

The Community Investment and Inclusion Fund Development of Social Capital Development Assessment Tool (For Corporates or Organisations)

This section is used to assess Corporates/Organisations' effectiveness in building social capital. The assessment covers six core social capital dimensions, each divided into four development stages.

Please read each of the following descriptions carefully and tick the box against the stage of development that **best describes** your corporate/organisation for each core social capital dimension.

Social Capital Dimension	Stage of Development	
1. Social Networks The breadth and depth of networks established by the corporate/organisation with social service agency(ies)	<input type="checkbox"/> Basic	<u>Made occasional contacts and established initial relationships</u> with social service agency(ies) and their service users through individual voluntary work.
	<input type="checkbox"/> Fair	<u>Made regular contacts</u> with social service agency(ies) and their service users, and established <u>close relationships</u> .
	<input type="checkbox"/> Good	<u>Built sustainable partnerships</u> with social service agency(ies) (<i>e.g. jointly formulating collaboration projects for at least two years</i>).
	<input type="checkbox"/> Excellent	Maintained sustainable partnerships with social service agency(ies) on the strength of a clearly defined internal <u>corporate/organisational social responsibility policy</u> , while introducing and <u>engaging more corporates/organisations/bodies from different sectors to offer diverse services to serve the needy continuously</u> (<i>e.g. invited partners, suppliers or related professional bodies to join the corporate/organisation in ongoing service initiatives of social service agency(ies)</i>).
2. Mutual-help and Reciprocity The corporate/organisation engages its expertise in social services to achieve reciprocity	<input type="checkbox"/> Basic	Provided <u>general voluntary services</u> to the community to help people in need.
	<input type="checkbox"/> Fair	<u>Made use of corporate/organisational strength</u> to help people in need.
	<input type="checkbox"/> Good	Developed <u>reciprocal relationships</u> with social service agency(ies) and <u>achieved a win-win situation</u> , i.e. both corporate/organisation and social service agency(ies) benefited (<i>e.g. voluntary work has given colleagues a greater sense of belonging towards the company, which in turn reduces staff turnover</i>).

	<input type="checkbox"/> Excellent	Incorporated the social responsibility policy in its <u>corporate/organisational development strategy to generate long-term benefits for both the community and the corporate/organisation</u> , so that its social responsibility efforts become part of constant business development and <u>a win-win situation can be sustained</u> (e.g. used industry expertise to work with various sectors to benefit the community and at the same time extended its brand value to the community).
3. Trust and Solidarity The corporate/organisation builds mutual trust with social service agency(ies) through participating in social services	<input type="checkbox"/> Basic	<u>Got to know and understand</u> the needs of social service agency(ies) and their service users through the delivery of general voluntary services to the community.
	<input type="checkbox"/> Fair	<u>Identified with</u> the service mission of and established sustainable partnerships and <u>mutual trust</u> with the social service agency(ies).
	<input type="checkbox"/> Good	<u>Drew up medium-term</u> (e.g. two years) <u>collaboration plans</u> with social service agency(ies) based on <u>partnership with mutual trust</u> .
	<input type="checkbox"/> Excellent	Established long-term collaboration with social service agency(ies), leading to <u>strategic partnerships with new service approaches</u> to meet specific needs of the community (e.g. support services for underprivileged groups jointly developed by social service agency(ies)).
4. Social Participation The corporate/organisation actively and voluntarily participates in social services to maximise synergy through cross-sectoral collaboration and address the needs of the community through collaborative efforts	<input type="checkbox"/> Basic	Provided staff with <u>one-off opportunities</u> to deliver <u>voluntary services</u> to the community.
	<input type="checkbox"/> Fair	Established a volunteer team and proactively joined the <u>planning work of voluntary services</u> in addition to arranging staff to deliver general voluntary services.
	<input type="checkbox"/> Good	<u>Joined partnership platforms</u> hosted by social service agency(ies) continuously, in addition to maintaining a corporate/organisational volunteer team (e.g. joining working groups and/or committees on service planning).
	<input type="checkbox"/> Excellent	Selected service targets strategically based on the corporate/organisational social responsibility policy and provided them with ongoing services; <u>took the initiative to build a partnership platform</u> and encouraged other cross-sectoral organisations to take part in the platform to address the needs of society.

<p>5. Social Cohesion and Inclusion</p> <p>The corporate/ organisation helps the needy integrate into society during its engagement in social services</p>	<input type="checkbox"/> Basic	<p><u>Reached out</u> to the people in need to understand and accept their needs and characteristics through individual activities.</p>
	<input type="checkbox"/> Fair	<p><u>Maintained regular contacts</u> with people in need and <u>provided appropriate</u> voluntary services that meet their needs.</p>
	<input type="checkbox"/> Good	<p><u>Offered voluntary assistance proactively to people in need to facilitate their social integration</u>, in addition to making regular contacts (<i>e.g. internships at the corporate/organisation</i>).</p>
	<input type="checkbox"/> Excellent	<p><u>Incorporated the social cohesion and inclusion concepts into corporate/organisational strategic development</u> (<i>e.g. implemented employee policies and measures that promote inclusion of different races, genders, people with disabilities and cultural diversities</i>); reviewed the existing corporate/organisational social responsibility policy regularly to ensure it serves the intended purpose and furthers social cohesion and inclusion.</p>
<p>6. Information and Communication</p> <p>The corporate/ organisation disseminates professional information in the community, enhances the resilience of service users and improves social and economic performance through participating in social services</p>	<input type="checkbox"/> Basic	<p>Disseminated <u>general information</u> to the community through voluntary services.</p>
	<input type="checkbox"/> Fair	<p>Used <u>corporate/organisational strength</u> to provide <u>professional information</u> for the community (<i>e.g. medical institutions co-hosting healthcare talks</i>).</p>
	<input type="checkbox"/> Good	<p>Provided <u>tailor-made professional expertise and skills</u> based on the specific needs of the community and/or service users (<i>e.g. career-oriented information to unemployed school-leavers</i>).</p>
	<input type="checkbox"/> Excellent	<p>Established dedicated department(s) and/or assigned responsible staff(s) for promoting corporate/ organisational social responsibility to <u>provide professional expertise and skills proactively in the community</u> (<i>e.g. a corporate/organisational volunteer team with professional expertise to provide information and tips on maintaining household appliances in the community on a regular basis</i>).</p>