CARES Sustainable Constructional Steels Scheme

Operational Assessment Schedule

Contents

Amendment Control Sheet

Section	Amendment	Date of Issue
All Sections	Restructured layout and included paragraph numbering Additions to Annex 1 Introduction of CARES Rosette Rating System (RRS)	March 2016
Relevant Sections	ISO 45001 references and requirements introduced	March 2018
Whole Document	Withdrawing Appendices 1-6 and combining into this single Operational Assessment Schedule.	April 2020
Whole Document	New version release (9) including updates and additions to terminology, text and requirements to reflect feedback from consultations, to simplify scheme documentation, to support harmonisation with other relevant standards and to reflect best practice.	April 2020
Whole Document	Restructuring to enable consistent numbering across all scheme documents as detailed below.	April 2020
Annex 1	Renaming of 'Annex 1 - Sustainable Constructional Steels Workbook' to 'Annex 1- Self-Assessment and Audit Workbook'.	April 2020
1 Company Information and Certifications	Revised withdrawal date for OHSAS 18001 added.	April 2020
1 Company Information and Certifications	Renamed from 'Scope' to 'Company Information and Certifications'. Repetition removed Text added to include production of steel rails for railways and associated standards into scheme. Test added to include 'other standards acceptable to CARES' in scope.	April 2020
2 Sustainability Management	Edited to clarify overall Sustainability Management Requirements Differing requirements for Producers and Processors added with regards to 2.10 Responsible sourcing.	April 2020

	New mandatory criteria added: 2.1.3 Leadership and Accountability 2.11.1 Decommissioning and closure provisions Edited to remove repetition, for clarification and for typographic corrections	
3. Environmental Aspects	Previous section 3 (Operational management system of sustainable development (environmental, social and economic aspects) general requirements incorporated into current section 2 'Sustainability Management' and to split out the specific requirements into the new Environment, Social and Economic Aspect sections.	April 2020
3. Environmental Aspects	Section reordered to follow more logical flow. New mandatory criteria added: 3.3.2 Renewable Energy 3.7.6 Emissions to air and water 3.8.1 Spills and Leaks New voluntary credit criteria added: 3.5.2 Global Warming Potential performance 3.5.3 Climate Change Strategy 3.5.4 Climate Related Financial Disclosures 3.5.5 GHG emissions reduction targets and plan 3.6.3 Transport Impacts (Employees) 3.6.4 Transport impacts (Business Travel) Edited to remove repetition, for clarification and for typographic corrections	April 2020
4. Social Aspects	Previous Section 4 (Competence, training and awareness) incorporated into Section 2. 'Sustainability Management' Revised withdrawal date for OHSAS 18001 added.	April 2020
4. Social Aspects	New mandatory criteria added: 4.1.2 Child, juvenile and forced labour (was previously incorporate into other criteria) 4.1.3 Employee Terms of Employment 4.1.14 Human Rights Due Diligence (was previously part of risk assessment) New voluntary credit criteria added: 4.1.8 Gender Pay Equality 4.1.9 Gender Equality (assessment) A range of criteria edited for clarification/typographic correction 4.1.15 Human rights conflict affected and high-risk areas 4.3.7, 4.3.8, 4.3.9 Skills and Training (Apprentices, Long-Term Unemployed and People with a disability) Edited to remove repetition, for clarification and for typographic corrections	April 2020
5. Economic Aspects	Previous Section 5 (Improvement) incorporated into Section 6. 'Performance improvement, rating and reporting'	April 2020
5. Economic Aspects	New voluntary credit criteria added: 5.1.3 Local purchasing, SME's & VCSE's 5.1.4 Fair Payment Practices 5.1.5 Employment and social value created	April 2020

	5.4.3 Fair treatment of suppliers Edited to remove repetition, for clarification and for typographic corrections	
6. 'Performance improvement, rating and reporting'	Section 6. renamed 'Performance improvement, rating and reporting' from 'Section 6. 'Performance rating and reporting' Previous Section 5 incorporated into it. Edited to remove repetition, for clarification and for typographic corrections	April 2020
6. 'Performance improvement, rating and reporting'	Mandatory threshold performance levels added. 4 Rosette Rating level added.	
7. Declarations and product labelling	Additional claim guidance relating to Rosette Rating System performance added.	April 2020
8. Definitions	Additional definitions added for clarity. Reordered alphabetically	April 2020
9. References	New references added. Reordered alphabetically	April 2020
2.10 Ethical Supply Chain Practices (Responsible Sourcing)	Additional clarification added for mills purchasing feedstock.	August 2020

1. Company information and certifications

The Scheme is applicable to the following steel value chain stages and product types
(Note: Each had a separate 'Appendix' in earlier versions of the Scheme and these have now been combined into this single 'Operational Assessment Schedule')

- Producers of carbon steel billets, carbon steel bars/coils and wire rod for further processing into carbon steel bar, coil or rod for the reinforcement of concrete and/or other constructional steel standards acceptable to CARES.

- Producers of stainless steel billets and stainless steel bars/coils for the reinforcement of concrete for direct use as BS 6744 and/or other stainless constructional steel standards acceptable to CARES.

- Processors and suppliers of bar/coil and fabric as:
    i. Bar/Coil in straight lengths or coil to BS 4449, BS 6744 and/or other reinforcing steel standards acceptable to CARES
    ii. Standard and purpose made steel fabric in bundles or single sheets to BS 4483.
    iii. Cold reduced steel wire in coil or cut to length to BS 4482
    iv. Fabricated reinforcing steel to BS 8666 or customer specification.
    v. Pre-assembled welded fabrications
    vi. Fabrication and assembly of mechanical couplers

- Producers of steel billets/blooms/slabs, hot rolled flat steel products and structural steel products to BS EN 10025 and/or other constructional steel standards acceptable to CARES for use in building and construction works.

- Producers of steel billets/blooms and track rail and rail steel products to BS EN 13674-1, BS EN 13674-3 and/or other track rail and rail standards acceptable to CARES for use in railway structures and construction of railways.

- And/or other steel products made to a standard acceptable to CARES

This Schedule describes:
- the minimum sustainability management system (Mandatory) requirements and
- the performance credit – Rosette Rating System (Voluntary) requirements

It relates to:
- The purchase and receipt of raw materials for ironmaking and/or steelmaking, manufacture of feedstock (steel billets, blooms, slabs, wire rods), finished steel products commencing with the production of liquid steel, proceeding through casting to rolling and processing, stocking and distribution.

This Schedule may only apply to organisations possessing: a valid CARES product certification certificate or a product conformity certificate acceptable to CARES; ISO 9001 Quality Management Systems (QMS) certificate; an ISO 14001 Environmental Management Systems (EMS) certificate; and an ISO 45001 (or OHSAS 18001:2007, whichever is applicable during transition period) Occupational Health and Safety Management Systems (OH&S MS) certificate from an accredited certification body acceptable to CARES.

Producers of constructional, rail and other steel certified under the scheme shall have been deemed to have satisfied the sustainable constructional steel criteria in the Annex 1 - Self-Assessment and Audit Workbook.

The procedures relevant to this Schedule in operation at the time of the assessment leading to approval shall be documented in a Schedule of Operations. This will be maintained in an updatable form and be used in subsequent CARES audits.

Mandatory Requirements:
- Factory production control certificate/Product conformity certificate
- ISO 9001 Quality Management Systems certificate
- ISO 14001 Environmental Management Systems certificate
- ISO 45001 (or OHSAS 18001:2007, whichever is applicable during transition period) Occupational Health and Safety Management Systems certificate
- Annex 1 - Self-Assessment and Audit Workbook
- CARES Schedule of Operations

2. Sustainability management

The organisation shall have a defined approach to managing its impacts on sustainable development - a sustainability management system.

Senior management shall demonstrate leadership and commit to work to improve sustainability performance through operating an effective management system. There shall be objective evidence that top management is actively involved in the development, implementation and continual improvement of the sustainability management system.

Where the organisation subcontracts work that is the subject of this schedule there shall be a documented procedure(s) to ensure those acting on the organisation's behalf (contractor) comply with the organisation's sustainability policy requirements that relate to them.

If the feedstock is purchased externally there shall be a documented procedure(s) for purchasing materials which ensures that constructional steel feedstock is supplied from a CARES Sustainable Constructional Steel scheme certified producer or from organisations possessing a valid sustainability certificate acceptable to CARES. Purchasing procedure(s) shall include all aspects of the material specification which are important in ensuring satisfactory material quality, identification, traceability and sustainability performance.

The management system requirements shall be documented in a sustainability manual in any format, implemented and maintained. Its scope shall be appropriate to the nature and scale of its activities, products and services and impacts from them.

Mandatory Requirements:
- Documented information as evidence of Sustainability Management System Manual
- Documented information as evidence of meeting the requirements listed below designated by 'the organisation shall'
- Documented Procedure(s) to control subcontract works and contractors
- Documented Procedure(s) for purchasing constructional steel feedstock

Voluntary Requirements:
Credit requirements that can be additionally in scope of the Sustainability Management System and which contribute towards Rosette Ratings listed below designated by 'the organisation should'.

Reference	Requirement
2.1. Sustainability Policy, Principles and Leadership	
2.1.1	<u>Policy</u> - 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
2.1.2	<u>Commitment to Principles</u> - 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.
2.1.3	<u>Leadership and Accountability</u> - 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.
2.2. Stakeholder identification, engagement and ongoing management	
2.2.1	<u>Stakeholder identification</u> - The organisation shall identify its key stakeholders and make this information publicly available.
2.2.2	<u>Engagement types</u> - The organisation shall determine the best channels, tools, frequency of the engagements and format of engagements with specific stakeholders.
2.2.3	<u>Communicating engagement outcomes</u> - The organisation shall document stakeholder engagements, expectations, concerns and outcomes and make a summary publicly available.
2.2.4	<u>Prioritising material impacts</u> - The organisation should prioritise issues relating to stakeholder expectations and concerns, informed by science and the organisational context.
2.3. Assessing risk and opportunities	
2.3.1	<u>Risk review/due diligence</u> - The organisation shall complete an initial review/due diligence 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.
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.
2.3.3	<u>Non-Compliance risk assessment</u> - The organisation shall assess the risks of non-compliance.

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
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.
2.4.3	Action planning - The organisation shall establish, document, implemented and maintained programme(s) and plan(s) for achieving its objectives.
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.

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.
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.
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.

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 2. Material impacts, risks and opportunities 3. Sufficiency of resources to manage impacts 4. Progress of its key performance indicators (KPIs) and against its sustainable development objectives 5. Internal and external performance reporting
2.6.2	Maturity matrix - The organisation should complete the Maturity Matrix in the Self-Assessment and Audit workbook

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.

2.7.2	<u>Report verification -</u> The quality and reliability of the report(s) should be verified by an independent third party

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 carbon footprint of its operations shall be carried out and made available on request.
2.8.2	<u>Traceability -</u> The organisation shall ensure traceability throughout the full life cycle and make the extent of traceability publicly available.

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.
2.9.2	<u>Business ethics system -</u> The organisation shall implement a system to maintain ethical business practices and avoid bribery and corruption.
2.9.3	<u>Customer Service -</u> 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
2.9.4	<u>Grievance Procedure -</u> The organisation shall have a system(s) for dealing with incidents, external stakeholder complaints and prosecutions
2.9.5	<u>Complaints and prosecutions -</u> The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Stakeholder Complaints and Prosecutions"

2.10. Ethical Supply Chain Practices (Responsible Sourcing)

2.10.1	<u>Responsible sourcing policy -</u> The organisation shall publish a Responsible Sourcing Policy/an Ethical Supply Chain Practices Policy/ a Sustainable Procurement Policy or equivalent.
2.10.2	<u>Responsible sourcing -</u> The organisation should map sustainability impacts to purchase categories and relevant suppliers.
2.10.3	<u>For steel producers only.</u> <u>Responsible sourcing evaluation scope - The organisation shall complete the "KPI" within this workbook for "Responsible Sourcing evaluation scope" and meet the thresholds described.</u> <u>or for mills purchasing feedstock only.</u> <u>The organisation shall meet the requirements as defined in the document 'SCS v9 Requirements for Feedstock Purchasing and Processing by CARES approved mills'</u> <u>or for processors only.</u> <u>The organisation shall purchase from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES.</u>

2.10.3i	For steel producers only. Responsible sourcing evaluation - Coverage of the supplier selection and evaluation system should expand to cover all suppliers.
2.10.4	For steel producers only. Responsible sourcing certification - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Suppliers' Management System Approvals" (ISO 9001, ISO 14001, OHSAS 18001/ISO 45001)
2.10.5	For steel producers only. Responsible sourcing certification - The organisation should assess extent of suppliers' quality management system approvals
2.10.6	For steel producers only. Responsible sourcing certification - The organisation should assess extent of suppliers' environmental management system approvals
2.10.7	For steel producers only. Responsible sourcing certification - The organisation should assess extent of suppliers' health and safety management system approvals
2.10.8	For steel producers only. Responsible sourcing training - Sustainability training should be offered and provided to suppliers.
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.

3. Environment	
The organisation shall have a defined approach to managing its impacts on the environment at a local, regional, national and global level.	
Mandatory Requirements: - Documented information as evidence of the management of environmental impacts - Documented information as evidence of meeting the requirements listed below designated by 'the organisation shall' - Documented Procedure(s) to control subcontract works and contractors - Documented Procedure(s) for purchasing constructional steel feedstock	
Voluntary Requirements: Credit requirements that can be additionally in scope of the Environmental Management System and which contribute towards Rosette Ratings listed below designated by 'the organisation should'.	

Reference	Requirement
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 the Self-Assessment and Audit workbook for "Primary Material Use and Material Efficiency" or 'Material Efficiency"
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
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 the Self-Assessment and Audit workbook for "Recycled Content"
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 energy intensity and complete the "KPI" within the Self-Assessment and Audit workbook for "Energy Intensity"

3.3.2	Renewable Energy - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Renewable Energy" and shall publicly report the value
3.3.3	Energy use objectives - The organisation should assess the environmental impacts of its Energy Use and set related objective(s)
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 the Self-Assessment and Audit workbook for "Water Use"
3.3.5	Water use objectives - The organisation should assess the environmental impacts of Water Use and Emissions and should set related objective(s)

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.
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).
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
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
3.4.5	Biodiversity - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Land Use and Biodiversity Rich Habitats"
3.4.6	Biodiversity projects - The organisation should run projects or initiatives which either reduce ecotoxicity and/or improve local biodiversity and ecosystems
3.4.7	Reporting - The organisation should monitor and report the impact of ecotoxicity and other impacts on local biodiversity on a yearly basis

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 (as stated in the Self-Assessment and Audit Workbook).
3.5.2	Climate Change - Global Warming Potential performance - The organisation should assess performance against scoring thresholds.

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.
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)
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.

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 the Self-Assessment and Audit workbook to measure its impacts.
3.6.2	Transport impacts - The organisation should assess the environmental (and other) impacts of transport and set objective(s) to reduce these impacts.
3.6.3	Transport impacts - The organisation should record and assess employee transport patterns and set objective(s) to reduce these impacts.
3.6.4	Transport impacts - The organisation should record and assess business travel patterns and set objective(s) to reduce these impacts.

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.
3.7.2	By-product - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "By-Product production"
3.7.3	Recycling - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Waste recycled"
3.7.4	Incineration - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Waste to incineration"
3.7.5	Landfill - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Waste to landfill"
3.7.6	Emissions to air and releases to water - The organisation shall monitor emissions and implement plans to prevent and reduce emissions that have adverse impacts on communities or the environment.

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 or the environment.

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.

4. Social
The organisation shall have a defined approach to managing its impacts on society at a local, regional, national and global level.

Mandatory Requirements:
- Documented information as evidence of the management of social impacts
- Documented information as evidence of meeting the requirements listed below designated by 'the organisation shall'
- Documented Procedure(s) to control subcontract works and contractors

Voluntary Requirements:
Credit requirements that can be additionally in scope of social management and which contribute towards Rosette Ratings are listed below designated by 'the organisation should'.

Reference	Requirement
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
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.
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.
4.1.4	Employee turnover - The organization shall complete the "KPI" within the Self-Assessment and Audit workbook for "Employee Turnover"
4.1.5	Employee turnover - The organisation should assess social impacts of Employee Turnover
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 the Self-Assessment and Audit workbook for "Wage Policy"
4.1.7	Wage policy - The organisation should assess the social impacts of its Wage Policy

4.1.8	Gender Pay Equality - The organisation should assess equality in its pay structures and report on its gender pay gap publicly.
4.1.9	Gender equality - The organisation should assess equality in its employment structures and publicly report on its gender balance.
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 the Self-Assessment and Audit workbook for "Freedom of Association"
4.1.11	Grievance mechanism - The organisation shall have a formal system for considering and acting on employee complaints and grievances
4.1.12	Employee grievance mechanism - The organisation shall complete "KPI" sheet within the Self-Assessment and Audit workbook for "Grievance System"
4.1.13	Grievance resolution - The organisation should resolve employee complaints and grievances
4.1.14	Human rights due diligence - The organisation shall conduct human risks risk assessment and due diligence.
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.

4.2. Safe and Healthy Working Conditions

4.2.1	Lost time injuries - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Lost time injury frequency rate (LTIFR) - Injuries/million hours worked" and shall publicly report its performance
4.2.2	Health and safety incident reduction - The organisation should reduce health and safety incidents
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.

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 understand how their work may impact on sustainable development
4.3.2	Skills and training - The organisation shall implement training-based career development programs for the employees
4.3.3	Skills and training - The organisation shall implement on-the-job training (OJT) for the employees
4.3.4	Skills and training effectiveness - The organisation shall implement training effectiveness measurement modelling
4.3.5	Skills and training - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Skills and Training (Development of Employees)"
4.3.6	Skills and training - The organisation should set objective(s) for skills development and training
4.3.7	Skills and training - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Apprentices employed in reporting year" and "Graduate trainees employed in reporting year"

4.3.8	<u>Skills and training -</u> The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Long-term unemployed people it has trained with a view to employment in reporting year"
4.3.9	<u>Skills, training and employment of people with a disability -</u> The organisation should complete the "KPIs" within the Self-Assessment and Audit workbook for "Skills, training and employment of people with a disability"

4.4. Community Relations and Community Initiatives

4.4.1	<u>Community engagement -</u> The organisation shall implement a Policy(ies) to ensure effective engagement with community stakeholders
4.4.2	<u>Community engagement -</u> The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Community Relations" (Community initiatives)
4.4.3	<u>Community initiatives -</u> The organisation should carry out targeted community initiatives

4.5. Social Management System

4.5.1	<u>Management systems -</u> The organisation shall establish, document, implement, maintain and continually improve a Management System covering Labour Conditions and Human Rights.

5. Economic
The organisation shall have a defined approach to managing its impacts on the economy at a local, regional and national level.
Mandatory Requirements: - Documented information as evidence of the management of economic impacts - Documented information as evidence of meeting the requirements listed below designated by 'the organisation shall' - Documented Procedure(s) to control subcontract works and contractors
Voluntary Requirements: Credit requirements that can additionally be in scope of economic management and which contribute towards Rosette Ratings listed below designated by 'the organisation should'.

Reference	Requirement
5.1. Contribution to Diversity and Stability of the Local Economy	
5.1.1	Local purchasing - The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Purchases)
5.1.2	Local purchasing - The organisation should contribute to the local economy by increasing local purchasing
5.1.3	Local purchasing, SME's & VCSE - The organisation should complete the "KPI" within the Self-Assessment and Audit workbook for "Contribution to Diversity and Stability of the Local Economy" (SME, VCSE Purchases)
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
5.1.5	Employment and social value created - *Where Relevant,* The organisation should complete the "Employee Profile" sheet within the Self-Assessment and Audit workbook.
5.2. Employment Opportunities	
5.2.1	Employment - The organisation shall complete "KPI" sheet within the Self-Assessment and Audit workbook for "Contribution to Diversity and Stability of the Local Economy" (Stable Employment)
5.2.2	Employment - The organisation should contribute to the economy through Employment
5.2.3	Employment - The organisation shall complete "KPI" sheet within the Self-Assessment and Audit workbook for "Contribution to Diversity and Stability of the Local Economy" (Local Employment)
5.2.4	Employment - The organisation should contribute to the economy by Local Employment

5.3. Pursuing Innovation in processes, products and management methods

5.3.1	<u>Innovation -</u> The organisation shall identify innovation opportunities in processes, products and management methods and shall complete the "KPI" within the Self-Assessment and Audit workbook for "Pursuing Innovation"
5.3.2	<u>Innovation -</u> The organisation should contribute to the local economy by pursuing innovation in processes, products and management methods

5.4. Fair Treatment of Suppliers

5.4.1	<u>Ethical Behaviour -</u> The organisation shall implement a Policy(ies) and/or Codes of Conduct that includes the fair treatment of suppliers
5.4.2	<u>Ethical Behaviour -</u> The organisation shall complete the "KPI" within the Self-Assessment and Audit workbook for "Fair Treatment of Suppliers"
5.4.3	<u>Ethical Behaviour -</u> The organisation should reduce supplier complaints as measured using the "KPI" within the Self-Assessment and Audit workbook for "Fair Treatment of Suppliers"

5.5. Contribution to the built environment

5.5.1	<u>Contribution to the built environment - No requirement - For information only</u>

5.6. Financial Transparency

5.6.1	<u>Reporting -</u> The organisation shall produce externally audited accounts and financial reports for the latest financial reporting period

6. Performance improvement, rating and reporting

The organisation shall commit to improving performance, reducing its negative and enhancing its positive sustainability impacts. This includes improving the effectiveness of systems used to manage; business ethics, environmental, social, community, health and safety labour, human rights, economic impacts across direct operations, supply, distribution and sales chains.

Performance improvement is enabled by effective collaboration, policies, objectives, audit results, analysis of data, incident and accident investigation, evaluation of suppliers, customer satisfaction analysis, corrective actions, annual performance reporting, management and maturity review, performance monitoring, improvement planning and public reporting.

There shall be a documented procedure(s) for identifying the cause of non-conformance and implementing the necessary corrective action including implementing or modifying controls necessary to avoid repetition of the non-conformance. The procedure(s) shall define the responsibility and authority for handling and investigating non-conformances and for initiating and completing corrective action. Any corrective action taken to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of problems and commensurate with the impact encountered.

The corrective action procedure(s) shall provide for dealing with stakeholder complaints. Documented information of all stakeholder complaints received, and action taken shall be retained for a minimum of two years. Action shall include modification to the sustainability operational procedures where appropriate.

Performance indicators shall be developed to monitor the sustainable constructional steel criteria for internal management use, performance, reporting, and for assessment against conformance with this scheme including the Rosette Rating System (RRS).

Performance improvement targets should be considered and set in light of climate and ecological science, society and community expectations and the organisations operational context.

The organisation shall meet all mandatory requirements to achieve a "Pass" level. The RRS is designed to give an opportunity to the organisation to demonstrate performance across the full range of material sustainability aspects. The voluntary performance credits are available by completing the credit rating criteria in the Annex 1 - Self-Assessment and Audit Workbook and the provision of suitable evidence. Procedures and systems shall be in place to provide an audit trail and allow data and evidence collected to be verifiable.

The following principles apply to the RRS. The evaluation of RRS credits is not necessarily the same for each credit criterion. Scores of 1, 2 or 4 can be achieved for each credit criterion, with only some criterion offering 4 scores depending on the materiality of the specific criterion and requirement.

The Rosette Rating levels are designed to provide a pathway of performance improvement linked to the best available science and stakeholder expectations. The 4 Rosette Rating is intended to provide an aspirational level of performance that is as close to 'sustainable' as possible. Approved Firms are encouraged to progress through the Rosette Rating levels over time.

Full details of the scoring system is available in the Annex 1 - Self-Assessment and Audit Workbook.

The RRS Self-Assessment against the sustainable constructional steel criteria shall be submitted to CARES once per year and *at least two weeks* before the CARES audit takes place in the prescribed format - Annex 1 - Self-Assessment and Audit Workbook. The RRS Self-Assessment will be analysed at CARES and will form part of the subsequent CARES audit assessment and rating.

For producers only, product performance is additionally required to be demonstrated through an independently verified triennial Environmental Product Declaration (EPD) that conforms to the requirements of ISO 14025 and EN 15804, which shall be publicly available.

For processors only, product performance is additionally required to be demonstrated through an independently verified triennial Carbon Footprint report that conforms to the requirements of ISO 14025 and EN 15804, which shall be publicly available.

Mandatory Requirement:
- Documented information as evidence of continual improvement
- Documented Procedure(s) for identification of non-conformances and implementing corrective actions
- Documented information as evidence of internal audit
- Annually completed Annex 1 - Self-Assessment and Audit Workbook
- For producers only Environmental Product Declaration (EPD)
- For processors only, Carbon Footprint report

Mandatory Performance Thresholds:
For the following defined range of material performance indicators performance shall meet mandatory thresholds for the organisation to be certified to the SCS scheme:

2.10.3
For 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 the most significant risks), shall be evaluated for ethical, environmental, social and economic impacts

or

For processors only, the organisation shall purchase only from a CARES SCS certificated supplier(s) or from organisations possessing a valid sustainability certificate acceptable to CARES.

3.5.1
Global Warming Potential from EPD to ISO 14025 and EN 15804 for Life cycle stages A1-A3 (Maximum Kg CO_2 per tonne of product) shall be under the threshold values defined in the Self-Assessment and Audit Workbook.

4.2.1 Lost Time Injury Frequency Rate
Shall be publicly reported by the organisation directly.

Mandatory Thresholds will be reviewed and revised periodically.

7. Declarations and product labelling
Declarations of product conformity with the Scheme, including product labelling, shall be made only for products which fully conform, and which have been handled in compliance with the requirements of this Scheme. Statements of conformity to this Scheme shall take the following form: "This constructional steel has been produced in accordance with the CARES Sustainable Constructional Steel Scheme that conforms to BS 8902:2009." Statements of conformity can additionally include a statement on the Rosette Rating where achieved following the form: "This constructional steel achieved a [1, 2, 3 or 4] Rosette Rating"
<u>Mandatory Requirement</u>:   -   Documented information as evidence of compliant product labelling

8. Definitions

Bribery - the offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal or a breach of trust

Corruption - the abuse of entrusted power for private gain

Document procedure - description of a prescribed course of action or process in a written format

Documented policy - intentions and direction of an organisation as formally expressed by its top management in a written format

Documented information - information required to be controlled and maintained by an organisation and the medium on which it is contained in a written format

Environmental aspect - element of an organisation's activities or products or services that can interact with the environment

Environmental impact - any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's environmental aspects

Environmental product declaration (EPD) - a standardized (BS EN ISO 14025 / BS EN 15804) and life cycle assessment based quantified information to communicate verifiable, accurate, non-misleading environmental performance of a product or service

Ethical Business - Ethical business practices relate to business conduct, ethics, anti-corruption, anti-bribery, responsible sourcing in the supply chain and responsible market practices

Human Rights – are rights that all humans have and includes but is not limited to: Freedom from Slave Labour (Modern Slavery) and Child Labour, Fair and just Workers' Conditions, Freedom to join Trade Unions (Freedom of Association), Equality in respect of Gender, Ethnicity, Religion, Political Persuasion, Sexuality, Disability. The foundations of which were laid down in the Universal Declaration of Human Rights and the International Bill of Rights.

Indicator - measurable representation of the condition or status of operations, management or conditions.

Labour Rights – relate to but is not limited to maintaining; Fair Treatment, Fair Wages, Employment Equality, Fair Working Hours, Overtime and Holidays. The foundation principles of which are defined by the International Labour Organisation (ILO) Standards.

Published or **Publicly and freely available** - means that the relevant sustainability information shall be effectively communicated, made freely and publicly accessible on-line (e.g. web page, statement in policy, Annual Report or Sustainability Report) AND shall be available in other formats (e.g. printed) if requested. It needs to be readily available to employees, contractors and other workers on site as well as to all interested external stakeholders in a format and languages that are appropriate to stakeholders.

Responsible sourcing / Sustainable procurement - the systematic management of sustainability aspects and impacts associated with the provision or procurement of materials

in the supply-chain. It is also called sustainable sourcing, sustainable procurement, sustainable supply chain and other terms.

Rosette Rating System (RRS) - system for evaluating and rating the sustainability management system of the organisation against the sustainable constructional steel criteria

Sustainability aspect - element of an organisation's activities or products or services that can interact with the environment, society, community, economy

Sustainability impact - any change to a sustainability aspect whether adverse or beneficial

9. References

AA1000 Stakeholder Engagement Standard (AA 1000SES) 2015

BES 6001: Framework Standard for Responsible Sourcing Issue 3.1 Sept 2016

BES 6002: Ethical-Labour-Sourcing-Standard Issue 1 Feb 2017

BREEAM: Criteria for the evaluation of responsible sourcing certification schemes within BREEAM v4.0.'

BS EN ISO 9001:2015 Quality management systems. Requirements (During transition period 2008 version is also applicable)

BS EN ISO 14001:2015 Environmental management systems - Requirements with guidance for use (During transition period 2004 version is also applicable)

BS ISO 45001:2018 Occupational health and safety management systems - Requirements with guidance for use (During transition period BS OHSAS 18001:2007 is also applicable)

BS EN ISO 50001:2011 Energy management systems - Requirements with guidance for use

BS ISO 26000:2010 Guidance on Social Responsibility

BS EN 15804:2012+A1:2013 Sustainability of construction works. Environmental product declarations. Core rules for the product category of construction products

BS 8902:2009 Responsible sourcing sector certification schemes for construction products - Specification

BS EN 14025:2013+A1:2016 Environmental labels and declarations. Type III environmental declarations. Principles and procedures

BS EN ISO 14040:2006 Environmental management. Life cycle assessment. Principles and framework

BS EN ISO 14044:2006+A1:2018 Environmental management. Life cycle assessment. Requirements and guidelines

BS EN ISO 14050:2010 Environmental management - Vocabulary

Ethical Trading Initiative (ETI) Base Code

Global Reporting Initiative Sustainability Reporting Standards

International Labour Organisation (ILO) Standards

ISO 20400:2017 Sustainable procurement – Guidance

PAS 2050:2011 Specification for the assessment of the life cycle greenhouse gas emissions of goods and services

PAS 2080:2016 Carbon management in infrastructure

ResponsibleSteel Standard v1

SA 8000:2014 Social Accountability International Standard

Universal Declaration of Human Rights