



ESG Starter Pack – Social (S)

1. Strengthen Health, Safety & Wellbeing Practices

This is a core New Zealand requirement and supports a positive workplace culture.

See Appendix A.

2. Run a wellbeing check-in or initiative for Your Team

Supports employee morale and compliance with the Health and Safety at Work Act.

See Appendix B.

3. Start developing Diversity, Equity & Inclusion (DEI) principles

DEI is a key topic in NZ SME sustainability guidance.

See Appendix C.

4. Review skills and workforce development needs

Upskilling is one of the recommended NZ SME sustainability metrics.

5. Engage with local community initiatives

Even simple steps like sourcing locally can contribute positively to community wellbeing.

6. Map potential social risks in your supply chain

Particularly around modern slavery and labour practices.

See Appendix D.

APPENDIX A

Here's a **simple, practical way** to strengthen **health, safety & wellbeing** in any workplace—no jargon, no complexity. These steps focus on easy, everyday actions most organisations can start immediately.

Step 1 - Talk about safety regularly

Make safety part of normal conversations, in team meetings, toolbox talks, shift handovers, or morning huddles. When people hear about safety often, they think about it often.

Step 2 - Encourage people to speak up

Create an environment where staff feel comfortable saying:

- "This doesn't look safe."
- "I need help."
- "Something's not right here."

Reward reporting instead of blaming. The more people speak up, the fewer surprises you have.

Step 3 - Fix small hazards before they become big ones

If someone notices:

- a loose handrail
- a spill
- a damaged pallet
- clutter in a walkway

Fix it straight away, not later. Small problems become accidents when ignored.

Step 4 - Keep the workspace tidy and organised

A tidy workplace is a safe workplace.

Clear floors, labelled areas, good lighting, marked walkways, and safe storage go a long way.

Step 5 - Check in on your people—not just their work

Wellbeing is about more than physical safety.

Ask:

- "How are you doing this week?"
- "Anything making your work harder or stressful?"

Small check-ins build trust and surface issues early.



Step 6 - Provide simple refreshers and short training

You don't need long courses—short 5–10 minute refreshers help everyone stay sharp:

- How to lift safely
- How to use equipment
- Emergency procedures
- Fatigue management

Consistency beats complexity.

Step 7 - Lead by example

If leaders:

- wear PPE
- follow traffic flows
- use safe lifting techniques
- take breaks

Then everyone else will too. Nothing builds safety culture faster.

Step 8 - Celebrate safe behaviour

When someone reports a hazard, helps a colleague, or suggests an improvement — call it out. Recognition encourages repeat behaviour.

Step 9 - Make wellbeing part of the job

Encourage:

- regular breaks
- hydration
- stretching
- manageable workloads
- talking openly about stress

People who feel supported perform better and stay safer.

Step 10 - Keep improving with small steps

You don't need a big programme. Do one small improvement each week:

- new signage
- clearer traffic flows
- better storage racks
- updated PPE
- quicker reporting process

Small steps accumulate into a strong safety culture.

APPENDIX B

Here are simple, practical ways to run a wellbeing check-in or wellbeing initiative for your team. They are easy to implement, low-cost, and effective.

Step 1 - Do a “temperature check” at the start of meetings

A fast, low-pressure way to see how people are doing.

How to do it:

- Ask everyone to share one word about how they're feeling.
- Use a *traffic-light check*:
 - Green = feeling good
 - Amber = okay, a bit stretched
 - Red = not so great

Gives you an instant sense of team wellbeing without putting anyone on the spot.

Step 2 - Run a weekly anonymous pulse survey

Super short — 3 questions max.

Example:

1. How are you feeling this week? (1–5 scale)
2. What's one thing stressing you right now?
3. Anything the team or leader can help with?

Use any simple tool — Forms, Slido, Mentimeter, even a physical drop-box.

Step 3 - Hold a “coffee chat” session

Invite team members for a 10–15 minute informal chat about anything except work.

The goal:

- Check in
- Build trust
- Hear what might be affecting them
- Spot early signs of burnout or pressure

This works especially well in high-pace or high-pressure environments.

Step 4 - Implement a “how’s your week going?” routine

A regular 1:1 check-in that covers:

- Workload
- Energy levels
- Stress points
- Wins and good news
- Anything personal they want you to understand

Keep it casual and supportive.

Step 5 - Create a wellbeing wall or digital board

A shared space where people can post:

- Motivational notes
- Tips
- Healthy habits
- Gratitude messages
- Helpful resources (sleep, food, exercise, mental health)

This builds positivity and connection.

Step 6 - Organise a simple wellbeing initiative

Choose one easy activity and run it for a week or month:

Ideas:

- Step challenge
- Daily stretch break at 10am
- “No meeting Wednesday morning”
- Healthy snack day
- 5-minute breathing session before shift start
- Walking meetings

All easy, zero cost, and high impact.

Step 7 - Train wellbeing champions

Nominate 1–2 “go-to people” who:

- Keep an eye out for colleagues
- Promote healthy habits
- Encourage conversations
- Help connect people to support if needed

They don’t need to be experts — just good listeners.



Step 8 - Encourage micro-breaks

Remind the team to:

- Step away from the screen
- Move around
- Stretch
- Hydrate

Micro-breaks reduce fatigue, improve mood, and prevent injuries.

Step 9 - Provide clear pathways for support

Make sure your team knows:

- Who they can talk to
- What support is available (EAP, HR, leader, health services)
- That it's okay to ask for help

People often don't use support services simply because they don't know how.

10. Celebrate wins & positive behaviours

Recognition supports wellbeing more than most people realise.

Celebrate:

- Team successes
- Safety improvements
- Personal milestones
- Someone helping a colleague

It boosts morale and builds a stronger culture.

APPENDIX C

What DEI Looks Like in Its Most Basic Form

Here's a very simple, beginner-level way to start developing Diversity, Equity & Inclusion (DEI) principles for your team or organisation.

Step 1 - Start with a clear, simple statement

Write a short commitment that explains what you stand for.

Example:

"We want everyone here to feel respected, included, and able to do their best work. We value different backgrounds, perspectives, and experiences."

This becomes your "true north" for DEI.

Step 2 - Agree on a few core principles

Pick 3–5 simple behaviours your team will follow. For example:

- Respect everyone — no exceptions.
- Listen to different perspectives — everyone gets a voice.
- Be fair — make decisions based on facts, not personal bias.
- Support belonging — make people feel safe and welcome.
- Call out inappropriate behaviour — respectfully and early.

These form the *foundation* of your DEI culture.

Step 3 - Build awareness (light-touch, not heavy training)

Share small learning moments such as:

- Short videos
- A "DEI thought of the month"
- Discussing how to avoid assumptions
- Explaining what unconscious bias means in simple terms

Keep it practical and non-threatening.

Step 4 - Create simple ways for people to speak up

Make it easy for your team to raise:

- Concerns
- Ideas
- Suggestions for improvement

This can be:

- A confidential inbox
- A short monthly survey

- A safe conversation with a leader

Psychological safety is the backbone of DEI.

Step 5 - Review how decisions are made

Start checking for fairness in everyday processes:

- Who gets opportunities
- Who gets invited to meetings
- How work is allocated
- How performance is assessed

Look for unintentional patterns — that's where bias hides.

Step 6 - Build small inclusive habits

Examples:

- Rotate who chairs meetings
- Let everyone contribute before closing decisions
- Avoid interrupting
- Use people's preferred names and pronouns
- Celebrate diverse cultural moments across the team

Tiny habits → big impact over time.

Step 7 - Ask the team what DEI means to them

DEI works best when co-created.

Ask simple questions like:

- "What helps you feel included at work?"
- "Anything that makes you feel left out?"
- "What small change would make our team more inclusive?"

Use their answers to shape your principles.

What a Basic DEI Principle Set Might Look Like

Our DEI Principles

1. We respect and value everyone.
2. We listen to different viewpoints and encourage open thinking.
3. We make fair and transparent decisions.
4. We create a workplace where everyone can belong.
5. We speak up if something doesn't feel right.

That's it. Simple, clear, actionable.

APPENDIX D

Social risks include things like poor working conditions, unfair pay, unsafe work environments, child labour, discrimination, or community harm. Mapping these risks helps you spot where issues *could* arise before they become real problems. Below is an easy step-by-step approach.

Step 1 - List your key suppliers

Start with:

- Your top spend suppliers
- High-volume suppliers
- Overseas suppliers
- Any suppliers in high-risk sectors (eg - agriculture, textiles, construction, logistics labour providers)

Make a simple table — nothing fancy.

Step 2 - Identify what each supplier does

Note:

- What product or service they provide
- Where they are located
- Whether they subcontract
- The type of workforce they rely on (manual labour, seasonal, migrant, etc)

This helps you see where people may be more vulnerable.

Step 3 - Look at the country risk

Some countries have higher risks relating to:

- Weak labour laws
- Limited enforcement
- High poverty
- Known issues with forced labour or unsafe factories

You can use simple public lists like:

- Global Slavery Index
- ILO country profiles
- U.S. Department of Labor Child Labour/Forced Labour List

But even a “common sense” view works: some regions carry more risk than others.

Step 4 - Look at the industry risk

Certain industries naturally carry higher social risks, for example:

- Agriculture & fishing (seasonal labour, migrant labour)
- Manufacturing (especially low-cost goods)

- Construction
- Logistics (warehouse labour, drivers, third-party contractors)
- Mining & raw materials

Add a “risk level” next to each supplier based on the sector they operate in.

Step 5 - Check how transparent each supplier is

Simple indicators:

- Do they share information easily?
- Do they have certifications (e.g., ISO, BSCI, SMETA, Fairtrade)?
- Do they have public policies on labour rights or ethics?
- Are they willing to complete a basic questionnaire?

Low transparency = higher risk.

Step 6 - Look for red flags in performance

Examples:

- High turnover
- Frequent accidents
- Complaints or grievances
- Late deliveries (may hint at overworked staff)
- Very low pricing (possible cost-cutting at the expense of labour)

You don't need perfect data—just note anything that doesn't feel right.

Step 7 - Score each supplier (simple traffic-light model)

Use:

- Green: Low social risk
- Amber: Some risks, monitor or request more information
- Red: High risk — deeper review, audit, or corrective plan required

This gives you a quick visual map of where to focus.

Step 8 - Prioritise your actions

Once you've labelled risk levels, choose your response:

- Low risk (Green)
Maintain the relationship, keep monitoring.
- Medium risk (Amber)
Ask for more details, request policy updates, provide guidance, check subcontracting.
- High risk (Red)
Focus further investigation, consider audits, tighten contracts, or help them improve.



Step 9 - Create a simple risk map

Turn your notes into a one-page overview showing:

- Supplier name
- Country
- Sector
- Transparency
- Risk rating (Green/Amber/Red)

This becomes your first version of a Social Risk Map.