

Step by step guide to becoming a Certified B Corp...

1

Take the B Impact Assessment

[http://
bimpactassessment.net](http://bimpactassessment.net)

- Completing the assessment typically takes 1-3 hours
- We encourage using your best estimates the first time around- you can always flag sections to return to and make changes later
- Don't forget to use the guidance in the 'Help' sections as you go through too
- When you get to the end of the assessment, your B Impact Report will display your overall score
- You can then use the Customised Improvement Report to see how you can improve your score
- Don't forget to hit the SUBMIT button when you've finished so you can move on to the next stage!

2

Complete an Assessment Review

- Once you've clicked SUBMIT, the B Lab team will be in touch to schedule an Assessment Review call with a B Lab staff member
- The call takes on average 60-90 minutes
- On this call, B Lab staff will review questions that may have been difficult to answer or are unclear
- If you've clicked SUBMIT but haven't received an email regarding your Assessment Review call, then please email hello@bcorporation.uk

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Submit Supporting Documentation

- On your Assessment Review, staff will show you how to submit your supporting documentation (this is only required once your score is above 80 out of 200)
- The documentation will correspond to questions that you answered in the affirmative in your assessment
- The document list will be generated after your Assessment Review call

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Complete the Disclosure Questionnaire

- The Disclosure Questionnaire allows the company to confidentially disclose to B Lab any sensitive practices, fines and sanctions related to the company and its partner
- NOTE: This component does not affect the company's rating
- s. Acceptance into and continued participation in the B Corp Community is at the sole discretion of the Standards Advisory Council and B Lab's Board of Directors

5

Confirm your legal path for certification

- The Standards team will work with you to ensure that you have the stakeholder purposes reflected in your constitution
- If you have not got these, the standards team will agree a process with you to make the required changes and will provide all information to support this
- NOTE: this can take some time as you will need to pass Board resolutions and shareholder/member resolutions
- Please see our detailed Step by Step Legal guide on the UK here: <http://bcorporation.uk/become-a-b-corp/why-become-a-b-corp/protect-your-mission-uk>

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Make it Official!

- Sign the B Corp Declaration of Interdependence
- Join the B Corp Community!

