
- Providing feedback on core values inclusion,exclusion or interpretation.
- Testing operational statements as clear unambiguous daily guidelines.

STEP 6

Define Measures

- What, how and why you will measure.
- How you will monitor it.
- What techniques you will use for measurement.
- What will you measure it against.
- Determining the relevance of internal or external benchmarks.

STEP 7

Sustain existing Values

- Maintaining your business processes and embedding your values in your organisation.
- Ensuring your values are part of your culture.
- Taking preventative action to ensure maintenance of values and practices.

STEP 8

Implement Corrective Action

- Changing the way you do business.
- Taking corrective action to have your actions reflect your values.
- Doing new things to reflect your values.

STEP 9

Measure & Verify Outcomes

- Measuring what you do.
- Selecting a qualified external auditor.
- Verifying your measures and outcomes are accurate.
- Producing an external verifiers statement.

STEP 10

Disclose Results

- Confirming your stake holders identified in Step 4.
- Detailing the methods of disclosure to match the audience.
- Determining the format, content and detail of disclosure.
- Disclosing your results.

STEP 11

Obtain Feedback

- Asking the stakeholders for their feedback.
- Actively listening and understanding what your stakeholders say.
- Evaluating feedback from stakeholders.
- Identifying and implementing appropriate responses to stakeholders.

STEP 12

Review against Values & Practices

- Looking at the gap between your stated values, planned actions and the results achieved.
- Discussing the implications of the gap.
- Providing feedback on core values inclusion, exclusion or interpretation.
- Deciding what to do about the gap.