



Sustainable Constuctional Steels Scheme

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ANNEX 1 - SELF ASSESSMENT AND AUDIT WORKBOOK GUIDANCE FOR SELF-ASSESSMENT

Scheme Context

CARES has been monitoring sustainability management and performance indicators since 2009 and has developed a good understanding of the sustainability performance of steel producers, rolling mills and processors over this period. This scheme, the first version of which was launched in 2011, is designed to:

- * Focus in on the expectations and needs of UK construction and infrastructure buyers and leading steel companies
- * Include some of the highest standards linked to the latest science a broad scope of issue coverage to enable responsible supplier selection and supply chain management
- * Set reasonable minimum threshold levels for performance in relation to material aspects
- * Enable certified organisations to be recognised for demonstrating higher levels of performance and management across the full range of material sustainability aspects through its Rosette Rating System.

Scheme requirements are explained further in the CARES SCS Scheme Schedule and Manual.

The term 'organisation' is used throughout this standard, following the terminology of ISO Management System standards (ISO 9001, 14001, 45001, 50001 etc.) BS 8902:2009 and BES 6001 Issue 4.0 and refers to person or group of people that has its own functions with responsibilities, authorities and relationships to achieve its objectives. The CARES SCS certification applies to these organisations and defined, certified products produced at these organisations.

Scheme Development

The scheme was introduced in 2011 and has been subject to regular review and periodic update. Its design, performance indicators, disclosures and the rating system have drawn from a range of standards, notably ISO/IEC 17021: 2015 (parts 1 and 2), ISO/IEC 17065:2012, ISO 26000, ISO 20400, BS 8900, BS 8902, BS 8903, BES 6001, BES 6002, The Ethical Trading Initiative Base Code, ResponsibleSteel and the 'Criteria for the evaluation of responsible sourcing certification schemes within BREEAM v4.'

Development of the scheme has been aligned to the requirements of ISO/IEC Guide 59:2019 ISO and IEC recommended practices for standardization by national bodies and ISEAL code of conduct and code of good practice for social and environmental standard setting v6. Scheme operations are designed to comply with The ISEAL Code of Good Practice: Assuring Compliance with Social and Environmental Standards (version 2.0), credibility principles:

- Impartiality: Fair and objective treatment of certification clients
- Rigour: Adequate intensity of the assurance process
- Efficiency: Consistent application of assurance requirements, regardless of the context or the involved individuals. Assurance activities carried out by competent individuals. Building on or aligning with other relevant systems
- Engagement: Providing meaningful opportunities for different stakeholders to engage in audits
- Transparency: With regards to the assurance process and audit results
- Accessibility: Affordable, culturally sensitive, comprehensible assurance that is within reach of the targeted certification clients

The scores have been developed to be consistent with BRE guidance criteria for the evaluation of responsible sourcing schemes and to enhance responsible sourcing in the constructional steel supply chain.

CARES has signed a licence agreement with BRE Global Ltd which authorises and approves CARES to evaluate to the BES 6001 Responsible Sourcing Certification of Construction Products Standard. CARES carries out certification to BES 6001 under licence using BRE's Responsible Sourcing scheme methodology, scheme documentation and underpinning processes.

The BES6001-Issue 4.0 worksheet provides the requirements to achieve BES 6001 Responsible Sourcing Certification.

Structure

This workbook is part of a series of documents that cover the total requirements for the scheme and also includes the Scheme Manual and the Operating Assessment Schedule.

It provides scheme applicants and currently certified organisations with a template to complete their self-assessment and is made up of the following worksheets:

This Guidance; Requirements and Scoring; Company Information and Certifications; Four Thematic worksheets, Five Supportive worksheets and 2 worksheets for organisations wishing to additionally certify to BES 6001 as described below:

Thematic Worksheets

1. **Sustainability Management:** Principles and management system requirements for the organisations contribution to sustainable development.
2. **Environmental Aspects:** Environmental principles and requirements for environmental aspects of organisational performance.
3. **Social Aspects:** Social principles and requirements for social aspects of organisational performance.
4. **Economic Aspects:** Economic principles and requirements for economic organisational performance.

Supportive Worksheets

- A. **Key Performance Indicators (KPIs)**
- B. **Transport Impact**
- C. **Materiality Matrix**
- D. **Maturity Matrix**
- E. **Social Value: example worksheet (Please note: Only for relevant organisations)**

2 x BES 6001 Worksheets: Providing the requirements of the BES 6001 standard, how it aligns to the SCS and its scoring model

Each **thematic worksheet** is structured into 3 sets of columns as follows:

1. Criterion information covering; Number, Requirement, Description, Evidence guidance and Rating mechanism, Mandatory and credit scoring.
2. Cells in blue to record the organisations self-assessment, documentation and evidence
3. Cells for CARES auditor use

Supportive worksheets A and B are required to be completed by the organisation. **Supportive worksheets C and D** enable credits to be gained. **Supportive worksheet E** provides an example of typical information linked to an optional credit that could be compiled where there is a demand for this type of information, e.g. a specific client request. It is most relevant to processors near to projects where the ultimate client is required to demonstrate the social value of the projects construction on the local community.

Harmonisation

To gain certification to the SCS scheme, it is mandatory that organisations have certification to ISO 9001, ISO 14001 and ISO 45001.

For steel producers there is an additional requirement to have an Environmental Product Declaration that conforms to the requirements of ISO 14025 and EN 15084 and for processors, a Carbon Footprint Report that conforms to the requirements of ISO 14025 and EN 15084.

The BES6001-Issue 4.0 worksheet provides the requirements to achieve BES 6001 Responsible Sourcing Certification.

Please note that due to harmonisation requirements, some criteria are included in the scheme which will automatically be met by virtue of meeting other requirements of the CARES SCS scheme. Where this is the case, it is noted and additional evidence does not need to be provided - the score can be automatically allocated.

Self-Assessment process

The organisation should add information, inputs and evidence(s) to cells with a **BLUE background** following the process below:



The workbook shall be completed as a self-assessment by the organisation seeking certification following the prescribed format and shall be submitted to CARES once per year **at least 2 weeks** before the scheduled CARES audit takes place. **Delays in receipt of the workbook may lead to delays in the certification process.** Acceptable evidence examples are detailed in the worksheets, however other equivalent evidence may be accepted by the auditor. Evidence from group company documentation may be acceptable. **Steel rolling mills and producers buying feedstock shall meet the requirements for 'Steel producers' unless otherwise stated.**

The criteria have been designed to be applicable to steel producers, rolling mills and processors. Recognising that some of the most significant impacts happen at and are controlled by the steel producer, processors should use the materiality matrix and process to demonstrate its most material impacts and risks and where others are not material at their stage in the value chain. Auditors will take this risk based approach into account when conducting the audit.

For efficiency of audit and to maximise potential score, please ensure you collate evidence as per the guidance and detail this evidence in the appropriate cells.

The Self-Assessment will be analysed and will inform the subsequent audit, assessment and rating of the organization's sustainability management system and performance.

Certification Requirements

The organisation shall meet all mandatory requirements to achieve a "Pass" level. Failure to comply with mandatory requirements results in the issue of non-compliances. Complete the 'Plan if mandatory requirements are not met' section in the case of non-compliances. Non-compliances issued to the applicant(s) shall be closed out or the actions raised against the non-compliances shall be verified by CARES before the certification decision. Non-compliances raised to the approved firms shall be closed out during the 3-yearly certification period through the implementation of plans agreed by the CARES Lead Auditor. Progress of these plans will be confirmed during annual CARES surveillance audits and recertification audits every 3 years. Failure to close out non-conformances to the satisfaction of CARES can result in certification being withdrawn. The final certification decision rests with the CARES CEO. A complaints procedure is available with details on request. Procedures and systems shall be in place to provide an audit trail and to allow data and evidence collected to be verified for full rating scores to be obtained.

Rosette Rating System credits

Mandatory requirements can be supplemented through the provision of evidence that meet the requirements of the voluntary performance credits criteria to gain **1, 2, 3 or 4 Rosette Ratings**. Higher Rosette Ratings reflect more mature sustainability management and higher levels of performance as follows:

- 1 Rosette Rating represents an organisation, which is able to demonstrate additional management practices and higher performance levels for some selected impacts.
- 2 Rosette Rating represents an organisation, which is able to demonstrate additional management practices and higher performance levels for all designated material impacts.
- 3 Rosette Rating represents an organisation, which is able to demonstrate it is on a pathway to operating in a sustainable and responsible way.
- 4 Rosette Rating is available for any organisation that meets the requirements of a 3 Rosette Rating and can additionally demonstrate that it produces or uses only steel made with net zero CO₂e emissions and has safety performance - Lost Time Injury Frequency Rate - of 2 or lower.

'Net Zero CO₂e emissions' definitions are still being clarified. As such our definition draws on the work done by the Science Based Targets Initiative (SBTI) which proposed the following definition for companies in its paper 'Towards A Science-Based Approach To Climate Neutrality In The Corporate Sector, Discussion paper Draft v 1. September, 2019, Alberto Carrillo Pineda, Pedro Faria': 'achieving a state in which the activities within the value chain of a company result in no net impact on the climate from greenhouse gas emissions. This is achieved by reducing value chain greenhouse gas emissions, in line with 1.5°C pathways, and by balancing the impact of any remaining greenhouse gas emissions with an appropriate amount of carbon removals'. For steel makers the focus should be on reducing process emissions directly and residual emission removals should be limited and can be compensated for using high quality certified greenhouse gas removal acceptable to CARES.

Credits are linked to the completion of the thematic worksheet voluntary credit criteria and the supportive worksheets C, D (and E where relevant).

Scores required to gain higher performance levels through the Rosette Rating System are shown at the bottom of the requirements and scoring worksheet.

Requirements Summary and Scoring System

A complete list of Mandatory and Voluntary credit requirements as well as the scoring system are shown in the **Requirements and Scoring** worksheet. This sheet also shows how each requirement aligns to BS 8902:2009.

All **Mandatory requirements** are to be met to achieve a "Pass" level. Scores required to gain higher performance levels through the Rosette Rating System are shown at the bottom of the requirements and scoring worksheet.



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Annex 1 - Self-Assessment and Audit Workbook

Previous version	Annex1_SCSWorkbook_Oct2017_BES6001_Issue3.1_Draft'	2017-2018
Previous version	Annex1_SCS_BES6001_Workbook_v8.2_Feb 2018.xlsx	2018-2019
Previous version	SCS Scheme v9 Self-Assessment and Audit Workbook April 2020_r5	2020
Previous version	SCS Scheme v9 Self-Assessment and Audit Workbook April 2020_r8	2021
New version	SCS Scheme v9 Self-Assessment and Audit Workbook April 2020_r9	2023

Most recent changes have been marked in red in the Annex 1 workbook

Guidance Worksheet

Rewritten to improve flow and make it easier to understand. Introductions of sub-headings and reordering of information. New content added.

Complete Requirement List Worksheet

- Deleted any clauses deleted in working sheets
- Added any new clauses
- Headings checked and updated as required
- Combined with mandatory and credit scoring sheet
- Renamed 'Requirements and Scoring' worksheet

Mandatory Scoring Worksheet

- Deleted clauses deleted in working sheets and updated calculations accordingly
- Conditional formatting applied for easy identification of clauses not scored (0 scores, NCR to be raised)
- Scoring updated to reflect changes to section clauses
- Headings checked and updated as required
- Combined with 'Complete requirements' sheet
- Renamed 'Requirements and Scoring' worksheet

Credit Scoring Worksheet

- Scoring updated to reflect changes to section clauses
- Scoring calculation mechanism updated to accommodate Rosette Rating System
- Scoring calculation mechanism updated to ensure similar points gap between rosette rating levels
- Headings checked and updated as required
- Combined with 'Complete requirements' sheet
- Renamed 'Requirements and Scoring' worksheet
- Formulas in cells J163 to 166 rearranged

Summary Company Information Worksheet

- Renamed '1. Company Information and Certifications' to align to new numbering system across scheme documents.
- Edited company information section to ensure all inputs had separate fields ready for digitisation
- Added corporate owner fields
- Inclusion of provenance information to feed the Balanced scorecard
- Certification information is mandatory and section updated so certificate details can be recorded here only (i.e. repetition removed from aspect worksheets).

All Aspect Worksheets

Numbering has changed for logical flow, clarity, to accommodate new criteria and to ensure consistent numbering system across all scheme documentation.

Sustainability Management Worksheet

Old #	New #	Criterion theme	Change made and rationale
1.5.1	2.1.1	Policy	Policy contents which were previously in separate clauses are now combined. Clarification that policy applies also to labour rights and that the issues to be covered shall be aligned to the organisations impacts in the context of sustainable production and consumption.
1.5.2		Policy content	Deleted and incorporated into 2.1.1.
1.1.1	2.1.2	Commitment to Principles	Renumbered
	2.1.3	Leadership and Accountability	(new mandatory criterion) added to ensure sustainability programme is considered at the highest level on site and reported to corporate owners if applicable (to ensure aligned to leading standards ISO, TCFD and RS)
1.2	2.2	Stakeholders	Whole section renumbered
	2.2.4	Prioritising material impacts	Renumbered and new emphasis on materiality being informed by the science and the organisational context
1.3	2.5	Resource allocation and competence	Whole section moved and renumbered to ensure logical flow. Clarified that roles can be delegated.
1.3.2	2.5.2	Coordinating role	Description edited to allow for delegated aspects management e.g. H&S, Env etc. Requirement to document authority of each role.
1.4	2.3	Assessing risk	Whole section renumbered
	2.3.1		More emphasis on due diligence (link to 4.1.14 Human Rights Due Diligence)
1.5	2.4	Objectives and KPI's	Policy, objectives and KPI's split so policy comes up front in section 2.1, the remaining section renamed 'Monitoring performance and setting objectives' and renumbered
1.5.6	2.4.4	Communication	Clarification of requirement to publicly disclose key objectives and targets and short summaries of plans to meet them (not all of them – key targets/objectives relating to the most material impacts). There should still be effective internal communication of them so relevant roles understand what is expected.
1.6	2.6	Achieving progress and review	Renumbered
1.7.1	2.7.1	Building confidence through transparency / Reporting and Accountability	Amended this to require public reporting of material sustainability impacts. Requirement to report under each section now deleted so this is the sole criterion covering public reporting (although there remain references to public reporting of other requirements, e.g. policy's)
1.7.1.1		Sustainable production and consumption	Deleted as covered elsewhere
1.7.2.3	2.9.3	Customer Service	moved to Ethical Business Practices.
1.7.2.1	2.8.1	LCA/EPD/CF	Requirement edited to be appropriate to producers and processors

			Requirement made mandatory and description, evidence and rating clarified (It was mandatory before but didn't state this)
1.1	2.9	Ethical Business Practices	Split out from Ethical Business Practices (responsible sourcing) for clarity
1.10.2	2.10.1	Ethical Business Practices (Responsible Sourcing)	Communication of Responsible Sourcing Policy and expectations shall be communicated to at least all Tier 1 suppliers.
	2.10.3	Responsible Sourcing scope	Edited requirement introducing a minimum threshold (1 of 3 criteria performance thresholds that must be met to join the scheme) that 60% of suppliers by mass shall be evaluated for ethical, environmental, social and economic impacts. Processors shall buy from SCS certified producers (or from producers with a sustainability certification acceptable to CARES). What this means in practice is that they shall buy from CARES SCS approved producers or from producers with an accredited sustainable certification acceptable to CARES. Rolling mills without primary steel production should seek to buy from SCS certified billet producers or from billet producers which have had a level of due diligence conducted by the purchasing rolling mill, which covers a defined minimum range of Ethical, Environmental, Social and Economic issues acceptable to CARES as explained in the separate guidance document 'SCS v9 Requirements for Feedstock Purchasing and Processing by CARES approved mills' Added conditions for mills purchasing feedstock and processing into constructional steel products
	2.10.3i	Responsible Sourcing evaluation	Credit scores for % evaluated aligned to BREEAM system %. Note processors automatically score as they will be buying only from producers with a sustainability certification in place. This is about evaluating suppliers beyond having management systems and is important for those suppliers without management systems, like many scrap suppliers. Links to due diligence: at a minimum, auditors would want to see that suppliers evaluated as high, medium or low risk. Added conditions for mills purchasing feedstock and processing into constructional steel products
1.7.4.4-7	2.10.4-7	Responsible Sourcing certification	Condition for the fulfilment of requirement in 2.10.3 added for automatic scoring of processors. Credit scores depending on %. Note processors automatically score as they will be buying only from producers with these certifications. Added conditions for mills purchasing feedstock and processing into constructional steel products
1.10.8	2.10.8	Responsible sourcing training	Condition for the fulfilment of requirement in 2.10.3 added for automatic scoring of processors. Note processors automatically score as they will be buying only from producers with a sustainability certification.
	2.11	Decommissioning and Closure	New criterion applicable if closure or decommissioning of key parts of the site. Aligns to other standards. In the evidence requirements it states that mandatory requirement can be met if no such changes are planned. The main intent is to encourage sites to make appropriate financial and social provisions in case of significant changes that impact on workforce and community.

Environmental Aspects Worksheet

Numbering edited and some criteria moved around so the flow is more logical, moving from inputs through processes to outputs.

Various criteria credit ratings have been edited from a single scoring option where objectives are set and achieved to 2 scoring options: 1. set and 2. set and achieved.

Old #	New #	Criterion theme	Change made and rationale
2.10.1	3.1.1	Harvesting	Moved as related to inputs. For info only.
2.10.2	3.1. 2	Extraction Impacts	Moved as related to inputs. For info only.
2.3	3.2	Primary materials	Section moved and renumbered. Definitions provided in the 3.2.1 KPI's which vary by producer and processor/rolling mill.
2.3.3	3.2.3	Recycled content	Clarified description – 'per cast' dropped out of calculation description to make this an average overall rather than based on per cast, so should be easier to calculate.
2.4	3.3	Energy and Water use	Section moved and renumbered
	3.3.2	Renewable Energy	New mandatory criteria to record amount of renewable energy used. Description explains the kind of evidence that is acceptable.
2.4.4	3.3.4	Water use	Edited description to support understanding
2.4.5	3.3.5	Water use objectives	Included requirement to implement an action plan if water risk identified
2.5	3.4	Biodiversity	Section moved and renumbered
2.5.1	3.4.1	Biodiversity assessment and action plans.	Description edited to improve understanding for good quality assessments and plans. Must align to Biodiversity mitigation hierarchy and Alien Species assessment must be made as part of biodiversity assessment.
2.5.3	3.4.3	Protected Sites	Description enhanced to align to leading standards
2.1.1	3.5.1	GHG's	Key change is that there are now maximum GHG emission thresholds for key production types. (1 of 3 criteria performance thresholds that must be met to join the scheme). Logic for maximum thresholds is that this represents the current practice of the Firms and will not exclude existing approved firms.
	3.5.2	GHG performance	New credit criterion to incentivise better performance Logic for performance table is that credit scores can be obtained through performance improvement at increments of 10%. for processors and rolling mills, 3rd party verified EPDs from producers... Amended: (kg-CO2 equiv./tonne of steel produced for stages A1-A3)
	3.5.3	GHG emissions reduction strategy	Key new criterion to help bring steel makers strategies in line with the Paris Agreement and a suitable pathway for steel industry emissions reductions. At the moment, as it is new, it is a credit criteria. Over time this will become mandatory
	3.5.4	Climate related Financial Disclosures	Key new criterion linked to the Financial Standards Board TCFD requirements to encourage steel maker transparency around how each company (potentially at a corporate level across all steel operations) will transition to low GHG production in line with the Paris Agreement. At the moment as it is new it is a credit criteria. Over time this will become mandatory
	3.5.5	Medium and long-term GHG emission reduction targets	Linked to 3.5.4, this is about having and publicly disclosing medium to long term emission reduction targets and plans to deliver them.
2.2	3.6	Transport impacts	Whole section renumbered and moved. Description and transport sheet edited to clarify that within the KPI, the intention of measuring transport distances is to capture the distances from the raw materials sources, as far back up the supply chain as is reasonable to obtain, rather than from agents and direct suppliers. Where raw material sources are unknown please state this and provide supplier location.

	3.6.1	Policy commitment to minimise the transport impact	Added The intention is to include transport impacts of the supply of raw materials from source (rather than from agents or resellers). Transport distances should be recorded as far back up the supply chain as can be reasonably ascertained. This is a key way of mapping the supply chain (2.10.2) and supports the assessment of risk and due diligence.
	3.6.3	Employee travel	New credit criterion to cover employee commuting/travel. Note there is a new section in the Transport worksheet to record this information. There is also potential to record this in the social value sheet.
	3.6.4	Business travel	New credit criterion to cover business travel. Note there is a new section in the Transport worksheet to record this information.
2.6	3.7	Waste and emissions	Whole section renumbered and moved.
	3.7.6	Emissions to air and water.	Clause added to ensure visible alignment with leading standards and building rating schemes. As prerequisite to have ISO 14001 in scheme, this requirement is already met.
2.7.1	3.8.1	Spills and Leaks	Section edited to include reference to spills and leaks. As prerequisite to have ISO 14001 in scheme, this requirement is already met.
2.8	2.7.1	Reporting	Deleted as repetition to requirements in Sustainability management section about reporting.
2.9	1	EMS	Deleted as prerequisite of scheme and covered in section 1 'Company information and certifications'
2.9.2		Employees and contractors employed in ISO 14001 certified site	Deleted as prerequisite of scheme so always 100%

Social Aspects worksheet

Old #	New #	Criterion theme	Change made and rationale
3.1.1	4.1.1	Policy and Code of Conduct	Renumbered and edited to clarify requirements of policy, that they must apply to contractors as well and that they must be communicated so employees and contractors are aware of them. This is linked to 2.1.1 but is retained as key that covers appropriate impacts and is typically met through additional mechanisms and policies.
	4.1.2	Child Labour	New mandatory clause to align to requirements of modern slavery laws, leading standards and to provide specific information about child, juvenile and forced labour.
	4.1.3	Terms of Employment	New mandatory clause to align to leading standards and support fair employment practices.
3.1.5	4.1.7	Wage Policy	Credit scoring rating edited to include a credit for paying all local living wage.
	4.1.8	Gender pay	New credit criterion based on UK gender pay reporting regulations
	4.1.9	Gender equality	New credit criterion based on accelerating gender equality
3.1.7		Assessing social impact of freedom of association policy	Deleted as it was about communicating it and this requirement is covered in 4.1.1 Policy which must include Freedom of Association/Collective Bargaining and be communicated
3.1.8	4.1.11	Grievance mechanism.	Edited to clarify that this requirement is specifically for an employee grievance mechanism (It may be met through the mechanism in 2.9.4) Added 'procedure to operate system, example anonymised records of grievance going through procedure' to the evidence requirement
3.3		Stakeholder complaints	Section deleted as general mechanism covered in 2.9.4. and to reduce any repetition.
	4.1.14	Human Rights Due Diligence	New mandatory criterion to ensure companies are working to understand and act on the human rights risks in their operations and supply networks. It aligns to leading standards in line with UK Modern Slavery Act (and comparable laws elsewhere) and best practice in human rights management) This criterion is linked to 2.10 – if you have completed 2.10 effectively and it includes human rights risks then the assessment part of this criteria is complete. At a minimum, auditors would want to see that operations, suppliers and other areas of human rights risks are evaluated as high, medium or low risk + time bound plan to mitigate high human rights risks identified.
	4.1.15	Human Rights in conflict areas	New credit requirement to align with leading standards
3.2.2		OH&SMS employ KPI	Deleted as mandatory requirement now so always 100%
3.2.3	4.2.1	Lost Time Injuries	Edited to require publication of performance. <i>(1 of 3 criteria performance thresholds that must be met to join the scheme)</i> . This means that the approved firm shall make LTIFR data available to the public/any interested stakeholder in an accessible way. Typically, this will be through publishing the data on their own website alongside contextual information to help stakeholders understand the company's approach to safety management. The publication of LTIFR data on the Balanced Scorecard will not be enough to meet this requirement on its own. This approach to transparency is the first step to encourage a shift in safety culture and performance. Added 'and publicly reported performance' to the evidence requirement
3.2.4	4.2.2	Health and Safety incident reduction	Rating scores updated to include performance thresholds.
	4.2.3	Health and Safety compensation	New credit criterion to align to leading standards and ILO expectations.
3.4	4.3	Skills and Training	Whole section renumbered and moved.
	4.3.7	Skills and Training apprenticeships	New credit criterion to incentivise employment and training of disadvantaged groups further to consultation
	4.3.8	Skills and Training the long-term unemployed	New credit criterion to incentivise employment and training of disadvantaged groups further to consultation. The focus of the evidence should be on the training, i.e. they do not have to be employed yet to meet this criterion.
	4.3.9	Skills and Training of disabled people	New credit criterion to incentivise employment and training of disadvantaged groups further to consultation. The total number of disabled employees should be counted.
3.5	4.4	Community	Consolidated and deleted 2 clauses to avoid repetition and to clarify requirement
	4.4.1	Community Engagement	Added 'ensure effective' to the requirement
3.5.4	4.4.3	Community Initiatives	Added an additional way (volunteering rate) to achieve credits

3.7.1	4.5.1	Social Management System	<p>Criterion edited to clarify that a social management system is similar to any management system, i.e. it must have core elements: leadership, issue/risk/opportunity identification, resources in place to manage issues, training and competence, measurement, monitoring, objectives/targets, action plans, reporting, learning etc. Social management systems must have these in place for the range of issues including; human rights, labour conditions, community engagement and other relevant issues etc. Existing human resources systems may cover many of the elements of a social management system.</p> <p>While other clauses relating to management systems certification have been taken out as they are mandatory, there are few recognised labour conditions and human rights management systems used in the steel industry. As such, this criterion has been left in. Renumbered.</p>
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Economic Aspects worksheet

Old #	New #	Criterion theme	Change made and rationale
4.1.1		Local Economy	Previous 4.1.1 was too broad and not clear – now deleted and aspects of previous broad criterion separated out into other criteria.
4.1.2		Local Economy (production)	The criterion related to production is now deleted as companies can contribute to the economy through providing increased value add products and services and not just through increasing production.
	5.1.3	Local purchasing SME's and VCSE	New credit criterion further to feedback from consultation. SME is a Small and medium sized enterprise. VCSE is a Voluntary, Community or Social Enterprise.
	5.1.4	Fair payment practices	New credit criterion further to feedback from consultation re new UK Payment Practices Regulations. The intention is to encourage reasonable payment of invoices according to contract terms and also for those contract terms to be reasonable, in particular for smaller suppliers where cash-flow is critical to their survival.
	5.1.5	Social Value	New credit criterion which links to new 'Employee profile' worksheet. <i>This is only relevant where there is a demand for this information.</i> Please see the detailed guidance in the description. The employee profile worksheet is a guide for organisations wishing to provide information. Other tools may be more locally applicable and serve as appropriate evidence for this criterion.
4.2	5.2	Employment opportunities	Providing stable employment retitled and section renumbered
4.4	5.3	Pursuing innovation	Whole section renumbered and moved.
4.5	5.4	Fair treatment of suppliers	Whole section renumbered and moved.
4.5.1	5.4.2	Fair treatment of suppliers	Clarification that this is about complaints against the organisation by suppliers. Quality and other complaints should not be included in this.
4.7	5.5	Contribution to the built environment	For information only – moved and renumbered
4.3	5.6	Financial Transparency	Long-term financial viability renamed and section moved and renumbered
4.6.1		Reporting Economic Performance	Deleted as covered by Transparency, Reporting and Accountability and Financial Reporting clause.

KPI worksheet

Old #	New #	Criterion theme	Change made and rationale
	3.2.1	Material Efficiency	Amended description: Iron Ore Concentrate, Sinter, Iron Ore Pellets, Coal, Ferro Alloys and Lime for BF/BOF Route; Scrap, DRI&HBI, Coal, Ferro Alloys and Lime for EAF Route
	3.2.3	Recycled Content (RC)	Amended description: 'For Processors and Rolling Mills please ask suppliers...'
	3.3.1	Energy Intensity	Amended description: 'and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)
	3.3.2	Renewable Energy	Added: and/or contribution of renewable energy purchased from national grid.
	3.3.4	Water Use	Amended description: 'and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)
	4.1.4	Employee Turnover	Amended description: Total average number of employees

Materiality Matrix worksheet

Matrix improved to give greater granularity to companies of the degree of importance and to align with common matrices. Companies now have a broader range of cells to choose from when considering the degree of importance.

Example issues updated and added to, to align to changes made and to make easier to complete.

Minor edits for clarity.

Space to add link if providing alternative documentation as evidence, i.e. companies do not have to complete this matrix if they have done a separate materiality process that is documented.

Maturity Matrix worksheet

Additional sentence 'Science and context-based transition plans are in place towards sustainable and responsible operations.' Added to 'proactive and learning'.

Transport worksheet

Updated links

New lines to record optional business travel and employee travel

New 'Employee profile' worksheet (optional)

For optional social value calculations re 5.1.5. Please see notes in this section as voluntary and approved firms should not waste time and resource trying to meet this criterion if no demand for the information.



**Sustainable Constuctional Steels Scheme
Complete Requirement List, Scoring and Rating**

Criteria number	Requirement	Classification		Scoring			Organisations total aspect score	Alignment to BS8902:2009 Responsible sourcing sector certification schemes for construction products – Specification.
		Mandatory	Credit	Mandatory Score (0 = non-compliance - Cell coloured red 2 = requirement met - Cell coloured green)	Potential Credit Scores	Credit Score (0 = not met, 1 = partially met 2 = fully met 4 = Best practice shown)		
1. Company Information and Certifications								
1.1.1	The Organisation shall provide operational and certification information using the template provided.	X		0				
2. Sustainability Management								
2.1. Sustainability Policy, Principles and Leadership								
2.1.1	Policy - The organisation shall approve and publish a Sustainability Policy(ies) which shall cover at a minimum: 1. Environmental, health and safety, employee wellbeing and mental health, human rights, labour rights, social and economic impacts and recognition of the interactions between them 2. Commitment to comply with applicable legislation and compliance obligations 3. Commitment to continual improvement 4. Commitment to engage with stakeholders to understand their concerns, risks and opportunities 5. Commitment to ethical business practices and good corporate governance 6. Commitment to responsible sourcing in the supply chain 7. Commitment to contributing to a diverse and stable local economy	X		0				4.6 Sector scheme policy 4.7 Establishing responsible sourcing issues, objectives and targets 4.8.2 Procedural control mechanisms 4.8.5 Documentation and records
2.1.2	Commitment to Principles - The organisations leadership shall commit to sustainability principles (inclusivity, integrity, stewardship and transparency) and the organisation shall communicate this commitment, ensuring it is publicly and freely available.	X		0				4.6 Sector scheme policy
2.1.3	Leadership and Accountability - Responsibility for ensuring sustainability principles, values and policies are implemented and sustainability performance is monitored shall be assigned to the sites Directors or most senior oversight body.	X		0				
2.2. Stakeholder identification, engagement and ongoing management								
2.2.1	Stakeholder identification - The organisation shall identify its key stakeholders and make this information publicly available.	X		0				4.4 Stakeholder identification
2.2.2	Engagement types - The organisation shall determine the best channels, tools, frequency of the engagements and format of engagements with specific stakeholders.	X		0				4.5 Stakeholder Engagement
2.2.3	Communicating engagement outcomes - The organisation shall document stakeholder engagements, expectations, concerns and outcomes and make a summary publicly available.	X		0				4.5 Stakeholder Engagement
2.2.4	Prioritising material impacts - The organisation should prioritise issues relating to stakeholder expectations and concerns, informed by science and the organisational context.		X		0, 1 or 2	0	2	4.5 Stakeholder Engagement
2.3. Assessing risk and opportunities								
2.3.1	Risk review - The organisation shall complete an initial risk and opportunity review by assessing and documenting its adverse impacts (risks) and beneficial impacts (opportunities). It shall consider these using a life cycle perspective, the degree of influence or control it has over the impacts and periodically update them should it identify a change.	X		0				4.8.2 Procedural control mechanisms
2.3.2	Compliance register - The organisation shall identify and access details of its compliance obligations related to its sustainability impacts and determine how these compliance obligations apply to the organisation.	X		0				4.8.2 Procedural control mechanisms
2.3.3	Non-Compliance risk assessment - The organisation shall assess the risks of non-compliance.	X		0				4.8.2 Procedural control mechanisms
2.4. Monitoring performance and setting objectives								
2.4.1	Monitoring - The organisation shall establish, document, implement and maintain sustainable development key performance indicators (KPIs) to monitor: 2. Sustainability Management, including Ethical practices and performance 3. Environmental performance 4. Social including Human Rights, Labour Conditions and Health and Safety performance 5. Economic performance	X		0				4.7 Establishing responsible sourcing issues, objectives and targets 4.8.2 Procedural control mechanisms
2.4.2	Objective setting - The organisation shall identify and adopt sustainable development objectives, which result in an unambiguous positive effect on the issue and impact area and which have been informed by stakeholder review.	X		0				4.8.2 Procedural control mechanisms
2.4.3	Action planning - The organisation shall establish, document, implemented and maintained programme(s) and plan(s) for achieving its objectives.	X		0				4.8.2 Procedural control mechanisms
2.4.4	Communication - The objectives and summary of plans to meet them shall be publicly available and effectively communicated with interested stakeholders and monitored.	X		0				4.8.2 Procedural control mechanisms
2.5. Resource allocation and competence building								
2.5.1	Allocating sufficient resources - The organisation leadership shall ensure that appropriate resources are allocated to achieve its sustainable development objectives, company values and commitments.	X		0				4.8.2 Procedural control mechanisms
2.5.2	Coordinating role for SMS - The organisation shall appoint a management representative with defined and documented authority and responsibilities for coordination and implementation of the sustainability management system.	X		0				4.8.2 Procedural control mechanisms
2.5.3	Learning and development needs - The organisation shall identify the learning and development needs of employees working in different levels, particularly those with special responsibility for meeting stated objectives and improving sustainability performance.	X		0				4.8.2 Procedural control mechanisms
2.6. Achieving progress and review								
2.6.1	Management review - The organisation shall conduct a management review that shall include, at a minimum: 1. Sustainability Policy(ies) 2. Stakeholder's expectations and concerns 3. Material impacts, risks and opportunities 4. Sufficiency of resources to manage impacts 5. Progress of its key performance indicators (KPIs) and against its sustainable development objectives 6. Internal and external performance reporting	X		0				4.8.7 Organizational maturity
2.6.2	Maturity matrix - The organisation should complete the Maturity Matrix in this workbook		X		0, 1 or 2	0	2	4.8.7 Organizational maturity
2.7. Building confidence through transparency								
2.7.1	Transparency and Accountability - The organisation shall determine methods to increase transparency, accountability and integrity of its operations, supply and distribution chains and shall publicly report strategies, management practices and performance of its material sustainability impacts.	X		0				4.4 Stakeholder identification 4.5 Stakeholder Engagement 4.9.2 Scheme maturity improvement 4.10 Sector certification scheme reporting
2.7.2	Report verification - The quality and reliability of the report(s) has been verified by an independent third party		X		0 or 2	0	2	
2.8. Product Stewardship and Traceability								
2.8.1	For steel producers only. Life Cycle Analysis (LCA) shall be carried out on the product(s) that results in an Environmental Product Declaration (EPD) to a defined standard that is made available on request. For processors only. A carbon footprint of its operations shall be carried out and made available on request.	X		0				4.8.2 Procedural control mechanisms
2.8.2	Traceability - The organisation shall ensure traceability throughout the full life cycle and make the extent of traceability publicly available.	X		0				4.8.3 Chain of custody
2.9. Ethical Business Practices								
2.9.1	Business ethics policy - The organisation shall implement a Policy(ies) detailing its approach to ethical business practices.	X		0				4.8.1 General 4.6 Sector scheme policy 4.9.2 Scheme maturity improvement 4.8.2 Procedural control mechanisms
2.9.2	Business ethics system - The organisation shall implement a system to maintain ethical business practices and avoid bribery and corruption.	X		0				
2.9.3	Customer Service - The organisation's customer service provision shall include, at a minimum: 1. Customer enquiry procedures 2. Customer complaints procedures 3. Product and service literature 4. Risk control measures	X		0				4.8.2 Procedural control mechanisms
2.9.4	Grievance Procedure - The organisation shall have a system(s) for dealing with incidents, external stakeholder complaints and prosecutions	X		0				4.8.2 Procedural control mechanisms
2.9.5	Complaints and prosecutions - The organisation shall complete the "KPI" within this workbook for "Stakeholder Complaints and Prosecutions"	X		0				4.8.2 Procedural control mechanisms
2.10. Ethical Supply Chain Practices (Responsible Sourcing)								
2.10.1	Responsible sourcing policy - The organisation shall publish a Responsible Sourcing Policy/an Ethical Supply Chain Practices Policy/ a Sustainable Procurement Policy or equivalent.	X		0				4.6 Sector scheme policy 4.7 Establishing responsible sourcing issues, objectives and targets 4.8.2 Procedural control mechanisms
2.10.2	Responsible sourcing - The organisation should map sustainability impacts to purchase categories and relevant suppliers.		X		0, 1 or 2	0	2	4.7 Establishing responsible sourcing issues, objectives and targets
2.10.3	For steel producers only. Responsible sourcing evaluation scope - The organisation shall complete the "KPI" within this workbook for "Responsible Sourcing evaluation scope" and meet the thresholds described. or for mills purchasing feedstock only. The organisation shall meet the requirements as defined in the document 'SCS v9 Requirements for Feedstock Purchasing and Processing by CARES approved mills' or for processors only. The organisation shall purchase from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES.	X		0				
2.10.3i	For steel producers and mills purchasing feedstock only. Responsible sourcing evaluation - Coverage of the supplier selection and evaluation system should expand to cover all suppliers.		X		0, 1 or 2	0	2	4.7 Establishing responsible sourcing issues, objectives and targets 4.8.2 Procedural control mechanisms
2.10.4	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation shall complete the "KPI" within this workbook for "Suppliers' Management System Approvals" (ISO 9001, ISO 14001, OHSAS 18001/ISO 45001)	X		0				4.8.2 Procedural control mechanisms
2.10.5	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation should assess extent of suppliers' quality management system approvals		X		0, 1, 2 or 4	0	4	4.8.2 Procedural control mechanisms
2.10.6	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation should assess extent of suppliers' environmental management system approvals		X		0, 1, 2 or 4	0	4	4.8.2 Procedural control mechanisms
2.10.7	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation should assess extent of suppliers' health and safety management system approvals		X		0, 1, 2 or 4	0	4	4.8.2 Procedural control mechanisms



**Sustainable Constuctional Steels Scheme
Complete Requirement List, Scoring and Rating**

Criteria number	Requirement	Classification		Scoring			Organisations total aspect score	Alignment to BS8902:2009 Responsible sourcing sector certification schemes for construction products – Specification.	
		Mandatory	Credit	Mandatory Score (0 = non-compliance - Cell coloured red 2 = requirement met - Cell coloured green)	Potential Credit Scores	Credit Score (0 = not met, 1 = partially met 2 = fully met 4 = Best practice shown)			Max potential credit score and max aspect scores
2.10.8	For steel producers and mills purchasing feedstock only. Responsible sourcing training - Sustainability training should be offered and provided to suppliers.		X		0, 1 or 2	0	2	4.8.2 Procedural control mechanisms	
2.11. Closure and decommissioning									
2.11.1	Decommissioning and closure provisions - The organisation shall make provisions to minimise short and long-term social, economic and environmental implications of decommissioning and closure.	X		0					
3. Environmental Aspects							40	0	All of the below aspect disclosures are linked to fulfilling the following BS8902 requirements: 4.7 Establishing responsible sourcing issues, objectives and targets 4.9.1 Continuous improvement
3.1 Harvesting or extraction impacts									
3.1.1	Harvesting - No requirement - For information only								
3.1.2	Extraction impacts - No requirement - For information only								
3.2. Primary Material Use, Materials Efficiency, Recyclability and Recycled Content									
3.2.1	Material efficiency - The organisation shall include a commitment to maximise material efficiency and use of recycled materials in its sustainability policy, implement a process to maximise material efficiency and use of recycled materials and complete the "KPI" within this workbook for "Primary Material Use and Material Efficiency" or "Material Efficiency"	X		0					
3.2.2	Primary material use - The organization should assess the environmental impacts of 'Primary Material Use' or 'Material Use' and set objective(s)		X		0, 1 or 2	0	2		
3.2.3	Recycled content - The organisation shall measure, in accordance with the KPI calculation, document and report to CARES the recycled content in accordance with BS EN ISO 14021 by completing the "KPI" within this workbook for "Recycled Content"	X		0					
3.2.4	Recyclability - No requirement - For information only								
3.2.5	Renewability - No requirement - For information only								
3.3. Energy and Water Use									
3.3.1	Energy intensity - The organisation shall include a commitment to reduce energy intensity in its sustainability policy, implement a process to reduce	X		0					
3.3.2	Renewable Energy - The organisation shall complete the "KPI" within this workbook for "Renewable Energy" and shall publicly report the value	X		0					
3.3.3	Energy use objectives - The organisation should assess the environmental impacts of its Energy Use and set related objective(s)		X		0, 1 or 2	0	2		
3.3.4	Water use - The organisation shall include a commitment to minimise the impacts related to its water use in its sustainability policy, implement a	X		0					
3.3.5	Water use objectives - The organisation should assess the environmental impacts of Water Use and Emissions and should set related objective(s)		X		0, 1 or 2	0	2		
3.4. Biodiversity and Eco-toxicity									
3.4.1	Biodiversity - The organisation shall conduct a review to identify how its operations and activities impact (directly and indirectly) on biodiversity, shall	X		0					
3.4.2	Ecotoxicity - The organisation shall conduct a review to identify how its operations and activities impact (directly and indirectly) on ecotoxicity, shall have a system to reduce the impacts of ecotoxicity and shall have objective(s) to reduce ecotoxicity and programme(s) and plan(s) for achieving its objective(s).	X		0					
3.4.3	Protected sites - The organisation shall identify legally designated sites, sites of special scientific interest or other protected and natural heritage sites close to its operations, whether the organization impacts on them and how it impacts on them	X		0					
3.4.4	Protected species - The organisation shall identify any protected, endangered (red list) species, species of importance to local people, species of	X		0					
3.4.5	Biodiversity - The organisation shall complete the "KPI" within this workbook for "Land Use and Biodiversity Rich Habitats"	X		0					
3.4.6	Biodiversity projects - The organisation should run projects or initiatives which either reduce ecotoxicity and/or improve local biodiversity and ecosystems		X		0, 1 or 2	0	2		
3.4.7	Reporting - The organisation should monitor and report the impact of ecotoxicity and other impacts on local biodiversity on a yearly basis		X		0, 1 or 2	0	2		
3.5. Global Warming Potential (GWP) and Greenhouse Gas Emissions (GHG)									
3.5.1	Climate Change Measurement and Monitoring - The organisation shall have a system for measuring and monitoring its Global Warming Potential (GWP) and reducing its Greenhouse Gas Emissions (GHG) and its emissions shall be under the defined performance thresholds.	X		0					
3.5.2	Climate Change - Global Warming Potential (GWP) performance - The organisation should assess performance against scoring thresholds.		X		0, 1, 2 or 4	0	4		
3.5.3	Climate Change Strategy - The organisation's corporate owner should define, make publicly available and implement a long- and medium-term strategy to reduce its greenhouse gas (GHG) emissions to levels that are compatible with the achievement of the goals of the Paris Agreement, with an aspiration to achieve net-zero GHG emissions through work with policy makers and others.		X		0, 1, 2 or 4	0	4		
3.5.4	Climate Related Financial Disclosures - The organisations corporate owner should implement the recommendations of the Task Force on Climate Related Financial Disclosures (TCFD)		X		0, 1, 2 or 4	0	4		
3.5.5	GHG emissions reduction targets and plan - The organisation should have a medium term (5-15 years) GHG target for the site that is aligned with the organisation's corporate owners strategy and GHG emissions reduction targets and that is publicly reported.		X		0, 1, 2 or 4	0	4		
3.6. Transport Impacts									
3.6.1	Transport impacts - The organisation shall include a commitment to monitor and minimise transport impacts in its sustainability policy, implement a process to minimise transport impacts and complete the "Transport Impact" sheet within this workbook to measure its impacts.	X		0					
3.6.2	Transport impacts - The organisation should assess the environmental (and other) impacts of transport and set objective(s) to reduce these impacts.		X		0, 1 or 2	0	2		
3.6.3	Transport impacts (Employees) - The organisation should record and assess employee transport patterns and set objective(s) to reduce these impacts.		X		0, 1 or 2	0	2		
3.6.4	Transport impacts (Business travel) - The organisation should record and assess business travel patterns and set objective(s) to reduce these impacts.		X		0, 1 or 2	0	2		
3.7. Waste, Recycling, By-Product Management, Emissions and Releases									
3.7.1	Waste management plan - The organisation shall identify, assess and document its different waste and by-product streams and opportunities to minimise waste and maximise reuse and recycling of waste materials, setting objectives to maximise beneficial management and to minimise waste and encouraging a circular economy approach.	X		0					
3.7.2	By-product - The organisation should complete the "KPI" within this workbook for "By-Product production"		X		0, 1 or 2	0	2		
3.7.3	Recycling - The organisation should complete the "KPI" within this workbook for "Waste recycled"		X		0, 1 or 2	0	2		
3.7.4	Incineration - The organisation should complete the "KPI" within this workbook for "Waste to incineration"		X		0, 1 or 2	0	2		
3.7.5	Landfill - The organisation should complete the "KPI" within this workbook for "Waste to landfill"		X		0, 1 or 2	0	2		
3.7.6	Emissions to air and water - The organisation shall monitor emissions and implement plans to prevent and reduce emissions that have adverse impacts on communities or the environment.	X		0					
3.8. Spills, Leaks and Land Remediation									
3.8.1	Spills and Leaks - The organisation shall work to effectively prevent, detect, mitigate and remedy spills and leakage that cause harm to communities and/or the environment.	X		0					
3.8.2	Land Remediation - The organisation shall include the remediation of contaminated land as part of its initial environmental review or should complete an environmental impact assessment and where necessary develop and implement land remediation plans, if there has been an unplanned release or a change in land use, to reduce any negative impacts of contaminated land and to remediate the land to enable other uses.	X		0					
4. Social Aspects							28	0	
4.1. Human Rights and Ethical Labour Practices									
4.1.1	Human rights and ethical labour policy - The organisation shall approve and publish a Policy(ies) and/or Codes of Conduct which commits the organisation, its employees and contractors to: 1. Comply with human rights legislation, international norms of behaviour and avoid complicity with human rights abuses 2. Avoid use of or be complicit in forced labour or child labour 3. Comply with applicable laws and industry standards on fair labour conditions 4. Promote respect for workers and labour rights	X		0					
4.1.2	Child, juvenile and forced labour - The organisation shall implement processes and procedures to detect, investigate and address any incidents of child, juvenile or forced labour.	X		0					
4.1.3	Employee Terms of Employment - The organisation ensures that workers understand their current employment terms with regards to wages, working hours and other employment conditions.	X		0					
4.1.4	Employee turnover - The organization shall complete the "KPI" within this workbook for "Employee Turnover"	X		0					
4.1.5	Employee turnover - The organisation should assess social impacts of Employee Turnover		X		0 or 2	0	2		
4.1.6	Fair wages - The organisation's Wage Policy shall comply with the national legal standard for minimum wage and wage increases. The organisation shall complete the "KPI" within this workbook for "Wage Policy"	X		0					
4.1.7	Wage policy - The organisation should assess the social impacts of its Wage Policy		X		0, 1 or 2	0	2		
4.1.8	Gender Pay Equality - The organisation should assess equality in its pay structures and report on its gender pay gap publicly.		X		0, 1 or 2	0	2		
4.1.9	Gender equality - The organisation should assess equality in its employment structures and publicly report on its gender balance.		X		0, 1 or 2	0	2		
4.1.10	Freedom to join trade unions (Freedom of Association) - The organisation shall allow workers and employees to form and join organisations of their own choosing. The organisation shall complete the "KPI" within this workbook for "Freedom of Association"	X		0					
4.1.11	Grievance mechanism - The organisation shall have a formal system for considering and acting on employee complaints and grievances	X		0					
4.1.12	Employee grievance mechanism - The organisation shall complete "KPI" sheet within this workbook for "Grievance System"	X		0					
4.1.13	Grievance resolution - The organisation should resolve employee complaints and grievances		X		0 or 2	0	2		
4.1.14	Human rights due diligence - The organisation shall conduct human rights risk assessment and due diligence.	X		0					
4.1.15	Human rights conflict affected and high-risk areas - The organisation does not contribute directly or indirectly to armed conflict, human rights abuses or risks for workers and communities in conflict-affected or high-risk areas.		X		0 or 2	0	2		
4.2. Safe and Healthy Working Conditions									
4.2.1	Lost time injuries - The organisation shall complete the "KPI" within this workbook for "Lost time injury frequency rate (LTIFR) - Injuries/million hours worked" and shall publicly report its performance	X		0					
4.2.2	Health and safety incident reduction - The organisation should reduce health and safety incidents		X		0, 1, 2 or 4	0	4		
4.2.3	Health and Safety incident support and compensation - The organisation should provide workers with support and compensation for work-related injuries or illness and care for their dependents in case of work-related death.		X		0 or 2	0	2		



**Sustainable Constuctional Steels Scheme
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Criteria number	Requirement	Classification		Scoring			Organisations total aspect score	Alignment to BS8902:2009 Responsible sourcing sector certification schemes for construction products – Specification.	
		Mandatory	Credit	Mandatory Score (0 = non-compliance - Cell coloured red 2 = requirement met - Cell coloured green)	Potential Credit Scores	Credit Score (0 = not met, 1 = partially met 2 = fully met 4 = Best practice shown)			Max potential credit score and max aspect scores
4.3 Skills and Training (Development of Employees)									
4.3.1	Skills and training -The organisation shall provide appropriate training and incentives to employees so that they can understand how their work impacts on sustainable development.	X		0					
4.3.2	Skills and training - The organisation shall implement training-based career development programs for the employees	X		0					
4.3.3	Skills and training - The organisation shall implement on-the-job training (OJT) for the employees	X		0					
4.3.4	Skills and training effectiveness - The organisation shall implement training effectiveness measurement modelling	X		0					
4.3.5	Skills and training - The organisation shall complete the "KPI" within this workbook for "Skills and Training (Development of Employees)"	X		0					
4.3.6	Skills and training - The organisation should set objective(s) for skills development and training		X		0, 1 or 2	0	2		
4.3.7	Skills and training - The organisation should complete the "KPI" within this workbook for "Apprentices employed in reporting year" and "Graduate trainees employed in reporting year"		X		0, 1 or 2	0	2		
4.3.8	Skills and training - The organisation should complete the "KPI" within this workbook for "Long-term unemployed people it has trained with a view to employment in reporting year"		X		0, 1 or 2	0	2		
4.3.9	Skills, training and employment of people with a disability - The organisation should complete the "KPIs" within this workbook for "Skills, training and employment of people with a disability"		X		0, 1 or 2	0	2		
4.4. Community Relations and Community Initiatives									
4.4.1	Community engagement - The organisation shall implement a Policy(ies) to ensure effective engagement with community stakeholders	X		0					
4.4.2	Community engagement - The organisation shall complete the "KPI" within this workbook for "Community Relations" (Community initiatives)	X		0					
4.4.3	Community initiatives - The organisation should carry out targeted community initiatives		X		0, 1 or 2	0	2		
4.5. Social Management System									
4.5.1	Management systems - The organisation shall establish, document, implement, maintain and continually improve a Management System covering Labour Conditions and Human Rights.	X		0					
5. Economic Aspects							16	0	
5.1. Contribution to Diversity and Stability of the Local Economy									
5.1.1	Local purchasing - The organisation shall complete the "KPI" within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Purchases)	X		0					
5.1.2	Local purchasing - The organisation should contribute to the local economy by increasing local purchasing		X		0 or 2	0	2		
5.1.3	Local purchasing, SME's & VCSE's - The organisation should complete the "KPI" within this workbook for "Contribution to Diversity and Stability of the Local Economy" (SME, VCSE Purchases)		X		0, 1 or 2	0	2		
5.1.4	Fair Payment Practices - The organisation should implement a payment policy to pay SME's within 30 days and other organisations within 60 days from receipt of invoice		X		0, 1 or 2	0	2		
5.1.5	Employment and social value created - Where Relevant, The organisation should complete the "Employee Profile" sheet within this workbook.		X		0, 1 or 2	0	2		
5.2. Employment Opportunities									
5.2.1	Employment - The organisation shall complete "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Stable Employment)	X		0					
5.2.2	Employment - The organisation should contribute to the economy through Employment		X		0 or 2	0	2		
5.2.3	Employment - The organisation shall complete "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Employment)	X		0					
5.2.4	Employment - The organisation should contribute to the economy by Local Employment		X		0 or 2	0	2		
5.3. Pursuing Innovation in processes, products and management methods									
5.3.1	Innovation - The organisation shall identify innovation opportunities in processes, products and management methods and shall complete the "KPI" within this workbook for "Pursuing Innovation"	X		0					
5.3.2	Innovation - The organisation should contribute to the local economy by pursuing innovation in processes, products and management methods		X		0 or 2	0	2		
5.4. Fair Treatment of Suppliers									
5.4.1	Ethical Behaviour - The organisation shall implement a Policy(ies) and/or Codes of Conduct that includes the fair treatment of suppliers	X		0					
5.4.2	Ethical Behaviour - The organisation shall complete the "KPI" within this workbook for "Fair Treatment of Suppliers"	X		0					
5.4.3	Ethical Behaviour - The organisation should reduce supplier complaints as measured using the "KPI" within this workbook for "Fair Treatment of Suppliers"		X		0 or 2	0	2		
5.5. Contribution to the built environment									
5.5.1	Contribution to the built environment - No requirement - For information only								
5.6. Financial Transparency									
5.6.1	Reporting - The organisation shall produce externally audited accounts and financial reports for the latest financial reporting period	X		0					

Credit Score Summary and Rosette Rating	Scoring requirements						Organisations total aspect score	Organisations Aspect Rating
	Mandatory Pass	Max credits available in each aspect	1 Rosette Rating	2 Rosette Rating	3 Rosette Rating	4 Rosette Rating		
2. Sustainability Management	All Mandatory scores required	24	9 to 14	15 to 19	≥ 20		0	0
3. Environmental Aspects	All Mandatory scores required	40	15 to 24	25 to 32	≥ 33		0	0
4. Social Aspects	All Mandatory scores required	28	10 to 17	18 to 22	≥ 23		0	0
5. Economic Aspects	All Mandatory scores required	16	6 to 9	10 to 12	≥ 13		0	0
ORGANISATIONS FINAL ROSETTE RATING = THE MINIMUM RATING ACHIEVED IN ANY ASPECT RATING =								None

*Net Zero CO2e emissions' definitions are still being clarified. As such our definition draws on the work done by the Science Based Targets Initiative (SBTI) which proposed the following definition for companies in its paper 'Towards A Science-Based Approach To Climate Neutrality In The Corporate Sector, Discussion paper Draft v 1. September, 2019, Alberto Carrillo Pineda, Pedro Faria': 'achieving a state in which the activities within the value chain of a company result in no net impact on the climate from greenhouse gas emissions. This is achieved by reducing value chain greenhouse gas emissions, in line with 1.5°C pathways, and by balancing the impact of any remaining greenhouse gas emissions with an appropriate amount of carbon removals'. For steel makers the focus should be on reducing process emissions directly and residual emission removals should be limited and can be compensated for using high quality certified greenhouse gas removal acceptable to CARES. We anticipate this definition will be developed further over time.



1. Company Information and Certifications

	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit			
1.1. Company Information and Certifications							
1.1.1	The Organisation shall provide operational and certification information using the template provided.	Evidence: Completed information covering site operations and certifications	X				

Organisation's Input(s) and Evidence(s)	
Company Name:	
Site Name:	
Site Address:	
Date Workbook Completed:	
Data Collection/Reporting Period:	(e.g. 01 Jan - 31 Dec 2020)
Report No.:	To be completed by CARES

Introduction to Site and Operations	
<i>(All applicants and approved firms to complete)</i>	
Corporate owner/parent company name (if part of a group of companies)	
Corporate owner address	
Corporate owner contact name	
Corporate owner contact email	
Corporate owner contact telephone number	
Production type/ Process route	
Company name	
Site address	
Site contact name	
Site contact email	
Site contact telephone number	
Please state any changes since last certification in company structure, ownership, responsibilities of accountable and responsible personnel, policies, or other relevant context.	
<i>For steel making and rolling only</i>	
Production capacity (tonnes, semi-finished product per year)	
Production capacity (tonnes, finished product per year)	
<i>For all organisations</i>	
The details of the capabilities are reported in CARES Schedule of Operations document dated	

Product Provenance Information			
Life Cycle Stage ->	Steel Production	Steel Rolling	Steel Processing/ Fabrication
Countries where Life Cycle stage completed			
Please list all applicable countries			

Description: If you are a producer, record your country in the 'Steel Production' Column. If you are a rolling mill, record all countries of origin of billet for 'Steel Production' and your country in 'Steel Rolling'. If you are a steel processor, then record countries of 'Steel Production', 'Steel Rolling' and your country under 'Steel Processing/Fabrication'

Certification Summary			
The company named above holds the following Product Conformity and/or Factory Production Control certifications:			
Standard name	Issuing Authority	Certificate number	Expiry Date
e.g. BS 4449	CARES		

Certification Summary			
The company named above holds the following mandatory certifications:			
Certification	Issuing Authority	Certificate number	Expiry Date
ISO 9001 Quality Management System			
ISO 14001 Environmental Management System			
ISO 45001 Occupational Health and Safety Management System			

Certification Summary			
The company named above holds the following additional certifications:			
Certification	Issuing Authority	Certificate number	Expiry Date

	<p>CARES Pembroke House 21 Pembroke Road Sevenoaks, Kent TN13 1XR United Kingdom</p> <p>Tel: 00 44 (0)1732 450000 Email: general@carescertification.com</p> <p>Copyright © 2009-2023</p>
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2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
2.1. Sustainability Policy, Principles and Leadership									
2.1.1	Policy - The organisation shall approve and publish a Sustainability Policy(ies) which shall cover at a minimum: 1. Environmental, health and safety, employee wellbeing and mental health, human rights, labour rights, social and economic impacts and recognition of the interactions between them 2. Commitment to comply with applicable legislation and compliance obligations 3. Commitment to continual improvement 4. Commitment to engage with stakeholders to understand their concerns, risks and opportunities 5. Commitment to ethical business practices and good corporate governance 6. Commitment to responsible sourcing in the supply chain 7. Commitment to contributing to a diverse and stable local economy	Description: Issues to be managed by policy (ies) and management system shall be aligned to the environmental, social and economic impacts of the organisation as defined in the Schemes Operational Assessment Schedule in the context of sustainable production and consumption. Evidence: Sustainability Policy(ies). There can be a single policy or a number of policies covering all material risks and impacts	X						
2.1.2	Commitment to Principles - The organisations leadership shall commit to sustainability principles (inclusivity, integrity, stewardship and transparency) and the organisation shall communicate this commitment, ensuring it is publicly and freely available.	Description: Sustainability principles help guide the direction of the management system. Evidence: The organisation shall document, implement and maintain its commitment to sustainability principles through references in its Sustainability Manual and also make this commitment publicly available. This commitment may be contained in a signed policy. Top management should have discussed the implications of the principles on the organisation.	X						
2.1.3	Leadership and Accountability - Responsibility for ensuring sustainability principles, values and policies are implemented and sustainability performance is monitored shall be assigned to the sites Directors or most senior oversight body.	Description: Accountability for implementation of principles, values, policy and performance rests with a defined Director or equivalent at the site level, there is an effective process in place to monitor implementation at Board level and to make changes where gaps in performance or behaviours are identified. Where a corporate owner defines values, policies and performance expectations, the site's Board or most senior management forum reports on implementation at the site level. Evidence: Policy signature, Board meeting minutes, Sustainability programme review. Annual reporting.	X						
2.2. Stakeholder identification, engagement and ongoing management									
2.2.1	Stakeholder identification - The organisation shall identify its key stakeholders and make this information publicly available.	Description: Effective engagement with stakeholders is key to developing a response to sustainability challenges and opportunities. The AA1000 series of standards and the Global Reporting Initiative standards provide more detailed guidance on effective stakeholder engagement. Inclusive identification of stakeholders is the foundation of this process. Evidence: Documented and publicly available list of key internal and external stakeholders or Stakeholder Map.	X						
2.2.2	Engagement types - The organisation shall determine the best channels, tools, frequency of the engagements and format of engagements with specific stakeholders.	Description: A good and systematic engagement process is necessary both to inform and to motivate internal and external stakeholders. The organisation is to choose most efficient and effective channels and tools for a good and quality engagement. • Internal Tools: Meetings, intranet, notice boards, electronic information displays, posters, company magazines, newsletters, email, directed reading, employee representation, union/company forum, suggestion schemes • External Tools: Researching/learning: opinion surveys, media tracking, helpline, contact point, involvement in non-company based community activity, advertisements, newsletters, workshops, open days, performance information reported publicly, in company CR/sustainability report or site based report, third party opinion/verification/audit reports • Dialogue: Focus groups, public meetings, forums, one to one conversations, workshops, open days, Evidence: Documented information as evidence of engagement channels and tools	X						
2.2.3	Communicating engagement outcomes - The organisation shall document stakeholder engagements, expectations, concerns and outcomes and make a summary publicly available.	Evidence: Documented information of engagements and evidence of stakeholder expectations, concerns and any agreed outcomes. A summary of the key concerns and expectations of stakeholders shall be made publicly available. This could include publication of the materiality matrix.	X						
2.2.4	Prioritising material impacts - The organisation should prioritise issues relating to stakeholder expectations and concerns, informed by science and the organisational context.	Description: A materiality process is the identification of an organisations significant and relevant impacts and the prioritisation of resources and actions in order to reduce the most material negative impacts and maximise the most positive impacts. Evidence: Documented information as evidence of prioritisation of stakeholder expectations and concerns. These should be informed by science and reflect international consensus, for example, climate change and biodiversity are recognised as critical planetary boundaries and where an organisation has significant impacts on these, they should be of high materiality. This evidence should inform the setting of sustainable development objectives across all aspect areas. Rating: To score 1, Materiality Matrix in this workbook should be completed and should be reviewed on yearly basis. To score 2, Materiality Matrix should be reviewed on yearly basis and should be publicly available to any interested party, e.g. in report available on the web		X					
2.3. Assessing risk and opportunities									
2.3.1	Risk review - The organisation shall complete an initial risk and opportunity review by assessing and documenting its adverse impacts (risks) and beneficial impacts (opportunities). It shall consider these using a life cycle perspective, the degree of influence or control it has over the impacts and periodically update them should it identify a change.	Description: Risk and opportunity assessment is necessary to prioritise those impacts requiring control, monitoring and potential changes to management approach. This process shall also identify the most suitable means of control through operating procedures, practices, site instructions, rules work permits, authorisations, due diligence, collaboration with other parts of the steel value chain. When first completed this activity, it may take the form of an initial review. Over time this knowledge should be periodically reviewed to ensure it is up to date. Evidence: Documented information as evidence of assessment; e.g. stakeholder engagement outputs, completed materiality matrix, due diligence documentation, risk and opportunity analysis, risk register covering ethical, environment, social and economic risks and opportunities	X						

2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
2.3.2	<u>Compliance register</u> - The organisation shall identify and access details of its compliance obligations related to its sustainability impacts and determine how these compliance obligations apply to the organisation.	Evidence: Documented information as evidence of methods that organisation uses to ensure it is up to date on legal and compliance obligations, compliance obligations assessment, compliance register.	X						
2.3.3	<u>Non-Compliance risk assessment</u> - The organisation shall assess the risks of non-compliance.	Evidence: Documented information as evidence that risk assessment include compliance requirements.	X						
2.4. Monitoring performance and setting objectives									
2.4.1	<u>Monitoring</u> - The organisation shall establish, document, implement and maintain sustainable development key performance indicators (KPIs) to monitor: 2. Sustainability Management, including Ethical practices and performance 3. Environmental performance 4. Social including Human Rights, Labour Conditions and Health and Safety performance 5. Economic performance	Evidence: Documented information as evidence of key performance indicators (KPIs) (This section automatically scored if KPI sheet of this workbook completed annually. Organisations can additionally introduce other relevant KPI's and monitoring can be more frequent)	X						
2.4.2	<u>Objective setting</u> - The organisation shall identify and adopt sustainable development objectives, which result in an unambiguous positive effect on the issue and impact area and which have been informed by stakeholder review.	Description: organisational performance is measured by comparing actual results against desired performance established in objectives. Objectives may be short or long term and need to be robust and balanced across the range of issues and impact areas identified, with focus on those areas of highest materiality. Objectives should be SMART (Specific, Measurable, Achievable, Realistic and Time Framed). Targets are objectives. Collaboration is key to delivering sustainable development performance improvements therefore objectives and the objective setting process should be subject to stakeholder scrutiny while objectives are being set. Objectives should be reviewed and open to stakeholder feedback at least annually. Evidence: Documented information as evidence required to measure ethical, environmental, social and economic performance. A transparent objectives setting process that involves stakeholder feedback. When objectives are already in place, they can be ratified and adjusted if required after considering stakeholder feedback. Justifications for final objective setting should be made publicly available. Please note if an objective is deemed confidential, the actual objective does not need to be made public.	X						
2.4.3	<u>Action planning</u> - The organisation shall establish, document, implemented and maintained programme(s) and plan(s) for achieving its objectives.	Evidence: Documented programme(s) and plan(s).	X						
2.4.4	<u>Communication</u> - The objectives and summary of plans to meet them shall be publicly available and effectively communicated with interested stakeholders and monitored.	Evidence: Documented information as evidence of communication and monitoring (e.g. Annual Report, Sustainability Report or separate communication)	X						
2.5. Resource allocation and competence building									
2.5.1	<u>Allocating sufficient resources</u> - The organisation leadership shall ensure that appropriate resources are allocated to achieve its sustainable development objectives, company values and commitments.	Description: Sustainable development objectives, company values and commitments mean those impacts and aspects covered by this workbook at least to a mandatory level. Identify the required types and levels of resources, informed by the risk and opportunity assessment, objective setting and governance structure. Types of resources required might be financial, human or manufactured (such as information systems, metering tools or customer surveys). • Use the organisation's planning and budgeting processes to make these resources available. • Establish responsibilities and authority so that the required responses to activities can be undertaken effectively. Evidence: Documented Management Review, Budgets, Company strategies.	X						
2.5.2	<u>Coordinating role for SMS</u> - The organisation shall appoint a management representative with defined and documented authority and responsibilities for coordination and implementation of the sustainability management system.	Description: Specific responsibility for sustainability management should be assigned, which can be combined with another role. Responsibility for managing different aspects of the SMS can be delegated, e.g. Health and Safety Manager, Environmental Manager, Human Resources Manager, Business Ethics Manager. Evidence: Documented Management Representative Assignment in Job Description or equivalent. Job Description or equivalent to define the responsibility and authority of the management representative(s), their access to records and information, and their avenues of communication with both non-management and management personnel.	X						
2.5.3	<u>Learning and development needs</u> - The organisation shall identify the learning and development needs of employees working in different levels, particularly those with special responsibility for meeting stated objectives and improving sustainability performance.	Evidence: Competence Matrix, Training Plan, Documented information as evidence of training on relevant subjects related to material aspects of sustainability (sustainability general, environmental, social (business ethics, code of conduct, H&S, fundamentals rights at work etc.), environmental and economics).	X						
2.6. Achieving progress and review									
2.6.1	<u>Management review</u> - The organisation shall conduct a management review that shall include, at a minimum: 1. Sustainability Policy(ies) 2. Stakeholder's expectations and concerns 3. Material impacts, risks and opportunities 4. Sufficiency of resources to manage impacts 5. Progress of its key performance indicators (KPIs) and against its sustainable development objectives 6. Internal and external performance reporting	Description: The management review should be informed by the nature and extent of changes that may be required in light of the latest science and stakeholder expectations. It should consider if longer-term strategic changes are required as well as shorter-term tactical management. Evidence: Documented information as evidence required in each category (e.g. Mins of Management Review Meeting, Performance Review Report, Stakeholder Engagement Review Report).	X						
2.6.2	<u>Maturity matrix</u> - The organisation should complete the Maturity Matrix in this workbook	Description: A maturity matrix can be used to track the evolution and maturity of sustainability management at an organisation based on characteristics that you would expect to see at different levels of organisational maturity. Please refer to the maturity matrix worksheet and BS 8902:2009 Annex A for further details. Evidence: Documented information as evidence of Maturity Matrix in this workbook and if made publicly available Rating: To score 1, Maturity Matrix in this workbook should be completed and reviewed on yearly basis. To score 2, Maturity Matrix should be reviewed on yearly basis and be publicly available.		X					

2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
2.7. Building confidence through transparency									
2.7.1	<u>Transparency and Accountability</u> - The organisation shall determine methods to increase transparency, accountability and integrity of its operations, supply and distribution chains and shall publicly report strategies, management practices and performance of its material sustainability impacts.	Description: Publicly disclosure of the organisation's values, principles, strategies, policies, standards, norms and performance increases transparency, accountability and integrity. Failure to manage the expectations of key stakeholders will damage reputation and shareholder value. At a minimum, public reporting shall cover: performance relating to the organisations material impacts; the value chain/life cycle stage (from sourcing to final product delivery) indicating where the impacts occur; sufficient context to improve stakeholder understanding of the organisational impacts; information on relevant policies; a summary of sustainability strategies for its most material impacts; a summary of the main sustainability objectives and targets; plans and actions the organisation is taking to reduce negative material impacts and increase positive ones; policies and targets for the responsible sourcing of raw materials. In addition to being informed by the the KPI's and guidance in this workbook, WorldSteel and the Global Reporting Initiative produce guidance and standards on reporting (https://www.worldsteel.org/steel-by-topic/sustainability.html , www.globalreporting.org). Evidence: Environmental, Social, Ethical and Annual Reports and disclosures - can be one or more documents, information on websites and in other formats.	X						
2.7.2	<u>Report verification</u> - The quality and reliability of the report(s) has been verified by an independent third party	Description: An independent third party assurance should be done by competent parties, following a systematic approach (or standard), with no conflict of interest, that results in a published statement that accompanies the reporting. The verification scope should be broad enough to cover the most material impact areas. Evidence: Documented information as evidence of independent third party review required. Rating: To score 2, the report(s) should be verified by an independent third party. NOTE: CARES should not be considered as an independent third party assurance organization in this context.		X					
2.8. Product Stewardship and Traceability									
2.8.1	<u>For steel producers only.</u> Life Cycle Analysis (LCA) shall be carried out on the product(s) that results in an Environmental Product Declaration (EPD) to a defined standard that is made available on request. <u>For processors only.</u> A <u>carbon footprint</u> of its operations shall be carried out and made available on request.	Description-1: Life cycle is consecutive and interlinked stages of a product system, from raw material acquisition or generation from natural resources to end-of-life treatment. Life cycle assessment (LCA) is a technique (It is also known as a 'cradle-to-grave' or 'cradle to cradle' analysis) that quantifies environmental impacts, benefits, costs and risks over a defined life cycle stages of a product or service. These can include; the extraction of resources for raw material inputs, processing and manufacturing of all feedstocks and final products, distribution, use and disposal. Life cycle principles consider local as well as global impacts. An Environmental Product Declaration (EPD) is a standardised way of presenting LCA information. LCA's, EPD's and Carbon Footprints shall be completed to defined standards, ISO 14040, ISO 14025 and EN 15804 Evidence: Documented information as evidence of life cycle analysis (LCA), Environmental Product Declaration (EPD) and that this information is made available to customers and other stakeholders. <u>(producer only):</u> EPD 'cradle-to-gate with options' LCA (Product, Transport, Installation, Use, End of Life stages) should be completed <u>(processors only):</u> An EPD or a carbon footprint should be completed and available on request	X						
2.8.2	<u>Traceability</u> - The organisation shall ensure traceability throughout the full life cycle and make the extent of traceability publicly available.	Description: The ability of any customer to trace a specific order back to the specific Batch (cast/heat) is a mandatory requirement of the scheme. Organisations shall seek to understand the origins of key raw materials as far back up the supply chain as possible. When considering the product life-cycle, understanding the current boundaries of how far an organisation can influence its supply chain, its clients and users in terms of key sustainability issues and the reasons for any limitations should be understood. Acceptable reasons for not being able to trace further back up the supply chain include: where materials come from a commodity market whereby some of the upstream sources are currently unidentifiable, e.g. some iron ores and scrap; or another justifiable reason. Basic controls shall be placed on any 'untraced' parts of the supply chain. These can include an assessment of where the key sustainability impacts hit the supply chain and efforts taken to reduce these impacts, human rights due diligence processes and engagement in industry or multi-stakeholder initiatives seeking to provide solutions to identified risks in the untraced parts of the supply chain. Evidence: Documented Procedure(s) for identification, traceability and labelling. 90% of Tier 1 suppliers (by mass and volume) and their upstream suppliers, as far as is reasonable, shall be traceable. <u>Justification for how far back up the supply chain the organisation can influence shall be made publicly available.</u>	X						
2.9. Ethical Business Practices									
2.9.1	<u>Business ethics policy</u> - The organisation shall implement a Policy(ies) detailing its approach to ethical business practices.	Description: Ethical business practices are actions performed and attitudes held by a business and its employees that are considered professionally and morally responsible. These types of practices typically seek to promote the goals of the company without sacrificing the common good of its employees, customers, and even competitors. This often includes programs to ensure fair hiring and promotion within a company, treating customers fairly and being honest in regard to programs to increase sales. Evidence: Policy(ies), Codes of Conduct, Codes of Ethics, Codes of Ethical Business Practices	X						
2.9.2	<u>Business ethics system</u> - The organisation shall implement a system to maintain ethical business practices and avoid bribery and corruption.	Description: Ethical business practices can be maintained through through systems, culture and means of recourse. Where ethical practices risk falling below defined standards, there are inclusive mechanisms in place that provide for or enable cooperation in remediation through legitimate processes in line with the UN Guiding Principles on Business and Human Rights. Evidence: Documented information as evidence of Policy(ies), Codes of Conduct, Codes of Ethics, Codes of Ethical Business Practices, Procedures for implementation, Grievance mechanism (see section 3.1.12), Complaint Procedure and Whistleblowing Procedures.	X						

2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
2.9.3	Customer Service - The organisation's customer service provision shall include, at a minimum: 1. Customer enquiry procedures 2. Customer complaints procedures 3. Product and service literature 4. Risk control measures	Description: Procedures should be publicly available and easily accessible for enquiry and complaints, including in product and service literature. Examples of risk control measures: - The composition of the steel products does not change during use. - Steel products do not cause adverse health effects under normal conditions of use. - No risks to the environment and living organisms are known to result from the mechanical destruction of the steel product itself. Evidence: Documented information as evidence required in each category.	X						
2.9.4	Grievance Procedure - The organisation shall have a system(s) for dealing with incidents, external stakeholder complaints and prosecutions	Description: The grievance system should be aligned to the UN Guiding Principles of Human Rights and Business criteria that indicate a good quality grievance mechanism, (e.g. https://www.business-humanrights.org/en/un-guiding-principles/implementation-tools-examples/access-to-remedies-grievance-mechanisms/non-judicial-grievance-mechanisms/company-based-grievance-mechanisms?page=1). The scope of the procedure(s) shall include all sustainability aspects; ethical breaches, environmental incidents, working conditions, human rights, fair marketing and communications, anticompetitive behaviours and other economic complaints. Evidence: Documented information as evidence of grievance procedure(s), stakeholder complaint monitoring, prosecutions management and system to manage complaints and prosecutions (e.g. emergency procedure, incident investigation procedure, grievance and complaint management procedure, communication procedure, helpline/recognised way to contact the organization, provision for emergency access to the organization).	X						
2.9.5	Complaints and prosecutions - The organisation shall complete the "KPI" within this workbook for "Stakeholder Complaints and Prosecutions"	Evidence: Completed "KPI" sheet within this workbook for "Stakeholder Complaints and Prosecutions"	X						
2.10. Ethical Supply Chain Practices (Responsible Sourcing)									
2.10.1	Responsible sourcing policy - The organisation shall publish a Responsible Sourcing Policy/an Ethical Supply Chain Practices Policy/ a Sustainable Procurement Policy or equivalent.	Description: Responsible sourcing is the management of sustainable development in the provision or procurement of a product or materials. It includes the point at which a material is extracted in its raw state, through manufacture and processing, use, re-use and recycling, until its disposal. It is a commitment by management to continual improvement of performance in relation to sustainability impacts, stakeholder engagement, labour practices and management practices across supply chains. The Responsible Sourcing Policy shall be communicated to at least all Tier 1 suppliers. Its scope shall be aligned to the material sustainability impacts covered by this scheme. Evidence: Relevant Policy(ies), Codes of Ethics, Codes of Ethical Business Practices and communications of expectations that relate to suppliers and which define the organisations approach to responsible sourcing.	X						
2.10.2	Responsible sourcing - The organisation should map sustainability impacts to purchase categories and relevant suppliers.	Description: Supply chain is the network of businesses involved in the supply and purchase of materials and goods from raw materials to final product. Many organisations seek to optimize their supply chain as a means of gaining competitive advantage. Whilst supply networks are normally very large, an organisation can seek a positive sustainability impact where it has most influence and is tackling the most significant (material) issues. The transport worksheet provides information about supplier locations and the provenance of raw materials. Evidence: Documented information as evidence of supply chain impact mapping. The organisation should indicate which suppliers are most important in terms of impact on sustainability aspects. Rating: To score 1, Sustainability impacts mapped to all Tier 1 suppliers and the justification for limiting this impact mapping to tier 1 suppliers only is made publicly available. To score 2, Documentation demonstrating a comprehensive understanding of the most material sustainability impacts and the area of the supply chain impacted. This should include the identification of specific suppliers, agents or traders.		X					
2.10.3	For steel producers only. Responsible sourcing evaluation scope - The organisation shall complete the "KPI" within this workbook for "Responsible Sourcing evaluation scope" and meet the thresholds described. or for mills purchasing feedstock only. The organisation shall meet the requirements as defined in the document 'SCS v9 Requirements for Feedstock Purchasing and Processing by CARES approved mills' or for processors only. The organisation shall purchase from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES.	Description: Many significant sustainability risks and impacts occur in the supply chain. The organisation shall evaluate its key raw material suppliers, during supplier selection and evaluation, for ethical, environmental, social and economic impacts and shall record record the scope of its evaluation using the KPI in this workbook. Evidence: Documented information as evidence of supplier selection and evaluation system (e.g. supplier questionnaire, supplier evaluation form, approved supplier list, supplier statement) and completed "KPI" sheet within this workbook for "Responsible Sourcing evaluation scope" or Documented information as evidence of purchase from CARES SCS certified suppliers. For steel producers only. A minimum of 60% of suppliers by mass of raw materials (or which can include suppliers with lower purchase mass but where due diligence has identified significant risks, e.g. to Human Rights holders in the supply chain), shall be evaluated for ethical, environmental, social and economics impacts. or for mills purchasing feedstock for further processing into constructional steel products. Where steel feedstock is purchased externally it shall be purchased from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES or shall meet the requirements as defined in the document 'SCS v9 Requirements for Feedstock Purchasing and Processing by CARES approved mills' or for processors only. The organisation shall purchase from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES.	X						

2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
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2.10.3i	For steel producers and mills purchasing feedstock only. Responsible sourcing evaluation - Coverage of the supplier selection and evaluation system should expand to cover all suppliers.	Evidence: Documented information as evidence of supplier selection and evaluation system (e.g. supplier questionnaire, supplier evaluation form, approved supplier list, supplier statement) and % of supply chain covered. Rating: For steel producers only. To score 1, Between 70-89% of suppliers, by mass of raw materials, evaluated for sustainability impact during supplier selection and evaluation process. To score 2, Over 90% of suppliers, by mass of raw materials, evaluated for sustainability impact during supplier selection and evaluation process. or for mills purchasing feedstock To score 1, Between 70-89% of feedstock, should be purchased from SCS or equivalent supplier and/or the evaluation risk by mass of feedstock purchased, should not be high. To score 2, Over 90% of feedstock, should be purchased from SCS or equivalent supplier and/or the evaluation risk by mass of feedstock purchased, should not be high. or for Processors score 2 automatically if the requirement in 2.10.3 has been fulfilled.		X					
2.10.4	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation shall complete the "KPI" within this workbook for "Suppliers' Management System Approvals" (ISO 9001, ISO 14001, OHSAS 18001/ISO 45001)	Description: Steel industry suppliers have significant effect on product quality and sustainability performance. A continual improvement expectation of the CARES scheme is that key suppliers should be able to demonstrate they are managing their relevant environmental, social and ethical impacts. Certified management systems based on risk assessments and/or due diligence based approaches are a way to demonstrate this. This KPI is designed to measure the extent of the supply chain that is covered by such certifications. To ensure this is focused on the key raw materials used, the metric is measured as a % by mass of purchases. For mills purchasing feedstock for further processing into constructional steel products, the KPI for supplier management system approvals shall also be completed. For processors, rebar/mesh/other steel inputs shall be purchased from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES. Evidence: Completed "KPI" sheet within this workbook for "Suppliers' Management System Approvals". or for mills purchasing feedstock, documented information as evidence of supplier risk evaluation. Processors automatically meet this requirement if the requirement in 2.10.3 has been fulfilled.	X						
2.10.5	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation should assess extent of suppliers' quality management system approvals	Description: Suppliers will be providing products or services to CARES approved companies as well as the wider market. This clause is designed to ensure a high proportion of its suppliers are using management systems to manage quality. For mills purchasing feedstock for further processing into constructional steel products, the extent of management system approvals should also be completed. For processors, rebar/mesh/other steel inputs shall be purchased from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES. Evidence: Documented information as evidence of supplier certification (e.g. supplier management system certificates SCS certification). Where pig iron, iron ore or commodity materials are purchased the certification should be from the extraction stage, i.e. the mining operation (not the trader). Rating: To score 1, the organisation should purchase between 30% and 49% of constituent materials, from ISO 9001 certificated suppliers. To score 2, the organisation should purchase between 50% and 89% of constituent materials, from ISO 9001 certificated suppliers. To score 4, the organisation should purchase 90% or more of constituent materials, from ISO 9001 certificated suppliers. Processors automatically meet this requirement and score 4 if the requirement in 2.10.3 has been fulfilled.		X					
2.10.6	For steel producers and mills purchasing feedstock only. Responsible sourcing certification - The organisation should assess extent of suppliers' environmental management system approvals	Description: Suppliers will be providing products or services to CARES approved companies as well as the wider market. This clause is designed to ensure a reasonable proportion of its suppliers are using management systems to manage environmental impact. For mills purchasing feedstock for further processing into constructional steel products, the extent of management system approvals should also be completed. For processors, rebar/mesh/other steel inputs shall be purchased from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES. Evidence: Documented information as evidence of supplier certification (e.g. supplier management system certificates or SCS certification). Where pig iron, iron ore or commodity materials are purchased, the certification should be from the extraction stage, i.e. the mining operation (not the trader). Rating: To score 1, the organisation should purchase between 30% and 49% of constituent materials, from ISO 14001 certificated suppliers. To score 2, the organisation should purchase between 50% and 89% of constituent materials, from ISO 14001 certificated suppliers. To score 4, the organisation should purchase 90% or more of constituent materials, from ISO 14001 certificated suppliers. Processors automatically meet this requirement and score 4 if the requirement in 2.10.3 has been fulfilled.		X					

2. Sustainability Management

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
2.10.7	For steel producers and mills purchasing feedstock only. <u>Responsible sourcing certification</u> - The organisation should assess extent of suppliers' health and safety management system approvals	Description: Suppliers will be providing products or services to CARES approved companies as well as the wider market. This clause is designed to ensure a reasonable proportion of its suppliers are using management systems to manage Health and Safety. For mills purchasing feedstock for further processing into constructional steel products, the extent of management system approvals should also be completed. For processors, rebar/mesh/other steel inputs shall be purchased from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES. Evidence: Documented information as evidence of supplier certification (e.g. supplier management system certificates or SCS certification). Where pig iron, iron ore or commodity materials are purchased the certification should be from the extraction stage, i.e. the mining operation (not the trader). Rating: To score 1, the organisation should purchase between 30% and 49% of constituent materials, from ISO 45001 (or OHSAS 18001 until its withdrawal in 31st March 2021) certificated suppliers. To score 2, the organisation should purchase between 50% and 89% of constituent materials, from ISO 45001 (or OHSAS 18001 until its withdrawal in 31st March 2021) certificated suppliers. To score 4, the organisation should purchase 90% or more of constituent materials, from ISO 45001 (or OHSAS 18001 until its withdrawal in 31st March 2021) certificated suppliers <u>Processors</u> automatically meet this requirement and score 4 if the requirement in 2.10.3 has been fulfilled.		X					
2.10.8	For steel producers and mills purchasing feedstock only. <u>Responsible sourcing training</u> - Sustainability training should be offered and provided to suppliers.	Evidence: Documented information as evidence of training content provided. Training register listing locations, durations, trainers, attendees. Note suppliers may be invited to attend internal training. Rating: To score 1, Limited training offered to selection of suppliers. To score 2, if evidence of training being focused on most material issues and taken up by most relevant suppliers. <u>Processors</u> automatically meet this requirement and score 2 if the requirement in 2.10.3 has been fulfilled.		X					
2.11. Closure and decommissioning									
2.11.1	<u>Decommissioning and closure provisions</u> - The organisation shall make provisions to minimise short and long-term social, economic and environmental implications of decommissioning and closure.	<i>This criterion is only applicable to organisations where full or partial decommissioning or closure is announced while an organisation is certified. Organisations may have decommissioning and closure procedures as part of group provisions. If not applicable, and acceptable reasoning provided - Score 2.</i> Description: Full or partial decommissioning and closure of steel operations can span many years and have major adverse environmental, social and economic impacts on local communities. Transparency is critical to a successful process. Local stakeholders shall be engaged in the development of mitigating actions to ensure a positive legacy and fair transition. Evidence: Documented information as evidence of engagement in relation to decommissioning and/or closure. Plans which include: implementation cost and timelines; mitigation measures on community impact; local ecosystem mitigation activities; contingency and response planning; and in the case of closure: describe community preferences; future plans for site; monitoring and maintenance provision; plan costings and financial guarantee and insurance provisions; third party feasibility opinion. Public reporting of key information.		X					

3. Environmental Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
3.1 Harvesting or extraction impacts									
3.1.1	Harvesting - No requirement - For information only	Description: Originally made from Iron Ore, a finite resource, harvesting does not apply.							
3.1.2	Extraction impacts - No requirement - For information only	Description: This impact is highlighted as it is important to building performance certification schemes and a key impact of the iron ore mining industry. CARES supports the raising of sustainability management and performance in the mining industry and in the extraction of other alloying elements as well as in all other procurement categories. Responsible Sourcing criteria (2.10), including measuring the extent of accredited management system certifications at raw material suppliers and working with suppliers to reduce extraction impacts further up the supply chain, where relevant, are expectations of the scheme.							
3.2. Primary Material Use, Materials Efficiency, Recyclability and Recycled Content									
3.2.1	Material efficiency - The organisation shall include a commitment to maximise material efficiency and use of recycled materials in its sustainability policy, implement a process to maximise material efficiency and use of recycled materials and complete the "KPI" within this workbook for "Primary Material Use and Material Efficiency" or 'Material Efficiency'	Description: Steel is the most recycled material in the world, with over 650 Mt recycled annually, including pre- and post-consumer scrap. It can be recycled infinitely, which helps to save energy and raw materials, reduce CO2 emissions and reduce the waste generated from raw materials extraction. Scrap from steel production and downstream processing is collected and recycled directly into steel production. Recycling accounts for significant energy and raw material savings: over 1,400kg of iron ore, 740kg of coal, and 120 kg of limestone are saved for every tonne of steel scrap made into new steel. <u>Evidence: Policy commitment and Completed "KPI" sheet within this workbook for "Primary Material Use and Material Efficiency" or "Material Efficiency"</u>	X						
3.2.2	Primary material use - The organization should assess the environmental impacts of 'Primary Material Use' or 'Material Use' and set objective(s) relating to these impacts	Evidence: Documented information as evidence of 'Primary Material Use' or 'Material Use' impact assessment, Objective(s) to reduce environmental impacts of 'Primary Material Use' or 'Material Use', programme(s) and plan(s) for achieving its objective(s). Rating: To score 1, the organisation should set objective(s) to reduce environmental impacts of 'Primary Material Use' or 'Material Use'. To score 2, the organisation should achieve objective(s) to reduce environmental impacts of 'Primary Material Use' or 'Material Use'.		X					
3.2.3	Recycled content - The organisation shall measure, in accordance with the KPI calculation, document and report to CARES the recycled content in accordance with BS EN ISO 14021 by completing the "KPI" within this workbook for "Recycled Content"	Description: High levels of recycling are a key characteristic of the EAF steel making route and recycled steel is used in other steel making processes. Recycled Content is included in the Environmental Product Declaration Life Cycle Assessment calculations. <u>Evidence: Completed "KPI" sheet within this workbook for "Recycled Content"</u>	X						
3.2.4	Recyclability - No requirement - For information only	Recyclability is 100% as steel can be indefinitely recycled without losing its properties. This is included for information only. No action is required.							
3.2.5	Renewability - No requirement - For information only	Originally made from Iron Ore, a finite resource, 'renewability' does not apply. This is included for information only. No action is required.							
3.3. Energy and Water Use									
3.3.1	Energy intensity - The organisation shall include a commitment to reduce energy intensity in its sustainability policy, implement a process to reduce energy intensity and complete the "KPI" within this workbook for "Energy Intensity"	Description: Energy Intensity is measured by the quantity of energy required per unit output or activity, so that using less energy to produce a product reduces the intensity. Energy efficiency refers to the activity or product that can be produced with a given amount of energy; for example, the number of tonnes of steel that can be melted with a megawatt hour of electricity. At the level of a specific technology, the difference between efficiency and energy intensity is insignificant — one is simply the inverse of the other. In this example, energy intensity is the number of megawatt hours used to melt one tonne of steel. See BS EN ISO 50001 "Energy Management Systems - Requirements with guidance for use" provides more information on energy management systems. <u>Evidence: Policy commitment and Completed "KPI" sheet within this workbook for "Energy Intensity"</u>	X						
3.3.2	Renewable Energy - The organisation shall complete the "KPI" within this workbook for "Renewable Energy" and shall publicly report the value	Description: As part of wider changes to decarbonise primary and secondary production, leading steel producers globally are reducing carbon intensity by utilising electricity produced from renewable (or zero carbon) energy and using renewably produced heat. This approach has considerable potential to reduce steel's Global Warming Potential and to move steel production towards a circular, sustainable model. One of the easiest ways for EAF steel processors to reduce their GWP is to self-generate or buy renewable electricity. Renewable heat technologies include renewable biofuels, solar pre-heating, heat pumps and heat exchangers to recover lost heat. Claims on renewable energy sources should be substantiated with verifiable evidence such as certified renewable generation certificates. The inclusion of a % representing renewable energy generation in national electricity grid mixes is acceptable. <u>Evidence: Completed "KPI" sheet within this workbook for "Renewable Energy"</u>	X						
3.3.3	Energy use objectives - The organisation should assess the environmental impacts of its Energy Use and set related objective(s)	Evidence: Documented information as evidence of Energy Use impact assessment, Objective(s) to reduce environmental impacts of Energy Use, programme(s) and plan(s) for achieving its objective(s). When more than one objective is in place, e.g. objectives per process, then the organisation should justify the balance of whether its overall objectives have been met. Rating: To score 1, the organisation should set an overall objective(s) to reduce environmental impacts of Energy Use. To score 2, the organisation should set and achieve its overall objective(s) to reduce environmental impacts of Energy Use.		X					
3.3.4	Water use - The organisation shall include a commitment to minimise the impacts related to its water use in its sustainability policy, implement a process to reduce water use, where water use is a material impact, and complete the "KPI" within this workbook for "Water Use"	Description: Global pressures on fresh water are rising, with populations living in water stressed areas rising. Water is a resource essential to the steel industry but its use needs to be managed efficiently to minimise demand on water supplies based on availability including when taking account other users of water in the catchment/watershed area. At producers it is a material impact. At fabricators it may not be as significant. <u>Evidence: Policy commitment to minimise the impacts related to its water use and Completed "KPI" sheet within this workbook to measure "Water Use"</u>	X						

3. Environmental Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
3.3.5	Water use objectives - The organisation should assess the environmental impacts of Water Use and Emissions and should set related objective(s)	<p>Description: Understanding water risks can be enhanced by the use of tools such as the World Resources Institute 'Aqeduct' tool (https://www.wri.org/aqeduct). Good water stewardship relies on a contextual view of the operations in light of the catchment and other water users, including the natural world.</p> <p>Evidence: Documented information as evidence of Water Use impact assessment, relevant stakeholder input, objective(s) to reduce environmental impacts of Water Use and emissions to water, programme(s) and plan(s) for achieving its objective(s). Note that water impact assessment should reflect the local context, the catchment, consider availability and quality, other local users and needs, any seasonal or temporal variability, extreme events and potential changes due to climate change. Where water risks are identified the site should implement an action plan to address water related challenges.</p> <p>Rating: To score 1, the organization should set objective(s) to reduce the environmental impacts of water use and emissions Score 2, the organization should set and achieve objective(s) to reduce the environmental impacts of water use and emissions <u>or</u> if the organisation can demonstrate that impact on water is not a material impact (on materiality matrix) and there is a reasonable explanation (e.g. very low water use and already taken steps to minimise this) and that no further improvement actions can be taken no further evidence is required.</p>		X					
3.4. Biodiversity and Eco-toxicity									
3.4.1	Biodiversity - The organisation shall conduct a review to identify how its operations and activities impact (directly and indirectly) on biodiversity, shall have a system to enhance the biodiversity of the site and shall have objective(s) to improve biodiversity and programme(s) and plan(s) for achieving its objective(s) that aligns to the biodiversity mitigation hierarchy.	<p>Description: Dramatic falls in biodiversity have been recorded in recent years. The steel industry can contribute to society by following the biodiversity mitigation hierarchy (Avoiding impact, Mitigating impact, restoring biodiversity and offsetting as least desirable measure, see https://www.thebiodiversityconsultancy.com/approaches/mitigation-hierarchy/ for more information), enhancing the biodiversity in its immediate environment and avoiding biodiversity loss in any site expansion or change. Be responsible stewards of sites used by recognising the importance of national heritage, biodiversity and geodiversity during site development planning, in use and after the end of life of each site. Any change to natural habitat shall only be done further to consultation with relevant stakeholders and shall result in no net loss of biodiversity. Changes to critical habitats should be avoided. Identification of Alien Species shall be included in any biodiversity assessment.</p> <p>Evidence: Documented information as evidence of objectives, plans and implementation of actions taken that enhance biodiversity. ISO 14001 EMS Operational Control Procedures, Documented Procedure(s) showing biodiversity as a managed impact. Biodiversity impact assessments and action plans. Initial assessments for biodiversity are often legal requirements and where these have been done, this remain sufficient evidence unless there is a significant change in operation or activities on site planned, in which case a biodiversity assessment should be completed.</p>	X						
3.4.2	Ecotoxicity - The organisation shall conduct a review to identify how its operations and activities impact (directly and indirectly) on ecotoxicity, shall have a system to reduce the impacts of ecotoxicity and shall have objective(s) to reduce ecotoxicity and programme(s) and plan(s) for achieving its objective(s).	<p>Evidence: Documented information as evidence of an understanding of the ecotoxicity of operations gained through a hazard assessment of chemicals procured and used for steel making, fabrication and any other processes, e.g. lubricants, cleaners, solvents, chemical additives etc. The scope of the assessment shall include all Substances of Very High Concern (SVHC) in Annex XIV of European Regulation (EC) No 1907/2006 (REACH); and Substances on the SVHC Candidate List. ISO 14001 EMS Operational Control Procedures, Documented Procedure(s) showing ecotoxicity as managed impact. Objectives, Plans and Implementation evidence of actions taken that reduce ecotoxicity, where ecotoxic substances, SVHC or candidate list substances have been identified shall be maintained.</p>	X						
3.4.3	Protected sites - The organisation shall identify legally designated sites, sites of special scientific interest or other protected and natural heritage sites close to its operations, whether the organization impacts on them and how it impacts on them	<p>Description: The organisation shall not instigate activities in adjacent: World Heritage sites; Protected areas of the IUCN protected area management categories I-VI and conservation areas protected under national or local law; Indigenous and community-conserved areas (ICCAs) unless such activities are endorsed with the Free, Prior and Informed consent of the affected peoples and communities; Ramsar sites; Key Biodiversity Areas (KBAs).</p> <p>Evidence: Documented information as evidence of environmental impact assessment. Completing this action once is enough to achieve this requirement unless there is a change in local circumstances.</p>	X						
3.4.4	Protected species - The organisation shall identify any protected, endangered (red list) species, species of importance to local people, species of importance to local economy in the impact area of its operations	<p>Evidence: Documented information as evidence of environmental impact assessment. Completing this action once is enough to achieve this requirement unless there is a change in local fauna or local stakeholder expectations.</p>	X						
3.4.5	Biodiversity - The organisation shall complete the "KPI" within this workbook for "Land Use and Biodiversity Rich Habitats"	<p>Description: 'Biodiversity Rich Habitats' are defined as those areas officially recognised by a designation as a local, state or national park, any statutory protected area or any area which is habitat locally recognised as being rich in biodiversity. The organisation should try to avoid expanding into biodiverse rich habitats.</p> <p>Evidence: Completed "KPI" sheet within this workbook for "Land Use and Biodiversity Rich Habitats"</p>	X						
3.4.6	Biodiversity projects - The organisation should run projects or initiatives which either reduce ecotoxicity and/or improve local biodiversity and ecosystems	<p>Evidence: Documented information as evidence of a project or initiative that reduces ecotoxicity of operations, removes any alien species and/or improves local biodiversity, e.g. procuring less toxic chemicals, improving management of them, landscaping and planting in ways that are good for biodiversity, creating or maintaining particular habitats on site etc.</p> <p>Rating: To score 1, the organisation should complete an action to reduce or better manage the ecotoxicity of operations or to improve the biodiversity of the site or surrounding area, e.g. a volunteer project to enhance the future biodiversity of the site and surroundings during reporting period. To score 2, the organisation should request that their key suppliers conduct ecotoxicity and biodiversity assessments.</p>		X					



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3.4.7	Reporting - The organisation should monitor and report the impact of ecotoxicity and other impacts on local biodiversity on a yearly basis	<p>Evidence: Documented information as evidence of biodiversity impact assessment reporting including of performance against set objectives.</p> <p>Rating: To score 1, Biodiversity impact assessment findings should be reported to internal stakeholders on yearly basis. To score 2, Biodiversity impact assessment findings should be reported on yearly basis and should be publicly available to any interested party.</p>		X																													
3.5. Global Warming Potential (GWP) and Greenhouse Gas Emissions (GHG)																																	
3.5.1	Climate Change Measurement and Monitoring - The organisation shall have a system for measuring and monitoring its Global Warming Potential (GWP) and reducing its Greenhouse Gas Emissions (GHG) and its emissions shall be under the defined performance thresholds.	<p>Description: Global Warming Potential (GWP 100 years) is an impact assessment with global effect and a relative measure of how much heat a GHG traps in the atmosphere when calculated over 100 years; in the steel industry, GWP is mainly caused by CO2 and CH4 emissions in production. Processes can be continually improved to increase energy efficiency and reduce the GWP, novel production technologies can be adopted and renewable energies can be used to provide some process based energy inputs, especially for EAF production routes.</p> <p>Evidence: Completed "KPI" sheet within this workbook for "Global Warming Potential" For steel producers, an Environmental Product Declaration (EPD) Report (mandatory requirement in 2.8.1) showing emission levels under the thresholds for Life Cycle stage A1-A3 satisfies this requirement For steel processors, a Carbon Footprint Report (CFR) of own operations and EPD's from producers for SCS approved product, to EN 15804 covering cradle-to-gate with options, with a weighted average of producer's GWPs for stages A1-A3 of purchased steel based on mass purchased in the previous year satisfies this requirement. For steel rolling mills without steelmaking, EPD's from producers for SCS approved product, to EN 15804 covering cradle-to-gate with options, with a weighted average of producer's GWPs for stages A1-A3 of purchased steel based on mass purchased in the previous year under the defined thresholds satisfies this requirement. Maximum emissions thresholds: EAF production route: GWP<1100 kg-CO2/tonne of steel produced BF/BOF production route: GWP<2600 kg-CO2/tonne of steel produced DRI production route: GWP<2600 kg-CO2/tonne of steel produced Stainless Steel production: GWP<3700 kg-CO2/tonne of steel produced</p>	X																														
3.5.2	Climate Change - Global Warming Potential (GWP) performance - The organisation should assess performance against scoring thresholds.	<p>Evidence: For steel producers, a third party verified Environmental Product Declaration (EPD) Report to EN 15804 for cradle-to-gate with options, showing stages A1:A3. For steel processors and rolling mills, 3rd party verified EPD's from producers for SCS approved product, to EN 15804 covering cradle-to-gate with options, with a weighted average of producer's GWPs for stages A1-A3 of purchased steel based on mass purchased in the previous year.</p> <p>Credit scoring table. All numbers relate to EPD GWP data point (kg-CO2 equiv./tonne of steel produced for stages A1-A3). For processors and rolling mills this is a weighted average as described above.</p> <table border="1"> <thead> <tr> <th>Category</th> <th>To score 1</th> <th>To score 2</th> <th>To score 4</th> </tr> </thead> <tbody> <tr> <td>EAF Production route</td> <td>990</td> <td>891</td> <td>802</td> </tr> <tr> <td>BF/BOF Production route</td> <td>2340</td> <td>2106</td> <td>1895</td> </tr> <tr> <td>DRI/EAF Production route</td> <td>2340</td> <td>2106</td> <td>1895</td> </tr> <tr> <td>Stainless Steel Production</td> <td>3330</td> <td>2997</td> <td>2697</td> </tr> <tr> <td>Rolling Mills and Processors</td> <td>990</td> <td>891</td> <td>802</td> </tr> </tbody> </table>	Category	To score 1	To score 2	To score 4	EAF Production route	990	891	802	BF/BOF Production route	2340	2106	1895	DRI/EAF Production route	2340	2106	1895	Stainless Steel Production	3330	2997	2697	Rolling Mills and Processors	990	891	802		X					
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3.5.3	Climate Change Strategy - The organisation's corporate owner should define, make publicly available and implement a long- and medium-term strategy to reduce its greenhouse gas (GHG) emissions to levels that are compatible with the achievement of the goals of the Paris Agreement, with an aspiration to achieve net-zero GHG emissions through work with policy makers and others.	<p>Description: The global steel industry is responsible for 7-9% of GreenHouse Gases (GHG's). The Paris Agreement and national implementing agreements and legislation mean that GHG emissions need to be reduced to net-zero by around the middle of this century for the world to reduce the risks of global overheating to level deemed acceptable, 2°C above pre-industrial levels with efforts to limit temperature increases to 1.5°C. The organisations corporate owner should publicly ascribe to a credible, long-term Paris compatible, emissions reduction pathway for the steel industry as a whole, which includes projections of long-term (15-35 years) steel consumption, production and use of primary and recycled steel and the associated GHG emissions. The organisation's corporate owner should publicly define medium term (5-15 years) science-based GHG emissions targets which align to the transition pathway. The organisations corporate owner should put in place a credible strategy for change across its portfolio of sites that is aligned to the transition pathway. Any assumptions relating to public policy or other key enabling conditions it is based on to meet any of these actions should be stated and the actions the organisation's corporate owner is taken to manifest the changes. The organisations corporate owner should review and update the strategy on a regular basis and demonstrate its effectiveness in delivering change aligned to the transition pathway.</p> <p>Evidence: Documented information as evidence of the corporate owners strategy and the elements of the strategy stated above. Quantitative science based targets, such as those validated by the Science Based Targets Initiative (SBTi) are acceptable.</p> <p>Rating: For steel producer To score 1, the corporate owner has announced plans to develop or is developing a compliant strategy To score 2, the corporate owner has developed a compliant strategy To score 4, the corporate owner has published and is implementing a compliant strategy Rating: For steel processor To score 1, the processor has documented plans to start procuring steel produced at an organisation with a compliant strategy To score 2, the processor is procuring some steel produced at an organisation with a compliant strategy To score 4, the processor is procuring all steel produced at an organisation with a compliant strategy</p>		X																													

3. Environmental Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
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3.5.4	Climate Related Financial Disclosures - The organisations corporate owner should implement the recommendations of the Task Force on Climate Related Financial Disclosures (TCFD)	<p>Description: The TCFD was set up by the Financial Standards Board. Information on the requirements and learning hub is available at https://www.fsb-tcfd.org/. The organisation's corporate owner should allocate responsibility to a board committee.</p> <p>Evidence: Documented information as evidence of a plan to implement the Task Forces recommendations across the four pillars aligned to its guidance: Governance, Strategy, Risk Management, and Metrics and Targets.</p> <p>Rating: For steel producer To score 1, the corporate owner is preparing compliant disclosures To score 4, the corporate owner has published a compliant disclosure</p> <p>Rating: For steel processor To score 1, the processor has documented plans to procure steel produced at an organisation with a compliant strategy To score 2, the processor is procuring some steel produced at an organisation with a compliant strategy To score 4, the processor is procuring all steel (over the preceding year) produced at an organisation with a compliant strategy</p>		X					
3.5.5	GHG emissions reduction targets and plan - The organisation should have a medium term (5-15 years) GHG target for the site that is aligned with the organisation's corporate owners strategy and GHG emissions reduction targets and that is publicly reported.	<p>Description: The site target should be at or below the trajectory required for the corporate owner to meet its corporate transition pathway targets for its entire portfolio of sites. This should include any imported energy, including electricity where significant, contain milestones towards the achievement of the medium term target, should specify the basis of the quantification and validation of the emissions targets, should contain details about changes to technologies, processes, equipment and other options to achieve the target. It should consider the costs of making the changes and provide detail of how the changes will be financed. Any assumptions concerning external conditions that need to be in place to deliver the plan, such as policy changes, should explicitly be stated. The organisation's should regularly review the plans and report to the organisations corporate owner. Where offsetting or the procurement of renewable energy is to be used to meet the target, they should be consistent with a specified recognised, national or internationally verifiable standard.</p> <p>Evidence: Documented information as evidence of GHG emissions reduction targets and plans for the operation. Public reporting of the target, outline plan and implementation progress, noting that commercially sensitive detail does not need to be reported.</p> <p>Rating: For steel producers To score 1, the organisation is developing compliant targets To score 2, the organisation has developed compliant targets To score 4, the organisation has developed and publicly reported compliant targets</p> <p>Rating: For steel processor To score 1, the processor has documented plans to procure steel produced at an organisation(s) with compliant targets To score 2, the processor is procuring some steel produced at an organisation(s) with compliant targets To score 4, the processor is procuring all steel produced at an organisation(s) with a compliant targets</p>		X					
3.6. Transport Impacts									
3.6.1	Transport impacts - The organisation shall include a commitment to monitor and minimise transport impacts in its sustainability policy, implement a process to minimise transport impacts and complete the "Transport Impact" sheet within this workbook to measure its impacts.	<p>Description: The environmental impacts of transport are significant due to major use of energy and natural resources (e.g. petroleum). This creates air pollution, including nitrous oxides and particulates and is a significant contributor to global warming through emission of CO₂. Transport impacts can also include nuisance impacts on the local community such as dust, congestion and health and safety risks. Transport impacts shall be monitored and reduced. The intention is to include transport impacts of the supply of raw materials from source (rather than agents or resellers). Transport distances should be recorded as far back up the supply chain as can be reasonably ascertained. This is a key way of mapping the supply chain (2.10.2) and supports the assessment of risk and due diligence.</p> <p>Evidence: Policy commitment to minimise transport impacts and completed "Transport Impact" sheet within this workbook</p>	X						
3.6.2	Transport impacts - The organisation should assess the environmental (and other) impacts of transport and set objective(s) to reduce these impacts.	<p>Evidence: Documented information as evidence of transport impact assessment, objective(s) to reduce environmental (and where appropriate, other e.g. congestion, safety) impacts of transport, programme(s) and plan(s) for achieving its objective(s).</p> <p>Rating: To score 1, the organisation should set objective(s) to reduce environmental (and any other) impacts of transport. To score 2, the organisation should set and achieve objective(s) to reduce environmental (and any other) impacts of transport.</p>		X					
3.6.3	Transport impacts (Employees) - The organisation should record and assess employee transport patterns and set objective(s) to reduce these impacts.	<p>Description: While a small impact compared to operations, monitoring and reducing impact of employee travel can benefit communities and also help support the transition to net-zero.</p> <p>Evidence: Documented information as evidence of transport mode used by employees, kilometers travelled to and from work and, any projects to reduce impact.</p> <p>Rating: To score 1 the organisation should record employee travel modes and distances and produce an annual summary. To score 2 the organisation should have implemented projects to reduce employee transport impacts.</p>		X					

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3.6.4	Transport impacts (Business travel) - The organisation should record and assess business travel patterns and set objective(s) to reduce these impacts.	<p>Description: While a small impact compared to operations, monitoring and reducing impact of business travel can benefit communities and also help support the transition to net-zero through education of the impacts. Should organisations wish to calculate the GHG emissions associated with business travel, then the modes of transport may want to be split further to increase accuracy, e.g. petrol, diesel and electric cars, long haul and short haul flights.</p> <p><u>Evidence: Documented information as evidence of transport mode used by employees on company business, total km's travelled and any projects to reduce impact. Section 'Business Travel' at bottom of 'Transport Impacts' worksheet</u></p> <p>Rating: To score 1, the organisation should record business travel modes and distances and produce an annual summary for internal review. To score 2, the organisation should convert distances to GHG emissions and have projects/initiatives to reduce business travel impacts.</p>		X					
3.7. Waste, Recycling, By-Product Management, Emissions and Releases									
3.7.1	Waste management plan - The organisation shall identify, assess and document its different waste and by-product streams and opportunities to minimise waste and maximise reuse and recycling of waste materials, setting objectives to maximise beneficial management and to minimise waste and encouraging a circular economy approach.	<p>Description-1: The European Waste Catalogue (EWC) is a hierarchical list of waste descriptions established by Commission Decision 2000/532/EC. It is divided into twenty main chapters, each of which has a two-digit code between 01 and 20 (of most relevance are 10 02 - Wastes from the iron and steel industry).</p> <p>Description-2: Wherever possible an organization should maximize the yield. Waste streams should be minimised and the waste management should follow the waste hierarchy. The waste hierarchy, going from most to least preferable, is: avoid, reuse, recycle, incinerate with energy recovery, incinerate/landfill. By product is an output that is able to be sold on for another use, avoiding it becoming a waste. Reuse is reusing the output as it is. Recycling is processing material back into the same material for further use. Care should be taken to avoid double counting in waste data. The steel industry generates significant amount of by-products from different operations (e.g. Coking - coke gas; Sintering - dust; Blast Furnace / Steelmaking - slag, dust, sludge, skull, mill scale; Rolling - offcut, mill scale, cut and bend offcut). By-products help create a circular process where all wastes should be considered as new inputs into other processes.</p> <p>Evidence: Documented information as evidence of Waste and By-Product Management impact assessment, objective(s) to minimise waste and by-products, programme(s) and plan(s) for achieving its objective(s), e.g. Waste Management Plan (WMP), Waste Transfer Notes</p>	X						
3.7.2	By-product - The organisation should complete the "KPI" within this workbook for "By-Product production"	<p><u>Evidence: Completed "KPI" sheet within this workbook for "By-Product production"</u> <u>Note: The total waste amount should be balanced across clauses 3.7.2 - 3.7.5, i.e. none of the waste management streams should be duplicated.</u></p> <p>Rating: To score 1, the organization should set objective(s) to optimise by-product production. To score 2, the organization should set and achieve its objective(s) to optimise by-product production.</p>		X					
3.7.3	Recycling - The organisation should complete the "KPI" within this workbook for "Waste recycled"	<p><u>Evidence: Completed "KPI" sheet within this workbook for "Waste recycled"</u> <u>Note: The total waste amount should be balanced across clauses 3.7.2 - 3.7.5, i.e. none of the waste management streams should be duplicated.</u></p> <p>Rating: To score 1, the organization should set objective(s) to maximise waste recycling rather than incineration or landfill. To score 2, the organization should set and achieve objective(s) to maximise waste recycling rather than incineration or landfill.</p>		X					
3.7.4	Incineration - The organisation should complete the "KPI" within this workbook for "Waste to incineration"	<p>Description: Incineration of waste materials is thermal treatment of waste with or without recovery of the combustion heat generated. This includes the incineration by oxidation of waste as well as other thermal treatment processes such as pyrolysis, gasification or plasma processes. Wastes can only be accepted to incineration if they meet the waste acceptance criteria of local legislation. The organization should set standards to reduce waste to incineration and the environmental impact of wastes incinerated. Note: The total waste amount should be balanced across clauses 3.7.2 - 3.7.5, i.e. none of the waste management streams should be duplicated.</p> <p><u>Evidence: Completed "KPI" sheet within this workbook for "Waste to incineration"</u></p> <p>Rating: To score 1, the organisation should set objective(s) to minimise waste to incineration. To score 2, the organisation should set and achieve objective(s) to minimise waste to incineration.</p>		X					
3.7.5	Landfill - The organisation should complete the "KPI" within this workbook for "Waste to landfill"	<p>Description: A landfill site is a site for the disposal of waste. Wastes can only be accepted at a landfill if they meet the waste acceptance criteria of local legislation. The organization should set standards to reduce waste to landfill and the environmental impact of wastes disposed to landfill. Note: The total waste amount should be balanced across clauses 3.7.2 - 3.7.5, i.e. none of the waste management streams should be duplicated.</p> <p><u>Evidence: Completed "KPI" sheet within this workbook for "Waste to landfill"</u></p> <p>Rating: To score 1, the organisation should set objective(s) to minimize waste to landfill. To score 2, the organisation should set and achieve objective(s) to minimize waste to landfill.</p>		X					
3.7.6	Emissions to air and water - The organisation shall monitor emissions and implement plans to prevent and reduce emissions that have adverse impacts on communities or the environment.	<p>Evidence: Documented information as evidence of emissions monitoring, procedures, plans and targets to prevent and reduce emissions that have adverse impacts on communities or the environment. Certification to ISO 14001 is sufficient to meet this requirement. (To be automatically scored, EMS certificate is prerequisite of the scheme)</p>	X						



3. Environmental Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
3.8. Spills, Leaks and Land Remediation									
3.8.1	<u>Spills and Leaks</u> - The organisation shall work to effectively prevent, detect, mitigate and remedy spills and leakage that cause harm to communities and/or the environment.	Evidence: Documented information as evidence of preventative maintenance programme, procedures for managing the impacts of spills and leaks. Certification to ISO 14001 is sufficient to meet this requirement. (To be automatically scored, EMS certificate is prerequisite of the scheme)	X						
3.8.2	<u>Land Remediation</u> - The organisation shall include the remediation of contaminated land as part of its initial environmental review or should complete an environmental impact assessment and where necessary develop and implement land remediation plans, if there has been an unplanned release or a change in land use, to reduce any negative impacts of contaminated land and to remediate the land to enable other uses.	Description: Where an organisation has discontinued using land, or further to an unplanned release into the environment, or a change in land use, the land should be made suitable for its intended use. Should there be contamination caused by the steel making or processing, then the organisation has a duty to remediate the land or water course. Contamination is taken to mean where substances could cause significant harm to people or protected species or significant pollution of surface waters or groundwater or land. There may be local statutory requirements. Evidence: the organisation should include the requirement to assess if any contamination, its extent and remediation options at initial review stage or after an unplanned release into the environment or significant change in land use. Should contaminated land be identified, a remediation plan should also be put in place <u>or</u> if the initial review has identified that there is no contaminated land and no remediation need, score 2.	X						

4. Social Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
4.1. Human Rights and Ethical Labour Practices		Description: This section includes all aspects of Human Rights and Ethical Labour Practices including but not limited to: Slave Labour/Modern Slavery, Child Labour, Workers' Conditions, Fair Labour Conditions (Fair Treatment, Fair Wages, Employment Equality, Equality in respect of Gender, Ethnicity, Religion, Political Persuasion, Sexuality, Disability), Working Hours, Overtime, Holidays, Freedom to join Trade Unions (Freedom of Association)							
4.1.1	Human rights and ethical labour policy - The organisation shall approve and publish a Policy(ies) and/or Codes of Conduct which commits the organisation, its employees and contractors to: 1. Comply with human rights legislation, international norms of behaviour and avoid complicity with human rights abuses 2. Avoid use of or be complicit in forced labour or child labour 3. Comply with applicable laws and industry standards on fair labour conditions 4. Promote respect for workers and labour rights	Description: The organisation should promote respect for labour and human rights. See The Ethical Trading Initiative (ETI) Base Code, SA 8000:2014 Social Accountability International Standard, ISO 26000 Guidance on Social Responsibility, UN Guiding Principles on Business and Human Rights and the ILO Declaration on Fundamental Principles and Rights at Work and the standards of the International Labour Organization (ILO). Approve and publish means; a policy(ies) is approved by the organisations most senior governance committee, made publicly available, is communicated to employees, contractors and other relevant stakeholders and employees and other relevant stakeholders are made aware of its contents, for example, through training and that it is reviewed periodically. Evidence: Policy(ies), Codes of Conduct, Documented information as evidence of employee and stakeholder awareness (e.g. human resources training records, contract terms and conditions, contractor contracts and training)	X						
4.1.2	Child, juvenile and forced labour - The organisation shall implement processes and procedures to detect, investigate and address any incidents of child, juvenile or forced labour.	Description: The organisation shall only employ persons who are at least 15 years old, have reached the applicable minimum legal age for employment, or who have passed the applicable age for compulsory education, whichever is highest. It shall not use or tolerate forced or compulsory labour (Modern Slavery) and effectively addresses any detected incidents of forced or compulsory labour. Where juvenile workers are present on site, a risk assessment of their work role shall be completed and they should not perform work that requires significant experience or specialist training, to ensure they are not exposed to activities that might be hazardous or harmful to their health or safety. Risks of forced labour are higher in temporary workforces and outsourced contractors. Contracts with employment and recruitment agencies and with other external providers of workers shall explicitly prohibit the use of forced and compulsory labour. Stating that the organisation complies with local legislation that prohibits child and forced labour is not sufficient evidence on its own. Evidence: Documented information as evidence of risk assessment of child, juvenile or forced labour on site. Where risks or incidents are identified, there are procedures in place to investigate and address the risks, take action to remove the child or worker from the risk and to provide for the continued welfare of the child or worker. Recruitment agency and outsourced contractor contracts. Training records of training for procurement, purchasing teams and other workers.	X						
4.1.3	Employee Terms of Employment - The organisation ensures that workers understand their current employment terms with regards to wages, working hours and other employment conditions.	Description: terms of employment are laid out in written contracts for all workers and are communicated to them at the beginning of the working relationship and when there are changes to the terms using languages, methods and channels that are understood and are easily accessible to workers. The terms of employment include: Workers' rights under national labour and employment law; Days and hours of work, payment, overtime, compensation, and benefits; Applicable collective agreements; Pay structure and pay periods. Evidence: Example worker contracts and communications around them.	X						
4.1.4	Employee turnover - The organization shall complete the "KPI" within this workbook for "Employee Turnover"	Description: Turnover is the act of replacing an employee with a new employee. It costs upwards of twice an employee's salary to find and train a replacement and it can damage morale among remaining employees. Evidence: Completed "KPI" within this workbook for "Employee Turnover"	X						
4.1.5	Employee turnover - The organisation should assess social impacts of Employee Turnover	Evidence: Documented information as evidence of social impact assessment of Employee Turnover, objective(s) to reduce social impacts of employee turnover. Rating: To score 2, the organisation should reduce employee turnover rate compared to previous data collection/reporting period.		X					
4.1.6	Fair wages - The organisation's Wage Policy shall comply with the national legal standard for minimum wage and wage increases. The organisation shall complete the "KPI" within this workbook for "Wage Policy"	Description: A wage is monetary compensation (or remuneration) paid by an employer to an employee in exchange for work done. Wage Policy is underpinned by national legal standard for minimum wage and wage increases. A number of locations have now adopted local living wages which represent minimum where the cost of living may be significantly higher than national averages. This assessment should include all support roles such as cleaners and caterers. Evidence: Completed "KPI" within this workbook for "Wage Policy"	X						
4.1.7	Wage policy - The organisation should assess the social impacts of its Wage Policy	Evidence: Documented evidence of social impact assessment of Wage Policy, objective(s) to reduce social impacts of wage policy. An understanding of the local living wage is desirable. Where a local living wage is not available, the local legal minimum should be considered. Rating: To score 1, the organisation should reduce % of employees employed at minimum rate level compared to previous data collection/reporting period. To score 2, the organisation should demonstrate all employees are paid at least the local living wage.		X					

4. Social Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
4.1.8	Gender Pay Equality - The organisation should assess equality in its pay structures and report on its gender pay gap publicly.	<p>Description: According to the World Economic Forum (Dec 2018 data), at current rates, it will take 202 years to close the Gender Pay Gap. Gender pay gap - The difference between the average (median) income of men and women, expressed relative to men's income. The Gender pay gap is an indicator of the relative amount of women occupying senior positions in companies in relation to men. A positive % indicates that men, on average, occupy positions which pay more than the average positions women occupy. A negative % indicates the reverse. Office and operational workers should be included and part-time workers salaries should be taken as full time equivalent salaries. Reporting the gender pay gap is a legal requirement in some jurisdictions including the UK.</p> <p>Evidence: Completed "KPI" within this workbook for "Gender pay equality".</p> <p>Rating: To score 1, the organisation shall compete the KPI To score 2, the organisation shall publicly report the KPI value and context</p>		X					
4.1.9	Gender equality - The organisation should assess equality in its employment structures and publicly report on its gender balance.	<p>Description: The gender balance of workers is an indicator of equal opportunities being provided. Office and operational positions should be included. Some organisations record this information by role categories or job area to provide them with more insight.</p> <p>Evidence: Completed "KPI" within this workbook for "Gender employment balance" (%Male/% Female).</p> <p>Rating: To score 1, the organisation shall compete the KPI To score 2, the organisation shall publicly report the KPI value and context</p>		X					
4.1.10	Freedom to join trade unions (Freedom of Association) - The organisation shall allow workers and employees to form and join organisations of their own choosing. The organisation shall complete the "KPI" within this workbook for "Freedom of Association"	<p>Description: The right of workers and employers to form and join organisations of their own choosing is an integral part of a free and open society. Collective bargaining plays an important role to obtain a fair share of the benefits and in providing a measure of security against the risk of unemployment and negative changes to salaries.</p> <p>Evidence: Completed "KPI" within this workbook for "Freedom of Association" NOTE: The rate is recorded for our information and will not be published - you can either have freedom of association or not. Where legislation does not allow recording of this data, if freedom of association is enshrined in law then this criterion is deemed to be met.</p>	X						
4.1.11	Grievance mechanism - The organisation shall have a formal system for considering and acting on employee complaints and grievances	<p>Description: For the protection of both managers and employees, the organisation should have an internal, formal system for employees to protest, or register a grievance or complaint (e.g. Human Rights, safety, health, worker's conditions, business ethics, bullying or any other concern) without fear of reprisal and with an expectation it will be fairly considered. Organisations may operate grievance systems for all stakeholders or different systems. Organisations should encourage their suppliers to adopt similar systems.</p> <p>Evidence: Documented information as evidence of complaints and grievance system, procedure to operate system, example anonymised records of grievance going through procedure.</p>		X					
4.1.12	Employee grievance mechanism - The organisation shall complete "KPI" sheet within this workbook for "Grievance System"	Evidence: Completed "KPI" within this workbook for "Employee Grievance System"	X						
4.1.13	Grievance resolution - The organisation should resolve employee complaints and grievances	<p>Evidence: Documented information as evidence of Grievance system effectiveness. Objective(s) to increase effectiveness of grievance system and resolution of complaints. The grievance system should be aligned to the UN Guiding Principles of Human Rights and Business criteria that indicate a good quality grievance mechanism, (e.g. https://www.business-humanrights.org/en/un-guiding-principles/implementation-tools-examples/access-to-remedies-grievance-mechanisms/non-judicial-grievance-mechanisms/company-based-grievance-mechanisms?page=1)</p> <p>Rating: To score 2, the organisation should have no employee grievances OR the organisation should increase grievance resolution rate compared to previous data collection/reporting period.</p>		X					
4.1.14	Human rights due diligence - The organisation shall conduct human rights risk assessment and due diligence.	<p>Description: Human Rights infringements can be difficult to uncover and the highest risks may be in its supply network, in relation to site security arrangements, cleaning, logistics or in parts of the value chain that are not controlled by the organisation. The organisations due diligence process shall be based on the identification and assessment of human rights-related risks and impacts, the development of time-bound mitigation plans for high risks, shall be updated on a regular basis, informed by input from internal and external stakeholders, shall cover the organisation value chain and shall be reviewed by the organisations Board or most senior leadership team. Where infringements are identified, the organisation implements effective procedures to identify the root causes and to define actions to prevent and mitigate these risks and adverse impacts and these are communicated to employees and other relevant stakeholders in languages and using modes appropriate to them. The OECD Due Diligence Guidance for Responsible Business Conduct (2018), and, as applicable, the OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High Risk Areas (2016) provides more information on effective due diligence processes. At a minimum, human rights risks identified should be evaluated as high, medium or low risk with time-bound plans in place to mitigate high human rights risks identified.</p> <p>Evidence: Documented information as evidence of Human Rights Due Diligence. Evidence from 2.10 Responsible Sourcing may contribute towards this criteria.</p>		X					

4. Social Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
4.1.15	Human rights conflict affected and high-risk areas - The organisation does not contribute directly or indirectly to armed conflict, human rights abuses or risks for workers and communities in conflict-affected or high-risk areas.	<p>Description: Where an organisation operates in a high-risk area, which can be characterised by the presence of active conflict, political instability, repression, armed militias or other destabilising factors, the risks to human rights infringements rise significantly. For more information see OECD Due Diligence Guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.</p> <p>Evidence: In these circumstances, the organisation should have documentary information as evidence of a public policy confirming that it does not tolerate any direct or indirect support to non-state armed groups or their affiliates and procedures in place to monitor its transactions, funding and resourcing to ensure it is not supporting non-state armed groups and to suspend engagement with business partners where there is a reasonable risk that they are doing so.</p> <p>Rating: To score 2, the organisation can demonstrate it is not operating in a high risk environment or that it has relevant policy and procedures in place to manage the increased risks.</p>		X					
4.2. Safe and Healthy Working Conditions									
4.2.1	Lost time injuries - The organisation shall complete the "KPI" within this workbook for "Lost time injury frequency rate (LTIFR) - Injuries/million hours worked" and shall publicly report its performance	<p>Description: A lost time injury is an industrial injury causing loss of time from the job on which the injured person is normally employed beyond the day or shift on which the injury occurred. In addition, cases where loss of time does not immediately follow the injury, but where there is a direct relation between absence and injury, are generally regarded as lost time injuries. The lost time injury frequency rate is the number of lost time injuries for each 1,000,000 working hours.</p> <p>LTIFR = (number of lost time injuries per fiscal year)/(number of hours worked per 12 month period or recent full or fiscal year/ 1,000,000 working hours)</p> <p>Result is expressed as: Injuries / 1,000,000 Hours Worked.</p> <p>Publication of these data/ transparency is the first step to encourage a shift in safety culture and performance. Measurement and publication of other relevant safety metrics, such as near misses, potential serious incidents and other measures should be considered for internal monitoring and external publication.</p> <p>Publication of LTIFR in the CARES Balanced Scorecard which accompanies the certificate, on its own is not sufficient to meet this requirement as publically available means accessible in all relevant languages locally and using methods of communication familiar to stakeholders.</p> <p><u>Evidence: Completed "KPI" within this workbook for "Lost time injury frequency rate (LTIFR) - Injuries/million hours worked" and publicly reported performance</u></p>	X						
4.2.2	Health and safety incident reduction - The organisation should reduce health and safety incidents	<p>Description: World Steel average LTIFR's, for those companies that report to its data set, was 0.97 in 2018. Health and Safety performance levels are linked to organisational culture and behaviours of employees and contractors. The CARES SCS scheme wants to incentivise actions that improve performance and bring approved firms at least in line with World Steel averages.</p> <p>Evidence: Documented information as evidence of health and safety performance.</p> <p>Rating: To score 1, the organisation can demonstrate improvement of 25% or more on its previous LTIFR score To score 2, the organisations LTIFR <8 To score 4, the organisations LTIFR <2</p>		X					
4.2.3	Health and Safety incident support and compensation - The organisation should provide workers with support and compensation for work-related injuries or illness and care for their dependents in case of work-related death.	<p>Description: In countries in which compensation for work-related injury, illness or death is not provided through a government scheme, collective bargaining agreement or mandatory benefits by law, the organisation should make a commitment to cover the costs and losses associated with work-related injury, illness or death.</p> <p>Evidence: Documented information as evidence of: Processes to provide care and support to injured or ill workers and support rehabilitation, including health and wellbeing; Procedures to determine and provide compensation to workers for work-related injury or illness, consider medical expenses, wages during the recovery and rehabilitation period, suitable duties during recovery and rehabilitation and, where recovery is not possible, lost future earnings; Procedures to determine and provide compensation to workers if an occupational illness connected to the worker's duties manifests after a worker has retired; Procedures to determine and provide compensation to worker's dependents in the event of work-related death. Record keeping for all of above.</p> <p>Rating: To score 2, this is a requirement of law or the organisation has the required documented information in place</p>		X					
4.3 Skills and Training (Development of Employees)									
4.3.1	Skills and training - The organisation shall provide appropriate training and incentives to employees so that they can understand how their work impacts on sustainable development.	Evidence: Documented information as evidence of training specific to sustainability impacts (e.g. within induction, training procedure, yearly training plan), Sustainability / Environment / Community champions, internal communication programmes, and connections to incentive processes (connection to appraisal process, link to performance objectives/ remuneration/ bonuses etc).	X						
4.3.2	Skills and training - The organisation shall implement training-based career development programs for the employees	Evidence: Documented information as evidence of career planning, training planning, appraisal process, competence matrix.	X						
4.3.3	Skills and training - The organisation shall implement on-the-job training (OJT) for the employees	Evidence: Documented information as evidence of OJT for the new and existing employees.	X						
4.3.4	Skills and training effectiveness - The organisation shall implement training effectiveness measurement modelling	Evidence: Training effectiveness measurement models (e.g. Kirkpatrick Model, Phillips Model) or tailor made measurement techniques.	X						
4.3.5	Skills and training - The organisation shall complete the "KPI" within this workbook for "Skills and Training (Development of Employees)"	<u>Evidence: Completed "KPI" within this workbook for "Skills and Training (Development of Employees)" as evidence of training hours.</u>	X						

4. Social Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
4.3.6	Skills and training - The organisation should set objective(s) for skills development and training	<p>Evidence: Documented information as evidence of training hours and/or effectiveness</p> <p>Rating: To score 1, the organisation should set objective(s) to increase training hours and/or effectiveness compared to previous data collection/reporting period. To score 2, the organisation should achieve objective(s) to increase training hours and/or effectiveness compared to previous data collection/reporting period.</p>		X					
4.3.7	Skills and training - The organisation should complete the "KPI" within this workbook for "Apprentices employed in reporting year" and "Graduate trainees employed in reporting year"	<p>Evidence: Completed "KPI" within this workbook for "Skills and Training (Development of Employees)" as evidence of "Apprentices employed in reporting year" and "Graduate trainees employed in reporting year"</p> <p>Rating: To score 1, 1 person fitting this category has been employed. To score 2, More than 1 person fitting this category has been employed.</p>		X					
4.3.8	Skills and training - The organisation should complete the "KPI" within this workbook for "Long-term unemployed people it has trained with a view to employment in reporting year"	<p>Description: Long-term unemployed people are people unemployed for more than 1 year. This criterion is about supporting disadvantaged people through training. The intention is that they are trained with a view to employ them. The focus of the evidence should be on the training, i.e. they do not have to be employed yet to meet this criterion.</p> <p>Evidence: Completed "KPI" within this workbook for "Long-term unemployed people in a training programme with a view to employment in the reporting year"</p> <p>Rating: To score 1, 1 person fits this category. To score 2, More than 1 person fits this category.</p>		X					
4.3.9	Skills, training and employment of people with a disability - The organisation should complete the "KPIs" within this workbook for "Skills, training and employment of people with a disability"	<p>Description: A disabled person is defined as someone with a physical or mental impairment that has a 'substantial' and 'long-term' effect on their ability to do normal daily activities.</p> <p>Evidence: Completed "KPI" within this workbook for "Skills, training and employment of disabled people"</p> <p>Rating: To score 1, 1 person fitting this category is employed during the reporting period. To score 2, More than 1 person fitting this category is employed during the reporting period.</p>		X					
4.4. Community Relations and Community Initiatives									
4.4.1	Community engagement - The organisation shall implement a Policy(ies) to ensure effective engagement with community stakeholders	<p>Description: The operations of a steel producer can impact on the local community (e.g. noise, odours, dust, increased heavy transportation and other nuisances). In order to minimise the disruption caused to the local community it is important to understand any issues or concerns they may have and address them accordingly. Community engagement shall; Ensure that the full range of community stakeholders can have their voices heard without exclusion, Support positive involvement in the community, provide mechanisms to deal with local community complaints and enquiries Community stakeholders are identified as people who the operations of a steel production site impact upon and other people who may have an interest in the site.</p> <p>Evidence: Policy(ies), Codes of Conduct, Documented information as evidence of engagement with community stakeholders, external stakeholder management procedure(s). Please note that this evidence should relate specifically to community stakeholders and evidence for requirements under 2.2 Stakeholder identification, engagement and ongoing management may contribute to this requirement.</p>	X						
4.4.2	Community engagement - The organisation shall complete the "KPI" within this workbook for "Community Relations" (Community initiatives)	<p>Description: The organisation should identify and, as appropriate, be actively involved in community initiatives (e.g. Partnerships, philanthropy and volunteerism, educational programmes, voluntary work, charitable donations, community forums, regular newsletters, support for local initiatives).</p> <p>Evidence: Completed "KPI" sheet within this workbook for "Community Relations".</p>	X						
4.4.3	Community initiatives - The organisation should carry out targeted community initiatives	<p>Description: Community initiatives can take many forms. For example; Organisations securing access to affordable, reliable and sustainable energy and other essential services can consider community needs during the planning process to support and enable their rights to essential utility services, such as electricity, gas, water, wastewater services, drainage, sewage and communication. It can also include the promotion and protection of culture, heritage and local languages and encouragement to participate in the arts, sports and recreation. This can also be pursued through supply chain engagement.</p> <p>Evidence: Documented information as evidence of expenditure or volunteering rate.</p> <p>Rating: To score 1, the community initiative expenditure (funding) or volunteering rate should be increased by 5% compared to previous reporting year. To score 2, the community initiative expenditure (funding) or volunteering rate should be increased by 10% compared to previous reporting year.</p>		X					
4.5. Social Management System									
4.5.1	Management systems - The organisation shall establish, document, implement, maintain and continually improve a Management System covering Labour Conditions and Human Rights.	<p>Description: A social management system is similar to any management system, i.e. it must have core elements: leadership, issue/risk/opportunity identification, resources in place to manage issues, training and competence, measurement, monitoring, objectives/targets, action plans, reporting, learning etc. Social management systems must have these in place for the range of issues including; human rights, labour conditions, community engagement and other relevant issues etc. Existing human resources and other systems may cover many of the elements of a social management system.</p> <p>Evidence: Documented information as evidence of management system covering labour conditions and human rights issues. This may be integrated into other systems or separate systems.</p>	X						

5. Economic Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
5.1. Contribution to Diversity and Stability of the Local Economy									
5.1.1	Local purchasing - The organisation shall complete the "KPI" within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Purchases)	Description: Local in this case is taken to mean within country of operation or local market region unless 'local' is defined in a different way by government policy. Evidence: Completed "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy - (Local Purchases)".	X						
5.1.2	Local purchasing - The organisation should contribute to the local economy by increasing local purchasing	Description: Local in this case is taken to mean within country of operation or local market region unless 'local' is defined in a different way by government policy. Evidence: Documented information as evidence of increases in local purchasing. Rating: To score 2, the organisation should increase local purchases compared to previous reporting year.		X					
5.1.3	Local purchasing, SME's & VCSE's - The organisation should complete the "KPI" within this workbook for "Contribution to Diversity and Stability of the Local Economy" (SME, VCSE Purchases)	Description: A Small or Medium Sized Enterprise (SME) is defined as a company with less than 250 employees. A VCSE is a Voluntary, Community or Social Enterprise (VCSE). Please note in the evidence section if you provide other inkind support to VCSE's, e.g. Expert business advice, Equipment or resources, Volunteering hours. Evidence: Completed "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy - (SME Purchases)". Rating: To score 1, the organisation should complete the KPI for this criterion and demonstrate some SME and/or VCSE spend To score 2, the organisations should demonstrate increased spend on SME/VCSE from the previous reporting year.		X					
5.1.4	Fair Payment Practices - The organisation should implement a payment policy to pay SME's within 30 days and other organisations within 60 days from receipt of invoice	Description: Fair payment of suppliers is part of ethical business practices and is important in the support of local economies. Late payment of invoices and long payment terms can make some businesses unviable. All companies should be paid according to their contract terms. The organisation should aim to pay all SME suppliers within 30 days of receipt of invoice and all organisations should be paid within 60 days of receipt of invoice (this is met by paying 95% of invoices within this period). Suppliers should be provided with clear and easily accessible guidance on payment procedures. Reporting on the time an organisation takes to make payments to SME's and other suppliers is law in the UK. Evidence: Documented information as evidence of Payment Practices Policy, payment data split by SME's/other company's demonstrating performance in line with description. Rating: To score 1, the organisation shall have a Payment Practices Policy To score 2, the organisation is able to demonstrate it is meeting the requirements of this criterion		X					
5.1.5	Employment and social value created - Where Relevant , The organisation should complete the "Employee Profile" sheet within this workbook.	Description: Providing clients and government agencies with information and data which enables them to calculate the social value created by construction and infrastructure projects is considered best practice and can help them meet legal requirements such as the UK Social Value Act and the Well-being of Future Generations (Wales) Act (2015). Recording employee profile information enables this data to be provided and social value indicators calculated. This is normally in the form of a monetary value. Understanding the social value being created through the steel value chain, for example promoting local skills and employment including of disadvantaged groups is important to economic and individual development. As social value is most often considered at a construction project level, this criterion is typically most relevant to local fabricators, however other organisations may identify a value in measuring this information. Evidence: Completed "Employee Profile" worksheet within this workbook or equivalent tool within Human Resources system or external tool and documented information as to use of data in the estimation of social value created. Rating: To score 1, the organisation should be able to demonstrate it can capture employee profile data for sharing if requested To score 2, the organisation should be able to demonstrate it has provided data for use in social value calculations		X					
5.2. Employment Opportunities									
5.2.1	Employment - The organisation shall complete "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Stable Employment)	Evidence: Completed "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy (Sustainable Employment)".	X						
5.2.2	Employment - The organisation should contribute to the economy through Employment	Evidence: Documented information as evidence of employment. Rating: To score 2, the organisation should maintain or increase total number of employees and permanent contractors compared to previous reporting year.		X					
5.2.3	Employment - The organisation shall complete "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Employment)	Evidence: Completed "KPI" sheet within this workbook for "Contribution to Diversity and Stability of the Local Economy (Local Employment)".	X						
5.2.4	Employment - The organisation should contribute to the economy by Local Employment	Evidence: Documented information as evidence of local employment. Rating: To score 2, the organisation should maintain or increase total number of local employees and permanent contractors compared to previous reporting year.		X					

5. Economic Aspects

#	Requirement	Description / Evidence(s) / Rating Mechanism	Classification		Organisation's Input(s) and Evidence(s)	Plan(s) / Programme(s) (if mandatory requirements are not met)	Self-Assessment Note or Score	CARES Assessment Score	CARES Assessment Note
			Mandatory	Credit					
5.3. Pursuing Innovation in processes, products and management methods									
5.3.1	Innovation - The organisation shall identify innovation opportunities in processes, products and management methods and shall complete the "KPI" within this workbook for "Pursuing Innovation"	Description: The key characteristics of innovative activities in the steel industry cover innovations in infrastructure, process, equipment and products with the help of R&D and engineering. Innovation activities focus on energy sources, energy efficiency, environmental technologies and new products and services. Evidence: Completed "KPI" sheet within this workbook for "Pursuing Innovation".	X						
5.3.2	Innovation - The organisation should contribute to the local economy by pursuing innovation in processes, products and management methods	Evidence: Documented information as evidence of investment expenditure Rating: To score 2, the Organisation should increase innovation and investment expenditure compared to previous reporting year.		X					
5.4. Fair Treatment of Suppliers									
5.4.1	Ethical Behaviour - The organisation shall implement a Policy(ies) and/or Codes of Conduct that includes the fair treatment of suppliers	Evidence: Policy(ies), Codes of Conduct, Codes of Ethics, Documented information as evidence of fair treatment of suppliers	X						
5.4.2	Ethical Behaviour - The organisation shall complete the "KPI" within this workbook for "Fair Treatment of Suppliers"	Description: Fair treatment of suppliers is part of ethical business practices. This is about complaints against the organisation by suppliers. There can be a separate complaints mechanism for monitoring supplier complaints or it can be part of the organisations grievance procedure. Evidence: Completed "KPI" sheet within this workbook for "Fair Treatment of Suppliers".	X						
5.4.3	Ethical Behaviour - The organisation should reduce supplier complaints as measured using the "KPI" within this workbook for "Fair Treatment of Suppliers"	Evidence: the "KPI" within this workbook for "Fair Treatment of Suppliers" Rating: To score 2, the organisation should reduce number of supplier complaints compared to previous reporting year OR have had no supplier complaints in previous reporting year.		X					
5.5. Contribution to the built environment									
5.5.1	Contribution to the built environment - No requirement - For information only	As a fundamental base material/product in the construction industry, the reinforcing steel supply chain makes a key contribution to the built environment, its impacts and future advances in the field of sustainable construction. Steel is 100% recyclable, is highly durable and can be indefinitely recycled without losing its properties. This clause is included for information only - no action is needed.							
5.6. Financial Transparency									
5.6.1	Reporting - The organisation shall produce externally audited accounts and financial reports for the latest financial reporting period	Evidence: Yearly Financial Report with Auditor statement, name and date.	X						



Key Performance Indicators (KPIs) Worksheet

Guidance Notes
1. Organisations Input - To be completed by the organisation
2. Evidence(s) - To be completed by the organization
3. Result
4. If KPI is not applicable to your operations, please insert "Not Applicable" and explain why



Data Collection/Reporting Period (e.g. Year 2022)	
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KPI	Unit	Organisation's Input (Previous Reporting Period)	Organisation's Input (Reporting Period)	Evidence(s)
2.9.5 Stakeholder Complaints and Prosecutions				
Total number of ethical, environmental, social and economic <i>incidents</i> recorded and reported to an external Regulator in the data collection/reporting period.	-			
Total number of ethical, environmental, social and economic <i>incidents</i> that resulted in the issuance of enforcement and/or prohibition notices by an external Regulator in the data collection/reporting period.	-			
Total number of ethical, environmental, social and economic <i>incidents</i> that resulted in a successful prosecution by an external Regulator in the data collection/reporting period.	-			
Organisation's Input (Brief details, if any)				
Total number of ethical, environmental, social and economic <i>complaints</i> recorded and reported to an external Regulator in the data collection/reporting period.	-			
Total number of ethical, environmental, social and economic <i>complaints that</i> resulted in the issuance of enforcement and/or prohibition notices by an external Regulator in the data collection/reporting period.	-			
Total number of ethical, environmental, social and economic <i>complaints</i> that resulted in a successful prosecution by an external Regulator in the data collection/reporting period.	-			
Organisation's Input (Brief details, if any)				

[Click to go back to 'Sustainability Management' 2.9.5](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
2.10.3 Responsible sourcing evaluation scope				
Total mass of raw materials purchased	tonne			
Total mass of raw materials supplied from suppliers which have been evaluated for sustainability impacts	tonne			
Supplier sustainability impact evaluation by mass percentage	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Sustainability Management' 2.10.3](#)

KPI	Unit	Organisation's Input (Previous Reporting Period)	Organisation's Input (Reporting Period)	Evidence(s)
2.10.4 Suppliers' Management System Approvals (Only complete for the suppliers relevant to your operations) Note: Main suppliers (e.g. scrap recycling company, pellet producer, ferro alloy producer, steel producer, key fabricators and any other critical or major suppliers) should be assessed instead of traders or other intermediate commercial organisations. (To be completed by primary steel producers)				
Scrap Suppliers - ISO 9001 certified percentage supplied by mass by approved firms	%			
Scrap Suppliers - ISO 14001 certified percentage supplied by mass by approved firms	%			
Scrap Suppliers - ISO 45001 certified percentage supplied by mass by approved firms	%			
Pellets (iron ore pellets for BF route or DRI pellets or HBI for DRI route) Suppliers - ISO 9001 certified percentage supplied by mass by approved firms	%			
Pellets (iron ore pellets for BF route or DRI pellets or HBI for DRI route) Suppliers - ISO 14001 certified percentage supplied by mass by approved firms	%			
Pellets (iron ore pellets for BF route or DRI pellets or HBI for DRI route) Suppliers - ISO 45001 certified percentage supplied by mass by approved firms	%			
Ferro Alloy Suppliers - ISO 9001 certified percentage supplied by mass by approved firms	%			
Ferro Alloy Suppliers - ISO 14001 certified percentage supplied by mass by approved firms	%			
Ferro Alloy Suppliers - ISO 45001 certified percentage supplied by mass by approved firms	%			
(To be completed by steel rolling mills) Billet/Bloom/Slab Suppliers - CARES SCS certified percentage supplied by mass by approved firms	%			

[Click to go back to 'Sustainability Management' 2.10.4](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.2.1 Primary Material Use and Material Efficiency (To be completed by primary steel producers - see below for rolling mills only and processors)				
<u>Total</u> tonnes of raw materials (Iron Ore Concentrate, Sinter, Iron Ore Pellets, Coal, Ferro Alloys and Lime for BF/BOF Route; Scrap, DRI&HBI, Coal, Ferro Alloys and Lime for EAF Route) used over year	tonne			
<u>Total</u> tonnes of billet or bloom or slab produced (Good semi-product)	tonne			
Material Efficiency	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.2.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.2.1 Material Efficiency (To be completed by processor and for companies with a Rolling Mill but not a Steel Making Plant)				
<u>Total</u> tonnes of raw materials used over year (Billet, Reinforcing bar and/or coil)	tonne			
<u>Total</u> tonnes of finished product	tonne			
Material Efficiency	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.2.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.2.3 Recycled Content (RC) = ((S*PY)/(T+F)*100) RC should be defined in accordance with BS EN ISO 14021. (To be completed by primary steel producers)				
Total quantity of scrap charged to the furnace - S	tonne			
Total tapped weight - T	tonne			
Total quantity of ferro-alloys added, including tapping and trimming - F	tonne			
Average process yield of the furnace (%) - PY	%			
Recycled Content - RC = ((S.PY) / (T+F))%	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.2.3](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.2.3 Recycled Content (RC) RC should be defined in accordance with BS EN ISO 14021. (To be completed by processor and for companies with a Rolling Mill but not a Steel Making Plant)				
Percentage of pre and post consumer material (scrap steel) used in processed steel or feedstock material(s). For Processors and Rolling Mills please ask suppliers to provide RC of their billets and calculate annual average by weight of purchased billets.	%			

[Click to go back to 'Environmental Aspects' 3.2.3](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.3.1 Energy Intensity				
Total energy including : fuel, electricity, heating, cooling, steam or all other energy sources	GJ (gigajoule)			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne			
Energy Intensity	GJ per tonne of steel	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.3.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.3.2 Renewable Energy				
Total energy including : fuel, electricity, heating, cooling, steam or all other energy sources	GJ (gigajoule)	0.00	0.00	(Values linked to cells C74 & D74, please comment if different)
Total renewable energy produced directly on site, or purchased as certified renewable energy and/or contribution of renewable energy purchased from national grid.	GJ (gigajoule)			
Renewable energy as a proportion of total energy used	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.3.2](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.3.4 Water Use				
Total volume of water consumed including: Surface water from wetlands, rivers, lakes, sea and oceans; Ground water; Rainwater collected; Municipal water supplies (Potable water)	m ³ (cubic meters)			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Water Use	m ³ per tonne of steel	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.3.4](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.4.5 Land Use and Biodiverse Rich Habitats				
Total Land Use by the organisation	m ² (square metres)			
Land Use in Biodiversity Rich Habitats	m ² (square metres)			
Land Use in Biodiversity Rich Habitats	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.4.5](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.5.1 Climate Change - Global Warming Potential performance (To be completed by primary steel producers - see below for rolling mills only and processors)				
GWP	kg-CO2 equiv./tonne			

[Click to go back to 'Environmental Aspects' 3.5.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.5.1 Climate Change - Global Warming Potential performance (To be completed by processor and for companies with a Rolling Mill but not a Steel Making Plant - Weighted average of GWPs of steel producers)				
GWP	kg-CO2 equiv./tonne			

[Click to go back to 'Environmental Aspects' 3.5.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.7.2 By-Product production				
Total quantity of By-Products including : filter dust, slag, sludge, slurry, mill scale and all other by-products.	kg			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
By-Product production	kg per tonne of steel	#DIV/0!	#DIV/0!	
	% change		#DIV/0!	

[Click to go back to 'Environmental Aspects' 3.7.2](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.7.3 Waste recycled				
Total quantity of Waste recycled including: refractory, graphite electrode, skull, steel crop, steel-offcut, scrap rolls, copper mould, waste oil, tyre, batteries/accumulators, packing waste (wood / plastic / paper-cartoon) and all other recycled waste.	kg			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Waste recycled	kg per tonne of steel	#DIV/0!	#DIV/0!	
Click to go back to 'Environmental Aspects' 3.7.3	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.7.4 Waste to incineration				
Total quantity of Waste to incineration including: hazardous waste (e.g. medical waste, waste oil) and by-products if they are not landfilled, reused or recycled.	kg			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Waste to incineration	kg per tonne of steel	#DIV/0!	#DIV/0!	
Click to go back to 'Environmental Aspects' 3.7.4	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
3.7.5 Waste to landfill				
Total quantity of Waste to landfill including: general waste, hazardous waste, non-hazardous waste, inert waste and by-products if they are not reused or recycled.	kg			
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Waste to landfill	kg per tonne of steel	#DIV/0!	#DIV/0!	
Click to go back to 'Environmental Aspects' 3.7.5	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.4 Employee Turnover				
Total number of employees and permanent contractors (if any) leaving at all sites during the data collection/reporting period.	-			
Total average number of employees and permanent contractors (if any) employed at all sites during the data collection/reporting period.	-			
Employee Turnover Rate	%	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.1.4	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.6 Fair Wages				
Total average number of employees and permanent contractors (if any) employed with minimum wage set by national legal standard at all sites during the data collection/reporting period.	-			
Total average number of employees and permanent contractors (if any) employed at all sites during the data collection/reporting period.	-	0	0	(Values linked to cells C142 & D142, please comment if different)
Minimum Wage Rate	%	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.1.6	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.8 Gender Pay Equality				
Average (median) income of men	Local Currency			
Average (median) income of women	Local Currency			
Gender Pay Gap	%	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.1.8				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.9 Gender Equality				
Percentage split in gender of total workforce expressed as %Male/%Female	%/%			
Click to go back to 'Social Aspects' 4.1.9				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.10 Freedom of Association				
Total average number of Trade Union members including employees and permanent contractors (if any) at all sites during the data collection/reporting period. NOTE: Only required where reporting is allowable under local legislation.	-			
Total average number of employees and permanent contractors (if any) employed at all sites during the data collection/reporting period.	-	0	0	(Values linked to cells C142 & D142, please comment if different)
Freedom of Association Rate	%	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.1.10	% change	#DIV/0!		

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.1.12 Employee Grievance System				
Total number of grievances about social impacts (e.g. Human Rights, Worker's Conditions, Fair Labour Conditions...etc) resolved through formal grievance system at all sites during the data collection/reporting period.	-			
Total number of grievances about social impacts (e.g. Human Rights, Worker's Conditions, Fair Labour Conditions...etc) filed through formal grievance system at all sites during the data collection/reporting period.	-			
Grievance Resolution Rate	%	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.1.12	% change	#DIV/0!	#DIV/0!	

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.2.1 Lost time injury frequency rate (LTIFR) LTIFR: (LTI) / (WH / 1,000,000)				
Total number of lost time injuries of employees and permanent contractors (if any) during the data collection/reporting period - LTI	-			
Total number of work hours of employees and permanent contractors (if any) during the data collection/reporting period - WH	-			
LTIFR	-	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.2.1	% change	#DIV/0!	#DIV/0!	

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.3.5 Skills and Training (Development of Employees)				
Total number of training hours provided by the organisation in the reporting period to its employees and permanent contractors (if any) in the data collection/reporting period.	Hours			
Total average number of employees and permanent contractors (if any) employed at all sites during the data collection/reporting period.	-	0	0	(Values linked to cells C142 & D142, please comment if different)
Number of training hours per employee-contractor	Hours/person	#DIV/0!	#DIV/0!	
Click to go back to 'Social Aspects' 4.3.5	% change	#DIV/0!	#DIV/0!	

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.3.7 Skills and Training (Development of Employees)				
Total number of Apprentices employed in reporting year	-			
Total number of Graduate trainees employed in reporting year	-			
Click to go back to 'Social Aspects' 4.3.7				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.3.8 Skills, Training and Employment of Long-term unemployed people				
Total number of long-term unemployed people on training programme, with a view to employment, in the reporting year	-			
Click to go back to 'Social Aspects' 4.3.8				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.3.9 Skills, Training and Employment of People with disabilities				
Total number of jobs (FTE) in place for people with disabilities in the reporting year	-			
Click to go back to 'Social Aspects' 4.3.9				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
4.4.2 Community Relations (Community initiatives)				
Total community initiative expenditure (funding) in the data collection/reporting period.	Local Currency			(Pls report currency)
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	Tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Community Initiative Rate	Local Currency/Tonne	#DIV/0!	#DIV/0!	
Community Initiative Rate - Increase/Decrease	%	#DIV/0!	#DIV/0!	
Total number of hours of employee volunteering in local community in the data collection/reporting period.	hours			
Click to go back to 'Social Aspects' 4.4.2				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.1.1 Contribution to Diversity and Stability of the Local Economy (Local Purchases)				
Total local purchases expenditure in the data collection/reporting period. (Note: Local purchases are limited to national purchases and exclude imports)	Local Currency			(Pls report currency)
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	Tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Local Purchases Rate	Local Currency/Tonne	#DIV/0!	#DIV/0!	
Local Purchases Rate - Increase/Decrease	%	#DIV/0!	#DIV/0!	
Total purchase expenditure in the data collection/reporting period. (Note: Local purchases are limited to national purchases and exclude imports)	Local Currency			(Pls report currency)
% local purchases in the data collection/reporting period (local purchase/total purchase) (Note: Local purchases are limited to national purchases and exclude imports)	%	#DIV/0!	#DIV/0!	
Click to go back to 'Economic Aspects' 5.1.1				

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.1.3 Contribution to Diversity and Stability of the Local Economy (SME and VCSE Purchases)				
Total purchase expenditure in the data collection/reporting period spent with Small and Medium Sized Enterprises (SME's).	Local Currency			(Pls report currency)
Total purchase expenditure in the data collection/reporting period spent with Voluntary, Community or Social Enterprise organisations (VCSE).	Local Currency			(Pls report currency)
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	Tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
SME Purchase Rate	Local Currency/Tonne	#DIV/0!	#DIV/0!	
VCSE Purchase Rate	Local Currency/Tonne	#DIV/0!	#DIV/0!	
Total purchase expenditure in the data collection/reporting period. (Note: Local purchases are limited to national purchases and exclude imports)	Local Currency			(Pls report currency)
% SME purchases in the data collection/reporting period.	%	#DIV/0!	#DIV/0!	
% VCSE purchases in the data collection/reporting period.	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Economic Aspects' 5.1.3](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.2.1 Contribution to Diversity and Stability of the Local Economy (Sustainable Employment)				
Total average number of <u>Full-time</u> employees and permanent contractors (if any) at all sites during the data collection/reporting period.	-			
Total average number of <u>Part-time</u> employees and permanent contractors (if any) at all sites during the data collection/reporting period. (Actual numbers of part time workers irrespective of hours worked)	-			
Sustainable Employment - Full-time Increase/Decrease	%	#DIV/0!	#DIV/0!	
Sustainable Employment - Part-time Increase/Decrease	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Economic Aspects' 5.2.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.2.3 Contribution to Diversity and Stability of the Local Economy (Local Employment)				
Total average number of employees and permanent contractors (if any) from <u>local community/area</u> at all sites during the data collection/reporting period. (Note: 'Local' definition is to be defined and justified based on specific circumstances. As a default this can be national.)	-			
Total average number of employees and permanent contractors (if any) employed at all sites during the data collection/reporting period.	-	0	0	(Values linked to cells C142 & D142, please comment if different)
Local Employment Rate	%	#DIV/0!	#DIV/0!	
Local Employment - Increase/Decrease	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Economic Aspects' 5.2.3](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.3.1 Pursuing Innovation				
Total innovation and investment expenditure in the data collection/reporting period.	Local Currency			(Pls report currency)
Total quantity of billet or bloom or slab produced (Good product) and/or finished product. (Total quantity of finished product produced plus total quantity of semi-product produced but not rolled)	Tonne	0.00	0.00	(Values linked to cells C75 & D75, please comment if different)
Pursuing Innovation Rate	Local Currency/Tonne	#DIV/0!	#DIV/0!	
Pursuing Innovation Rate - Increase/Decrease	%	#DIV/0!	#DIV/0!	

[Click to go back to 'Economic Aspects' 5.3.1](#)

KPI	Unit	Organisations Input (Previous Reporting Period)	Organisations Input (Reporting Period)	Evidence(s)
5.4.2 Fair Treatment of Suppliers				
Total number of complaints against the company by suppliers at all sites during the data collection/reporting period. Do not include quality complaints from customers. This KPI is for complaints from suppliers only.	-			
Complaint Rate - Increase/Decrease	%	#DIV/0!	#DIV/0!	



Materiality Matrix Worksheet

Reporting Period (e.g. Year 2022)	
<i>Note: If equivalent materiality documentation is available this criterion is met. Please provide a link to any alternative documentation</i>	

For each impact establish its significance to both external and internal stakeholders. When determining significance, consider the science and the context behind each, informed by stakeholder opinion and scientific research, international consensus. Indicate the ability of the organisation to influence performance relating to each. Prioritise the issues using the scale shown. More information on the concept of Materiality can be found in the Global Reporting Initiative (GRI) Standards.

Environmental
Social
Economic
Sustainability impacts of the organization (Confirm the range of impacts, adding any missed, Copy and Paste into matrix according to your evaluation of importance)

The range and priority of these impacts is informed by stakeholder views that are gained through systematic, inclusive, internal and external engagement at all levels of the organisation. This engagement needs to consider science and fact as well as opinion. Ensure this is an open process that considers any new or emerging aspects and importance changes, e.g. as science shows risks are better understood or as ways to manage them have been found and performance has improved. Ask the question 'What has changed from last year?'

	Importance to Environment, Stakeholders and Society			Importance to Delivering Organisations Strategy		
	Material Aspects	Ability to influence (high/low)	Material Aspects	Ability to influence (high/low)	Material Aspects	Ability to influence (high/low)
more >----						
less <----						
	less <----	Importance to Delivering Organisations Strategy	---->	more		

GWP and GHG emissions
Transport
Primary Material Use and Materials Efficiency
Energy Use
Water Use
Biodiversity
Eco-toxicity
Waste
Air emissions
Emissions to water
Renewable Energy use
...
<i>Please add these and any other environmental issues to be mapped onto materiality matrix</i>
Human Rights
Slave Labour
Child Labour
Safe and Healthy Working Conditions
Community relations
Skills and Training
Gender Equality
Diversity
Fair wages
Workers' Conditions
Freedom of Association
Health and Safety performance
<i>Please add these and any other social issues to be mapped onto materiality matrix</i>
Contribution to Diversity and Stability of the Local Economy
Stable Employment
Pursuing Innovation
Fair payment practices
Local purchasing
Supporting SME's
<i>Please add these and any other economic issues to be mapped onto materiality matrix</i>

[Click to return to 'Sustainability Management' 2.2.4](#)



Maturity Matrix Worksheet

		Data Collection/Reporting Period (e.g. Year 2022)			
		You may want to refer to the characteristics for each practice in Table A1 'Sustainable Development maturity matrix for continual improvement of organisations seeking certification of their products' in BS 8902:2009			
Sustainability Principles	Practices <small>(Please add any additional practices that are relevant to your approach to sustainability management)</small>	Characteristics of the approach to sustainability in developing organizations			Objectives & Plan(s) / Programme(s)
		Maturity			
		Ad-hoc engagement, an informal approach to stakeholders in relation to these Practices. Limited understanding of the implications of the Practices on business priorities and decision making.	Policies and approach documented and well understood. Accountable party identified and responsible implementing roles/tasks resourced, trained and operational. Certified or uncertified management systems in place to manage the Practices. Demonstrable performance improvements.	Engaged' plus: Proactively using sustainability to drive innovation into the organisation at every level to deliver improved performance. Company success is viewed in broader terms than foundation financials only. Positive and negative impacts on our natural capital, wellbeing, local communities and economic contribution should be considered and built into all decision making. Science and context based transition plans and targets are in place that define a pathway towards sustainable and responsible operations. Performance improvements aligned to the context and scientific pathways.	
		Immature	Engaged	Proactive and Learning	
Inclusivity	Stakeholder identification and mapping				
	Open engagement in various formats for various stakeholders				
	Stakeholder issue identification				
	Communication of organization response to issues raised				
 / Additional practice				
Integrity	Leadership shown - clear Accountabilities documented				
	Code of Conduct adopted				
	Integrity risks identified and managed				
 / Additional practice				
 / Additional practice				
Stewardship	Sustainable development culture				
	Responsible/Sustainable Supply chain approach adopted				
	Systematic Environmental Management				
	Systematic Social Management				
	Systematic Economic Management				
	Skills and training				
	Career development				
 / Additional practice				
Transparency	Identify appropriate metrics/KPIs				
	Monitor performance				
	Publicly report management practices and performance				
	Review performance				
 / Additional practice				
 / Additional practice				

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Transport Impact Worksheet

[Go back to 'Environmental Aspects' Worksheet](#)



PLEASE USE THE APPROPRIATE TABLE(S) BELOW TO ENTER IN TRANSPORT INFORMATION:

Note: The intention is to capture transport distances from raw material sources as far back up the supply network as is reasonably possible. 'Supplier' therefore means raw material source as far as reasonably possible to obtain.

Where raw material sources are unknown please state this and provide supplier location.

You may insert more lines to the table to allow for any additional inputs/outputs or addition transport information for specified inputs/outputs

STEEL MAKING							
TRANSPORTATION ACCOUNTING							
Material	Unit	Amount	Transport variables				Raw material source location (country)
			Distance by road RAW MATERIAL SOURCE to LOADING PORT i.e. one journey from supplier to the loading port used (km)	Distance by road DISCHARGE PORT to STEELWORKS i.e. one journey from the discharge port to steelworks (km)	Distance by rail i.e. one journey from supplier to site (km)	Distance by sea LOADING PORT to DISCHARGE PORT i.e. one journey from loading port to discharge port used (km)	
INPUTS							
Ferrous material							
STEEL SCRAP (Outsourced)	tonnes						
Supplier 1							
Supplier 2							
Supplier 3							
Supplier 4							
Supplier 5							
Supplier 6							
Supplier 7							
Supplier 8							
Supplier 9							
Supplier 10							
Supplier 11							
Supplier 12							
Supplier 13							
Supplier 14							
Supplier 15							
Supplier 16							
Supplier 17							
Supplier 18							
Supplier 19							
Supplier 20							
STEEL SCRAP (Home/Internal)	tonnes						
Home Scrap - Please specify internal transport distance							
STAINLESS STEEL SCRAP							
Supplier 1							
Supplier 2							
Supplier 3							
Supplier 4							
Supplier 5							
Supplier 6							
Supplier 7							
Supplier 8							
Supplier 9							
Supplier 10							
Supplier 11							
Supplier 12							
Supplier 13							
Supplier 14							
Supplier 15							
Supplier 16							
Supplier 17							
Supplier 18							
Supplier 19							
Supplier 20							
STAINLESS STEEL SCRAP (Home/Internal)	tonnes						
Home Scrap - Please specify internal transport distance							
DRI and HBI, produced on site							
Home DRI - Please specify internal transport distance							
DRI and HBI, freely purchased							
Supplier 1							
Supplier 2							
Supplier 3							



SUSTAINABILITY

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BUSINESS TRAVEL

TRANSPORTATION ACCOUNTING

	<i>Transport mode and distance</i>						
	Distance by foot (km pa)	Distance by bicycle (km pa)	Distance by car (km pa)	Distance by bus (km pa)	Distance by rail (km pa)	Distance by ship/ferry (km pa)	Distance by plane (km pa)
Record for organisation per year (where data available)							

EMPLOYEE TRAVEL

TRANSPORTATION ACCOUNTING

	<i>Transport mode and distance</i>						
	Distance by foot (km pa)	Distance by bicycle (km pa)	Distance by car (km pa)	Distance by bus (km pa)	Distance by rail (km pa)	Distance by ship/ferry (km pa)	Distance by plane (km pa)
Record for organisation per year (where data available)							

[Return to 'Environmental Aspects' Section](#)

