

Questionnaire

6.2 Organizational management - responsibility, transparency, ethical behaviour, respect for stakeholders' interests and compliance with law	Key Questions in This Area
Responsibility and Transparency	Does the faculty officially incorporate CSR principles in its management?
	Does the faculty have its CSR strategy and is it formally anchored?
	Does the faculty have an effort to be involved in socially responsible behaviour in a deeper way?
	Does the management of the faculty consider socially responsible behaviour to be beneficial for the faculty and society? Why?
	Does the management of the faculty extend the knowledge of socially responsible behaviour among stakeholders?
	What targeted activities does the faculty undertake for the development of social responsibility in its functioning?
	Is it a member of a CSR platform? (Stakeholder platform, Corporate Responsibility Association etc.)
	Does it publish CSR report?
	Does the faculty have established bodies overseeing social responsibility?
	If yes, who are they, what is their content, when did they come into existence and who is in its lead? If not, why?
	Does the faculty have established concrete norms and standards related to CSR in its policy (for example, GRI, AA1000, OECD or ISO norms etc.?)
Ethical Behaviour	Does the faculty support ethical behaviour and does it take concrete steps towards its sustaining (if yes, what steps), control or, eventually, does it take concrete steps when breaking ethical behaviour? If it does not have concretely specified measures, why is it so?
	Does the faculty have established ethical code and is it made public? If yes, in which form (no/written)?
	Does the faculty perform ethical or social audit? If yes, is it performed by the faculty or by authorized external company? If not, why?
	Does the faculty engage its employees when

	making decisions about CSR? How?
Respect for Stakeholders' Interests	Does the faculty take into account requirement of stakeholders?
	How does the faculty find out about the interests of stakeholders and if it does not do so, why not?
	Does the faculty take measures to improve stakeholders' satisfaction? If not, why?
Compliance with Law	Does the faculty control whether its actions and measures are in compliance with law? How? If not, why?

6.3 Human Rights	Key Questions in This Area
Proper Care	Does the faculty care about observance of human rights of its employees, students and other stakeholders?
	How does it investigate and control their observance?
Risk Situations in the Area of Human Rights	Has the faculty ever faced any problems when dealing with risk situations, for example medical problems, natural disasters etc.?
	Has the faculty ever solved risk situations that affect children?
	If yes (in any case), how was the situation solved?
	Does the faculty make sure that its suppliers do not use child labour?
	Has the faculty ever faced risk situation in the area of corruption? If yes, what was its content?
	Does the faculty have stated procedures how to act in mentioned risk situations?
Avoidance of Complicity	Has the faculty ever dealt with the problems related to deliberate abuse or violation of human rights?
	Does the faculty have stated procedure in the event of such a problem? If yes, what is its content?
	Does the faculty have stated clear rules for avoidance of deliberate abuse or violation or infringement of human rights?
Dealing with Complaints	Has the faculty ever dealt with the complaints regarding violation of human rights?
	How does the faculty proceed when dealing with complaints in this area?
Discrimination and Vulnerable Groups	Does the faculty have stated programs within its policy for discrimination avoidance?

	Does the faculty employs its workers without race, gender, national and other discrimination? If yes, does it monitor their amount and percentages? (if yes - add data)
	What is the percentage of women in leadership positions? Is it monitored?
	What percentage is created by representatives from other ethical or race groups - are these representatives in leadership positions and is it somehow monitored?
	Does the faculty accepts its students regardless of their nationality, disability etc.?
	Does the faculty have formally established steps that should be taken when uncovering discrimination?
	Is there specific body dealing with given issue?
	Does this body keep records of cases of discrimination?
Civil and Political Rights	Has the faculty ever solved cases of discrimination in the area of interference in private life, life, family, home, correspondence etc.? If yes, which?
	Does the faculty have stated procedures in case of occurrence of discrimination in this area? How does it try to reduce its occurrence?
	Does the faculty always respect civil and political rights (for example, the right to life, the right to personal security, the right to own property, freedom and inviolability, the right to speech, etc.)?
Economic, Social and Cultural Rights	Has the faculty ever dealt with discrimination in the area of medical care, education, occupation, religion and culture? If yes, which?
	Does the faculty have stated procedures for reduction of this kind of discrimination?
	Does the faculty always respect economic, social and cultural rights (for example, the right to education, work, freedom of religion etc.)?
Fundamental Rights at Work	Has the faculty ever solved the case of discrimination in the area of the right to work? If yes, which?

	Does the faculty always respect the right to freedom of association, the right to collective bargaining, the elimination of all forms of forced and involuntary labour, abolition of child labour etc.?
	Does it try to prevent from their infringement within all its services and activities?
	Does the faculty have stated clear rules for valuation without gender or other discrimination?
	Does it offer suitable conditions for collective bargaining?

6.4 Work Relationships	Key Questions in This Area
Employment and Employee Relations	Does the faculty have human resources planning and stated clear procedures for their management?
	Who is responsible for HR strategy?
	Does the faculty plan its human resources in a way which reduces useless employment for limited period of time?
	Does the faculty employ talented people and does it adjust its recruitment process according to it? (Talent management)
	If yes, what are its stated requirements and how does its recruitment process look like?
	When choosing its employees does it take into consideration candidates' age, gender, origin, race, disability etc..? (diversity of working groups)
	Does the faculty employ disabled workers? If yes, how many? Is this amount given by law or is it higher? If not, why?
	Are relationships among faculty's employees good/bad? Are these relationships monitored?
	Does the faculty take part in improvement of relationships through concrete measures and in organizing, for example, teambuilding etc.? If not, why?
Working Conditions and Social Protection	Do the employees of the faculty have created sufficient working conditions?
	Are working conditions for employees created beyond the legal obligations?
	Is there a person at the faculty who is responsible for the issue of working conditions and social protection?

	Does the faculty provide its employees with working conditions, reasonable wage, suitable working hours, holidays beyond the legal obligation and other benefits?
	Does the faculty offer its employees social protection - outplacement etc.?
	What is the procedure for concluding contracts with employees (limited/unlimited - when is it eligible to use limited contract etc.)
	How many days of holidays do academic and non-academic workers have?
	What are working hours of academic and non-academic workers (flexible, fixed, range from when to when, etc.)
	Does the faculty compensate working overtime? In which way?
Social Dialogue	Are the employees of the faculty able to express their opinion? If yes, in what way, if not, why?
	Are there established regulations which ensure the process leading to the improvement of given situation in case of complaint?
	Does the management of faculty communicate with its employees? If yes, in what way? If not, why?
	Is at the faculty responsible person dealing with social dialogue?
	Do the employees have an access to information about activities and funding of organization? Where and how?
Health Protection and Safety at Work	Are sufficient health protection and safety at work ensured at the faculty? If yes, how? If not, why?
	In what way does the faculty try to ensure the highest level of physical, mental and social well-being of its employees? Does the faculty take care of measures and activities related to strengthening and health prevention of its employees?
	Does the faculty have specific budget for cases of occupational disease, accidents at work, etc.?
	Does the faculty analyse the numbers of accidents at work and diseases?
	What does faculty perform in this area in a way which is beyond the legal obligation?
	Is there a commission or a body dealing with health and safety of employees which is beyond the legal

	obligation?
Human Resource Development, Trainings, Training in the Workplace	Does the organization have an HR department? If yes, how big is it and what is its structure?
	What trainings are offered to the employees? Are they for free or do employees have to pay for them?
	What possibilities besides the trainings are there for human resource development?

6.5 Environment	Key Questions in This Area
Pollution Prevention	Does the faculty take concrete measures to prevent environmental pollution (air emissions, water pollution, disposal of waste - e.g. recycling, etc.)? If yes, which?
	Does it have specific funds for it? In which amount?
	When purchasing equipment, materials etc. does it consider environmental factors? Is this criteria taken into consideration also in case of public procurement?
Sustainable Use of Resources	Does the faculty pay attention to the issue of availability of resources for the future, for example, energy efficient reduction of energy consumption, water protection and reduction of water consumption, such as efficient flushing, material effectiveness etc.?
	Is the faculty engaged in reduction of resources waste and environmental damage? If yes, in what way?
	Does the faculty keep statistics about annual savings of resources and about activities related to prevention of environment? If not, why?
	Does the faculty carry out any activities to change the current and future behaviour patterns towards responsible use of natural resources of its employees?
	Does it educate its employees in this area?

Protection and Renewal of Natural Environment	Does the faculty take part in protection and renewal of natural environment and its ecosystem by its services, regulatory activities, etc.?
	Does the faculty take steps in order to protect water, fuel, land, etc..?
	Does the faculty deal with the protection of terrestrial and aquatic species, sustainable use of land and natural resources? Does it promote healthy urban and rural development?

6.6 Proceedings under the rules - Good operating practices	Key Questions in This Area
Preventing Corruption and Transparency	Does the faculty have a corruption prevention program?
	Does the faculty have concrete workers responsible for this issue?
	Has the faculty ever encountered concrete case of corruption during its activities?
	If yes, how was it solved?
	Does the faculty provide enough information about offered study programs and branch of studies and does it do it in both national and world language?
	How is this information communicated?
	Does it provide enough information about the prices of paid services (e.g. studies in English language etc.)?
	Does it provide enough information about the accreditation of branch of studies and programs?
Responsible Political Participation	Can faculty declare that its political engagement is responsible?
Fair Competition on the Market	Does the faculty observe all stated conditions of fair competition on the market within all its activities?
	Does the faculty always inform all stakeholders and does it consider all possibilities before choosing concrete projects? Does the faculty hide any information?
	Does the faculty monitor whether it cooperates or procures sub deliveries from CSR partners?

	Does the faculty take into consideration social responsibility during its public procurement (e.g. whether potential suppliers do not threaten human rights, do not pollute environment etc.)?
Promotion of Social Responsibilities in Partner Organizations	Does the faculty promote its CSR in partner organizations?
	Does the faculty prepare its CSR report which is published on its website or is delivered to its partners?
Respecting Proprietary Rights	Does the faculty respect proprietary rights in all respects?
	How is their observance ensured?

6.7 Consumer Affairs	Key Questions in This Area
Honest Marketing, Specific and Unbiased Information, Fair Contracting Practices	Does the organization provide comprehensive and accurate information about its activities?
	Does the faculty carry out honest marketing?
	Does it have created regulation for promotion and marketing of the faculty?
	Does the faculty have stated body for monitoring and performing honest marketing?
	Does it have established sanctions and its impacts in case of breaching honest marketing?
Health Protection and Safety of Students	Does the faculty pay enough attention to the interests of its students in the area of health and does it try to bring them into line with the interests of the faculty?
	In what way does it find out about the students' interests in the area of health? If it does not, why not?
	In what way does the faculty ensure safety and health of students?
	Does it provide services beyond the legislation?
	Does it provide consultations, psychologist for its students?
	Are these consultations provided also for international students in world language?
	In what way does the faculty ensure "welfare" of students?
Sustainable Consumption	Does the faculty carry out any activities to change the current and future behaviour patterns towards responsible use of natural resources of its students?

	Does the faculty educate its students in this area? Is the subject of corporate social responsibility or similarly focused subject taught at the faculty? What subject is it?
Services and Support of Students/Graduates, Dispute Resolution	Does the faculty ascertain interests of students? In what way? If not, why?
	Does the faculty ascertain interests of potential employers of the students? In what way? If not, why?
	Does the faculty monitor students' feedback regarding teaching and other services?
	Does the faculty monitor the number of students who successfully graduated and their applicability in practice? Does it monitor the length of time by which these students got employed?
	How does it monitor this feedback?
	Does it react to the students' feedback?
	Does the faculty have suitable conditions for handling complaints and disputes?
	Does it use above - standard procedures when dealing with disputes?
	How many complaints from students on average are there annually?
	Does the faculty monitor feedback from participants of disputes?
	Who is responsible for handling complaints and disputes? Is there any body responsible?
Data Protection and Students' Privacy	Does the faculty have established policy regarding data protection and privacy of students?
	In what way and through which safety tools does the faculty protect acquiring and gathering of personal information?
	Is there anyone responsible for the issue of data protection and privacy of students?
Access to Basic Services	Does the faculty have any programs which support students from socially disadvantaged families?
	Does the faculty ensures its students access to necessities, e.g. water, electricity, internet etc.? Doesn't the faculty limit the access to students?
Education and Awareness	Does the faculty ensures its students and graduates additional education?
	Is education limited by any conditions, e.g. number of trainings in certain period of time, etc.?
	What kind of additional education is provided by

	the faculty?
	Does the faculty provide adequate and easily accessible information?
	When educating does it consider also individual requirements of students?
	In what way does it ascertain students' requirements in this area?

6.8 Social Involvement and Development	Key Questions in This Area
Social Involvement	Has the faculty created concrete programs for community involvement?
	In what way was the faculty involved in community in the past?
	Does the faculty plan to take concrete actions within involvement in community in the future? If yes, how, if not, why?
	Does the faculty cooperate in community involvement with other faculties or other organizations etc.?
	Does the faculty inform the community about its future steps sufficiently? If yes, in what way?
	Does the faculty have specific budget for given activities? If yes, in what amount?
	Does the faculty cooperate with non-profit organizations?
	Does the faculty cooperate with private sector?
	Who are the most important partners within the community?
Education and Culture	Does the faculty participate in educational and cultural programs within the community? If yes, in which specifically, if not, why?
	Does the faculty involve all age categories in educational programs?
	Does the faculty offer education for elderly people (third-age universities), lifelong learning etc.?
Employment Development and Growth of Skills	As part of investment decisions, does the faculty take into account creation of new jobs?

Stakeholders	Key Activity	Key Activity	Key Activity	Key Activity	Key Activity	Key Activity	Key Activity
	1	2	3	4	5	6	7
· Employees							
· Lecturers and professors							
· Students							
· PhD Students							
· Trainees (those coming from different faculties)							
· Graduates							
· Future generation (study applicants)							
· Labour unions							
· Head of departments							
· Fellow workers of faculty							
· Public							
· Media							
· Non-profit organizations							
· Government institutions							
· Civic associations							
· Educational institutions							
· Other colleges and universities							
· Sponsors							
· Potential employers of students							