GOOD BUSINESS FORTNIGHT TOOLKIT

3rd - 14th February 2025





SUPPORT GOOD BUSINESS FORTNIGHT

Good Business Fortnight will take place from 3rd to 14th February 2025 and will bring together everyone who is passionate about responsible business practices.

The fortnight-long awareness event will celebrate the outstanding efforts of businesses across the UK in championing responsible practices and making a positive impact on society and the environment.

Not only will it celebrate those acting responsibly, the awareness campaign also acts as a platform to encourage other businesses to adopt similar practices. It will also make the public aware of what an ethical business looks like, and the importance of acting responsibly.

The campaign will foster a broader movement towards ethical business practices, contributing to a fairer and more sustainable world.



GET INVOLED WITH GOOD BUSINESS FORTNIGHT

This pack is designed to guide you through each step of the fortnight, ensuring your organisation can effectively participate, contribute and benefit from the awareness fortnight. Whether you are a small start-up or a large corporation, there is a place for every business to showcase its commitment to good practices.

This pack includes:

- Creative assets for all platforms
- Suggestions for daily themes with specific details and suggestions on how you and your employees can get involved each day
- Examples on how organisations got involved in 2024
- Details on our Good Business Fortnight component Partners and Champions
- Information on how you can host an event within Good Business Fortnight
- Details on our Good Business Fortnight competition
- Useful links and contact information



RESOURCES AND ASSETS: SOCIAL MEDIA

Example social posts

We have a range of example social media posts to help guide you through the fortnight.

Creative assets

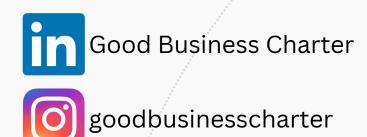
We have a range of creative assets you can use to support your social posts throughout the fortnight.

Hashtag

Don't forget to use the hashtag #GoodBusinessMatters during the fortnight so we can share your inspiring posts!

Tag us!

Don't forget to tag us in your social posts so we can reshare your posts throughout the fortnight.









You can also download all creative assets directly from the <u>Good</u>
<u>Business Fortnight webpage</u>.

RESOURCES AND ASSETS

Website

Utilise our website banners to help you promote your Good Business Fortnight campaign!

Posters

<u>Print out our range of posters</u> and stick them in your shop window to further promote your accreditation and responsible business practices!

Slide deck

<u>Use our example slide deck</u> to promote your Good Business Fortnight activities. This can be used during events and on screens throughout your office(s).

Newsletters

<u>Utilise our newsletter banners</u> to help communicate your Good Business Fortnight support to employees, customers and your supply chain.

Email signatures

<u>Use our email signature graphic</u> to communicate your Good Business Fortnight support to employees, customers and your supply chain. Share this with your colleagues, encouraging them to use it to!



You can also download all creative assets directly from the <u>Good</u>

<u>Business Fortnight webpage</u>.

GOOD BUSINESS FORTNIGHT DAILY THEMES

Week one

Responsible Business Monday

EDI Tuesday Wellness Wednesday Employee Representation Thursday

Fair Pay and Hours Friday

Monday 3rd February

Tuesday 4th February

Wednesday 5th February

Thursday 6th February

Friday 7th February

Week two

Environmental Responsibility Monday

Monday 10th February

Timely Tuesday

Tuesday 11th February

Ethical Sourcing Wednesday

Wednesday 12th February

Customer Thursday

Thursday 13th February

Fair Tax Friday

Friday 14th February



RESPONSIBLE BUSINESS MONDAY

Monday 3rd February

By championing responsible business practices, you can set a powerful example that can inspire other organisations to follow suit, benefiting both people and the planet. An overwhelming 97% of people believe it's important for businesses to act responsibly, and consumers are increasingly demanding consistent and transparent information to verify these practices.

Organisations

Celebrate your impact: Highlight how your organisation is leading the way in responsible business practices. Share your successes through case studies, social media posts or employee testimonials to inspire others to take similar steps.

Create a video: Showcase why embedding responsible business practices is essential to your organisation. A short, engaging video can make a powerful statement.

Host an event: Bring together local businesses to discuss the importance of responsible behaviour and share how it has positively impacted your organisation.

Publish a report: Share your commitment to responsible business by publishing a Responsible Business Report or ESG Report, highlighting your achievements and future goals.

Engage your stakeholders: Send an email to your customers, clients and suppliers about how you're supporting Good Business Fortnight and invite them to join in.

Internal Communications: Share your participation in Good Business Fortnight with your employees through your intranet or internal newsletter, explaining why it's important to your company and how they can get involved.

Employees

Get involved on social media: Share how your organisation is championing responsible business practices. Use the hashtag #GoodBusinessMatters to join the conversation and highlight why this matters to you as an employee.

Leverage your networks: Use your personal and professional networks to advocate for responsible business practices and express your pride in working for a GBC-accredited organisation.



RESPONSIBLE BUSINESS MONDAY

Examples

Videos







Case studies



Responsible business reports



Internal communications



Social media posts





EDITUESDAY

Tuesday 4th February

A diverse, equal, and inclusive culture is essential for a business to thrive because it places people at the heart of its operations. When individuals feel valued and included, they are more likely to excel in their work. Diverse teams drive better business outcomes, leading to enhanced customer orientation, innovation, productivity, profitability, morale, and staff retention. Achieving this requires concrete actions to improve diversity, with data playing a crucial role in measuring progress.

Organisations

Host educational workshops: Organise workshops and training sessions for your employees focused on key EDI (Equality, Diversity, and Inclusion) topics such as unconscious bias, cultural competency and inclusive leadership.

Share your insights: Write a thought leadership piece, blog or case study highlighting the importance of EDI and how your organisation is making strides in this area.

Employees

Invest in your education: Attend workshops or training sessions on EDI topics, or explore resources from initiatives like Change the Race Ratio to deepen your understanding of these issues.

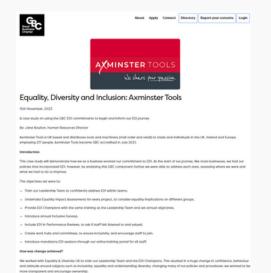
Engage with EDI initiatives: Get involved in your organisation's EDI groups and contribute to creating a more inclusive workplace.

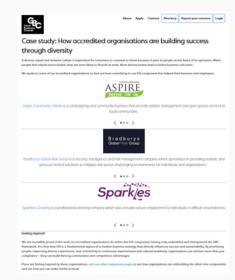


EDI TUESDAY

Examples

Case studies













WELLNESS WEDNESDAY

Wednesday 5th February

Employees' physical and mental health are paramount. Neglecting these aspects can lead to adverse effects not just within the business but also across society. Cultivating a culture that demands long working hours is counterproductive, leading to issues like absenteeism and presenteeism, which can harm productivity and team morale.

No one should fear becoming unwell due to their job or feel compelled to work when they're not well. Responsible organisations foster environments where supportive line management encourages open and honest discussions without the fear of punitive repercussions.

Organisations

- Showcase success stories: Share case studies and post on social media highlighting how your organisation has successfully implemented employee wellbeing initiatives.
- Educate and engage: Host workshops or training sessions for clients, suppliers, or local businesses emphasising the importance of employee wellbeing.
- Promote Wellness Wednesday: Use this day as an opportunity to remind colleagues about available wellness activities, schemes, and support.
- Community involvement: Organise a team volunteering day to contribute positively to your community.

Employees

- Initiate wellbeing activities: Organise initiatives like lunchtime wellbeing walks or yoga sessions for colleagues to participate in.
- Share healthy habits: Arrange a healthy lunch and discuss with your colleagues how you manage and prioritise your own wellbeing.



WELLNESS WEDNESDAY

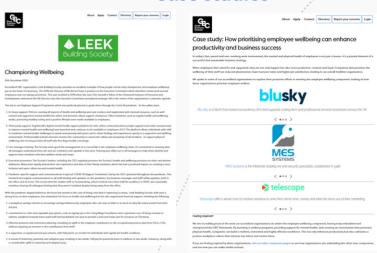
Examples

Wellbeing activities (wellbeing walks)





Case studies



Social posts







EMPLOYEE REPRESENTATION THURSDAY

Thursday 6th February

Empowering all employees to have a voice ensures the best ideas are heard and protects vulnerable workers. With ongoing workplace issues like sexual harassment, it's crucial that employees can speak up, feel confident they'll be heard, and trust that action will be taken. When this fails, organisational trust quickly erodes.

Worker representatives, including trade unions, are vital in this process. Employee forums, regular satisfaction surveys, and clear escalation paths to senior management are essential for maintaining a healthy workplace culture.

Organisations

- Establish or strengthen employee representation: If your organisation doesn't already have Employee Councils or Committees, create them. If these structures are in place, review and enhance their effectiveness. Ensure they are inclusive and provide a real platform for employees to voice their concerns and ideas.
- Host listening sessions: Organise sessions where leadership actively listens to employee concerns, suggestions, and feedback, demonstrating a commitment to taking action where needed.
- Engage unions and representatives: Invite trade unions or employee representative groups to host a "lunch and learn" session to discuss the importance of having a voice at work.

Employees

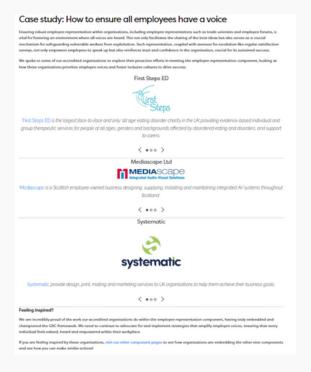
- Get involved: Volunteer for projects or committees that focus on improving workplace culture and community engagement. Your involvement can drive meaningful change.
- Promote representation: Introduce colleagues to the benefits of joining a union or employee representative group. Share your experiences of communicating your views or participating in organisational change on social media, inspiring others to do the same.



EMPLOYEE REPRESENTATION THURSDAY

Examples

Case studies





FAIR PAY AND HOURS FRIDAY

Friday 7th February

Fair hours, contracts and pay are essential for providing workers with the financial stability needed to budget effectively and secure essentials like housing and childcare. Insecure jobs with fluctuating incomes and last-minute shift cancellations cause significant financial and personal stress. Implementing fair shift scheduling and reliable cancellation policies allows workers to plan their lives with confidence. Paying the Real Living Wage, which is calculated to meet the actual cost of living, reduces wage inequality and ensures employees can afford basic necessities. Fair pay and stable contracts also lead to higher employee retention, lower recruitment costs and a more motivated, loyal workforce.

Organisations

- Share your impact: Post a quote card on social media or write a case study about how paying the Real Living Wage and providing fair hours has benefited your business and improved employee wellbeing.
- Advocate for change: Write an article or issue a press release on the importance of fair pay and contracts. Encourage other local businesses to seek GBC accreditation and make these commitments.

Employees

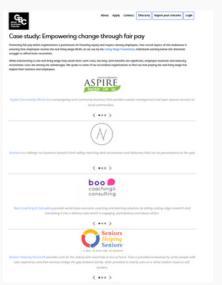
• Share your experience: Post a short video on social media using the hashtag #GoodBusinessMatters, sharing how being paid the Real Living Wage and having fair hours has positively impacted your life.



FAIR PAY AND HOURS FRIDAY

Examples

Case studies







Social posts







ENVIRONMENTAL RESPONSIBILITY MONDAY

Monday 10th February

Environmental responsibility is essential for businesses aiming to reduce their impact on the planet and help mitigate the climate crisis driven by excessive CO2 emissions. As consumers increasingly demand sustainable practices, companies are urged to adopt policies that improve resource management and waste disposal. Committing to environmental responsibility not only enhances a company's reputation but also supports the urgent goal of achieving net zero emissions for a sustainable future.

Organisations

- Educate and engage: Host workshops and training sessions on environmental topics like waste reduction, sustainable transportation and carbon footprint reduction to equip your employees with the knowledge they need to make a difference.
- **Empower green teams:** Encourage Sustainability Groups and Green Teams to share updates on their initiatives or organise activities that promote environmental awareness and action.
- **Get involved locally:** Organise a team environmental activity, such as volunteering at a nature reserve, planting trees or conducting a litter pick. Involve other local businesses and share your efforts during Good Business Fortnight to inspire wider community participation.
- Internal communications: Use your employee intranet to highlight the importance of environmental responsibility and key initiatives. Get employees excited about supporting your activities and working towards Net Zero.
- Share success stories: Create case studies or send out a press release on why environmental responsibility matters to your organisation and how your GBC accreditation plays a role in your commitment.



ENVIRONMENTAL RESPONSIBILITY MONDAY

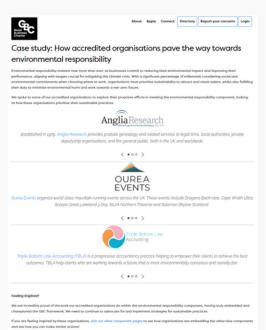
Videos

Examples

PR

AV Dawson: Port prioritises the environment as part of 'Good Business Week'

Case studies









Environmental activities







TIMELY TUESDAY

Tuesday 11th February

Ensuring timely payments to suppliers is vital for preventing small businesses from facing financial instability, with 400,000 businesses at risk of closure each year due to late payments. Prompt payments are a sign of respect and fairness, strengthening business relationships and maintaining a healthy supply chain. This practice isn't just an operational necessity—it embodies corporate social responsibility, enhancing a company's reputation while supporting the sustainability of small suppliers.

Organisations

- Share your success: Post on social media about how promptly paying your suppliers has benefited your business and strengthened relationships. Use the hashtag #GoodBusinessMatters to join the conversation.
- Promote Timely Tuesday: Use Timely Tuesday to highlight the importance of paying suppliers, especially small businesses, within 30 days. Emphasise why responsible businesses should prioritise this often-overlooked area.
- Highlight internal commitment: Gather testimonials from your accounts team on why prompt payments matter, their pride in adhering to the Prompt Payment Code and how they've supported small suppliers.
- Communicate with your suppliers: Reach out to your suppliers to reaffirm their importance to your business and your commitment to timely payments as part of your GBC accreditation. Encourage them to consider GBC accreditation as well, promoting a culture of responsibility.



TIMELY TUESDAY

Examples

Case studies



25th January, 2025

It feels carry to even hove to soy this - how hove we moved so far from such a basic eithic on poying our suppliers on similar? And yet, Bellevou low was one of our according demembers to ground, so on the lisuses late super and call the big bulleviasess to account. As founder, Elemen Good, belouding, challenges, or and call the big bulleviasess to account. As founder, Elemen Good, belouding challenges, and the super and call the big bulleviases to a ground to the founder of the control of high call the super and call the big bulleviases to account. As founder, Elemen and freelances who are relying on your payment to por their own progetior and their families. This is

My farm's stowest papers by a country relie are not individual cliences paying from their arm pockets or awner-managed dusinesses, but large corporations who pay our free for admining their aiding employees on settlement agreements. We regularly wait months, and spend hours chaning, for large banks and corporations to pay a \$500 bill. It's a consistent that it is hard to believe it in't a delibrate strategy to benefit their even contribus."

This issue is so frequently everlooked in conversations about social responsibility which is why we were delighted to be involved this week in a Parliamentary reception hosted by TSB where a range of politicians and businesses gathered to discuss the ongoing issue of prompt payment.

The priving proprient code is a valuatary initiative set up by government whereby companies signed up one required to you yield. of invasical widths 30 days to their sending supplement and 5% of its invasical which is 30 and 40 per to their sending supplement and 5% of its invasical which is 10 and 40 per to their sending supplement and 5% of its invasical which is 10 per to 10 per t

Mark Comes Customer Banking Director from 15th started the right by sharing how they're promoting and helping their large expansions are the herefat to a prompt, progress. Tall grade to find a propriet of the grade of brincis — and we can settly in so that speed, when they prope in removal insoired. This craticle sums up their challenge to bigger businesses and shares their experience of partnering with a sechnology platform in refer to make on the soft increment a sensor.

This is an issue political parties from all sides can agree on, and how important it is when SMEs account for 99% of the business population in the UK. The ISB estimates 50,000 small businesses go bankrupt every year due to overdue payments!

The amening Lie Bordey, the Tread Business Commissioner, has token on this role with passion and determination to go above and beyond just promp polyment. If small businesses were paid on time, this could boost the economy by an estimated 2.5 billion annually and going even further if they were paid 2 works coeffer this estimate could rise to 10 billion annually.

This was a fantastic, informative cereining with the right people in the room to make the vision of prompt payment a reality. When it comes to the many challenges of the current time, this one usurly should be now we can address withly and effectively? Compared to the complexicities reality and effectively? Compared to the complexicities area, simply perjung invoices on time should not be difficult. I can only conclude that what is locking as willpower and prioritisation of the job in hand.

Hage the statistics cited at this event will be sobering enough to load to action. \$0,000 small businesses going bankapt every year due to eventpayments. This is a practice that must be stopped and we are proud to changion prompt payment as part of our holistic approach to responsible business as whole.

#EveryoneBenefit

Videos



Resources







Administered by the Office of the Small Business Commissioner on behalf of DBT





ETHICAL SOURCING WEDNESDAY

Wednesday 12th February

Millions worldwide endure inadequate and often shocking working conditions, including child labour and modern slavery. By tolerating unethical practices within supply chains, businesses inadvertently contribute to these issues—even in the UK. Ethical sourcing ensures that suppliers uphold fair labour standards, protecting vulnerable workers and improving global working conditions. This commitment not only reflects corporate social responsibility but also enhances a company's reputation and supports a sustainable, ethical global supply chain.

Organisations

- Engage with suppliers: Host an event with your suppliers, potential suppliers, and local organisations to highlight the importance of ethical sourcing for the community and the planet. Encourage your UK suppliers to pursue GBC accreditation, offering your support throughout the process.
- Celebrate ethical sourcing: Organise an employee lunch or a "lunch and learn" session to celebrate your commitment to ethical sourcing. Consider sharing locally produced foods or setting up an ethically sourced tasting table to make the event more engaging.
- Empower procurement teams: Encourage your procurement team to use Environmental Responsibility Monday to share your ethical sourcing commitments with colleagues. This can foster pride in your initiatives and provide opportunities for employees to get involved through workshops, training, or other activities.
- Share your story: Use social media, employee testimonials, and your intranet to communicate the importance of ethical sourcing and any key initiatives. Highlight case studies—through written pieces, podcasts, or videos—showcasing why this matters to your organisation and how your GBC accreditation plays a role. Share examples of the suppliers you work with, and promote these stories across social media and within your supply chain.



ETHICAL SOURCING WEDNESDAY

Examples

Ethical sourcing activities





Case studies







CUSTOMER THURSDAY

Thursday 13th February

Great customer service is the cornerstone of any successful business, fostering trust and satisfaction among customers. Treating customers fairly and addressing complaints promptly is a sign of respect and a key element of ethical business practice. In today's competitive landscape, outstanding customer service offers a significant edge, shaping public perception through social media and review platforms. A strong commitment to customer satisfaction not only enhances your company's reputation but also builds customer loyalty, driving long-term success. By consistently monitoring and responding to customer feedback, businesses can refine their services and solidify their market position.

Organisations

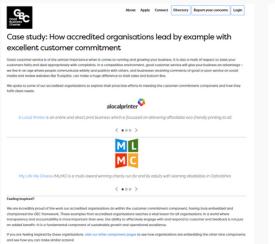
- Showcase your commitment: Create a short video or written case study highlighting your dedication to customer needs and share it on social media with the hashtag #GoodBusinessMatters.
- Promote your participation: If you have a shop or office, display a Good Business Fortnight (GBF) poster or transform your space into a GBF-themed display for the duration of the fortnight.
- Elevate customer service: Host workshops or training sessions for clients, suppliers, or local businesses to share how you prioritise customer care. Seek feedback, ensure accessibility and help others improve their customer service as part of celebrating GBC's Customer Thursday.



CUSTOMER THURSDAY

Thursday 13th February

Case studies





Showcasing your accreditation









FAIR TAX FRIDAY

Friday 14th February

Meeting tax obligations is crucial for ethical business operations and sustainable growth. Fair tax practices build trust and reinforce integrity, while transparent management of taxes upholds essential ethical standards.

In a competitive market, fair tax compliance enhances corporate reputation and trust. Just as excellent customer service drives loyalty, committing to fair tax practices strengthens credibility and stability. Consistently following fair tax guidelines supports public services and infrastructure, affirming a business's role as a responsible corporate citizen.

Organisations

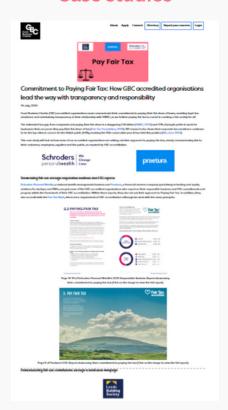
- **Promote Fair Tax practices:** Share your thoughts on the importance of fair tax compliance on social media using the hashtag #GoodBusinessMatters. Use our stats guide to highlight key points.
- Reflect and share: As Good Business Fortnight concludes, write a blog post summarising your participation and why these values are important to your company.
- Communicate your commitment: Evaluate how and where you communicate your commitment to fair tax practices. Could this be made more prominent? Get inspired by how these three GBC-accredited organisations showcase their tax commitments (LINK to FTM and case study).
- Take the next step: Amplify your commitment to fair tax practices by accrediting with the Fair Tax Mark, adding your voice to this important issue.



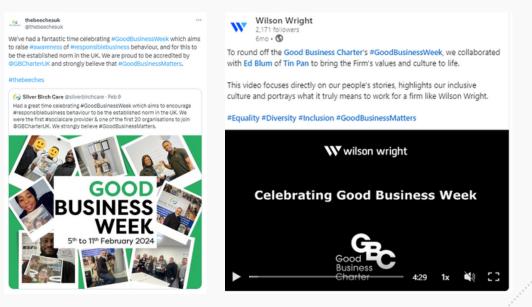
FAIR TAX FRIDAY

Friday 14th February

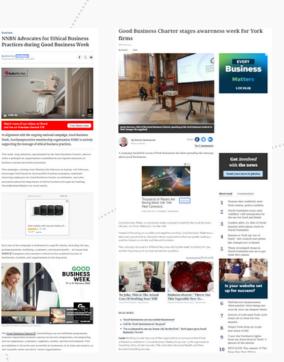
Case studies



Socials



PR





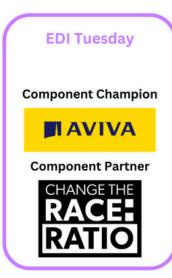
Resources



GOOD BUSINESS FORTNIGHT COMPONENT CHAMPIONS AND PARTNERS

This year we're excited to introduce our **component Champions and Partners**. These are organisations that showcase exceptional commitment to our principles. By working with them, we hope to inspire others by demonstrating the real-world impact of responsible business practices!

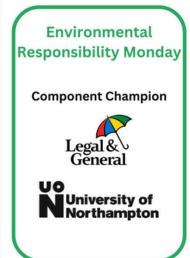




















HOST YOUR OWN EVENT

Encourage your suppliers, employees and the general public to get involved in Good Business Fortnight by hosting your own event!

Whether it's a webinar, panel discussion, roundtable or interactive workshop, you can encourage organisations to behave responsibly and encourage the public to shop responsibly. **View our events document** to find out more about hosting an event, how you can utilise our brand and get inspired by past events.

If you are planning to host an event, <u>fill out this form</u> and let us know what you are planning so we can help promote it via our website and social media.



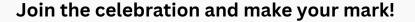


GOOD BUSINESS FORTNIGHT COMPETITION

Join the Celebration: Win £500 in Richer Sounds vouchers for your creative Good Business Fortnight ideas!

Show us how you are celebrating Good Business Fortnight from 3rd to 14th February 2025 for a chance to win £500 worth of Richer Sounds Vouchers.

To enter, simply share your creative celebrations by tagging us on social media and emailing your entries to communications@goodbusinesscharter.com.





Need inspiration? Check out how last year's winners made an impact

AV Dawson stood out not just for their efficient operations but also for their unwavering commitment to good business practices. This commitment was <u>celebrated during our inaugural Good Business Week</u>, where they emerged as the undeniable champion, winning our Good Business Week competition!





USEFUL LINKS

- Service Servic
- GBC apply page
- Section Sectin Section Section Section Section Section Section Section Section
- Good Business Fortnight webpage (where you can also download creative assets)
- Link to all available Good Business Fortnight creative assets
- Link to Good Business Fortnight social media pack



For any further information or support, please contact: communications@goodbusinesscharter.com