



ADVANCING BUILT ENVIRONMENT  
COST PROFESSIONALS

# AIQS CORPORATE SOCIAL RESPONSIBILITY POLICY

MAY 2018

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# 1. POLICY STATEMENT

AIQS is committed to acting and having, the highest standards of responsible business practice and sustainability.

# 2. POLICY OBJECTIVE

AIQS ensures that its corporate and social responsibility to its members and the community, is met through a range of internal processes and procedures, and external programs and initiatives.

## 2.1 Community Engagement

AIQS strives to understand and respect the cultural values and laws wherever we operate. We actively support initiatives in those communities where our members live and work. The commitment is visible in our contributions of volunteer support in kind. However, we do not provide financial contributions.

Community engagements will be undertaken in line with the “Objects” of the Institute.

Should an event be organised solely for the purpose of raising funds for a particular charitable purpose this should be submitted to the Board or the Board Executive on the prescribed form (attached) for review and approval and will be considered on a case by case basis.

## 2.2 Business Ethics and Transparency

AIQS is committed to maintaining the highest standards of integrity and corporate governance practices in order to maintain excellence in its daily operations, and to promote confidence in its governance systems.

AIQS will conduct its business in an open, honest, and ethical manner.

## 2.3 Political Donations

AIQS does not align itself to any political parties or their affiliations and consequently does not make political donations.

## 2.4 Labour Standards and Human Rights

AIQS believes that every person has inherent dignity and value, and human rights help us to recognise and respect that fundamental worth in ourselves and in each other. Team members and contractors will be treated with respect and dignity. NO threat of violence, sexual exploitation, abuse, or bullying and harassment will be accepted.

In ensuring our staff are employed under fair working conditions, AIQS complies with the relevant employment legislation and working conditions as deemed by the federal, state, and territory governments.

## 2.5 Monitoring and Reporting Mechanisms

AIQS will have systems in place to monitor client services against key performance indicators. Monitoring is undertaken monthly through inspection processes and random audit, and reported to the CEO on a monthly basis.

Risk control processes are in place to act upon monitoring outcomes and to seek continuous improvement.

## 2.6 Corruption, Bribery, and Extortion

Bribery and corruption in all AIQS business dealings are prohibited. This prohibition applies equally as well to consultants, and/or third parties who deal with others on behalf of AIQS, including suppliers. The policy prohibits the offer, promise, gift or authorisation of the giving of a payment or anything else of value, directly or through an intermediary, to government officials in an effort to influence official action.

### 3. REQUEST FOR COMMUNITY ENGAGEMENT - BUSINESS CASE

#### 3.1 Community Engagement (excerpt from the AIQS Corporate Social Responsibility Policy)

AIQS strives to understand and respect the cultural values and laws wherever we operate. We actively support initiatives in those communities where our members live and work. The commitment is visible in our contributions of volunteer support in kind. However, we do not provide financial contributions.

Should an event be organised solely for the purpose of raising funds for a particular charity, this should be submitted to the Board or the Board Executive for review and approval and will be considered on a case by case basis.

|                                                 |  |
|-------------------------------------------------|--|
| Chapter Requesting CSR Project:                 |  |
| Branch (if relevant):                           |  |
| Submitted by:                                   |  |
| Chapter approval (President or Treasurer name): |  |
| Chapter approval signature:                     |  |

Please provide a description of the Community Engagement Project you wish to support (please attach any supporting evidence)

Please indicate how the proposed project promotes, and/or complies with the Institute's "Objects" as detailed in Clause 6 of the Constitution. In particular, how will the Community Engagement Project itself will promote/benefit the Quantity Surveying profession?

Please provide a brief description of the event you wish to hold in order to raise funds for that particular Community Engagement Project

Please provide a detailed budget in support of the Community Engagement Project. In order for the Project to go ahead, please note that only profits from the specific event may be donated.

*Please submit your business case at least 3 weeks prior to the next Board meeting/Board Executive meeting for consideration.*