# Electronic versions of the Application Package maybe requested from [crowe@bsj.org.jm](mailto:crowe@bsj.org.jm) or [mvassell-raynor@bsj.org.jm](mailto:mvassell-raynor@bsj.org.jm) or from the BSJ’s website.

# Instructions for filling out the self-assessment form

Under each section (example 1.0 Organizational Focus), there are several related questions to be answered.

Question 1.1.1 under Corporate Social Responsibility (1.1) should be read as follows;

Does the company have a Policy for ethical behaviour? i.e. is it present?

Is this policy documented?

Has this policy been implemented?

Applicants should answer yes or no to these questions by selecting the box in the related columns shown below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Focus Areas**  **Sector** | **Policy** | | | | | |
| **Present** | | **Documented** | | **Implemented** | |
| **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.0 Organizational Focus** | | | | | | |
| **1.1 Corporate Social Responsibility** | | | | | | |
| **1.1.1**        Ethical behaviour |  |  |  |  |  |  |
| **1.1.2**        Mission, vision and value of the company |  |  |  |  |  |  |
| **1.1.3**        Active involvement in the support of the community |  |  |  |  |  |  |
| **1.1.4**        Compliance with regulatory standards and statutory requirements |  |  |  |  |  |  |

# Explanation of the completed table

* In answering question **1.1.3** in the table above it is indicated that;

1. There is a policy for "active involvement in support of the community”.
2. However, this policy is not documented (it is a verbal agreement or organizational culture).
3. The policy has been implemented.

* In answering question **1.1.1**, it is indicated that;

There is a documented and implemented policy for ethical behaviour.