Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Quality Management

Title	Formulate policy of corporate social responsibilities
Code	LOCUQM505B
Range	This unit of competency is applicable to all kinds of logistics companies. Practitioners should be capable to formulate policy of corporate social responsibilities according to the social impact of the company's operation and hence become corporate citizens.
Level	5
Credit	6 （For Reference Only）
Competency	Performance Requirements 1. Possess the knowledge relevant to corporate social responsibilities • Understand the concepts of corporate citizenship and social responsibilities, such as UN17 Goals, 2015 • Understand the relationship between the culture of an enterprise and its social responsibilities • Understand the impact of an enterprise on society, such as fair trade, equal opportunities, investment on society or community, establishment of family culture, environmental protection, etc. • Understand social problems that are caused by transport and logistics services • Understand the advantages to logistics companies when social responsibilities are strengthened • Understand the social responsibilities and procedures of certified enterprises • The company's vision, mission, strategy, objectives and quality goals 2. Formulate policy of corporate social responsibilities • Arrange or design activities to encourage staff and the management to participate in events on social responsibilities • Compile corporate social responsibility goals and policies • Formulate corporate social responsibility policies based on the company's vision and mission • Gain support and participate from the top management of the company on corporate social responsibilities • Establish a corporate culture that takes care of and help set up a community • Establish a corporate social responsibility audit mechanism and reward plan • Compile the target and policy for corporate social responsibilities 3. Establish audit mechanism • Set up auditing mechanism for corporate social responsibilities • Develop key performance indicators and measure compliance • Compile report to explain the corporate social responsibility policy and future plans
Assessment Criteria	The integrated outcome requirements of this unit of competency are: • Capable to formulate appropriate social responsibility policies according to the company's vision, mission and objectives; • Capable to establish an audit mechanism, develop key performance indicators and measure compliance; and • Write a report explaining the establishment and work plan of the social responsibility policy

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Remark	This UoC is adopted from the Logistics UoCs LOCUQM505A and LOCUQM507A