This BRE Environmental & Sustainability Standard describes the organisational management, supply chain management and sustainability aspects to be addressed in the certification and approval of the responsible sourcing of construction products.
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...to be completed up to date for final version...
FOREWORD

This Standard provides a framework for the assessment of responsible sourcing and to give a route to certification of construction products. The key objectives of this standard are:

• To promote responsible sourcing of construction products;
• To give clear guidance on the sustainability aspects that should be addressed;
• To provide confidence that materials and products are being responsibly sourced; and
• To provide a route to obtaining credits within the Materials sections of the Code for Sustainable Homes and the BREEAM family of certification schemes.

This Standard has been structured so that compliance can be demonstrated through a combination of meeting the requirements of other recognised certification schemes, establishing written policies, setting objectives and targets and engaging with relevant stakeholders. Industry sectors are encouraged to prepare specific requirements addressing the framework principles defined in this Standard.

NOTES: Compliance with this BES standard does not of itself confer immunity from legal obligations. Users of BRE Environmental & Sustainability Standards should ensure that they possess the latest issue and all amendments.

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REVISION OF BRE Environmental & Sustainability Standards

BRE Environmental & Sustainability Standards will be revised by issue of revised editions or amendments. Details will be posted on our website at www.GreenBookLive.com.

Technical or other changes which affect the requirements for the approval or certification of the product or service will result in a new issue. Minor or administrative changes (e.g. corrections of spelling and typographical errors, changes to address and copyright details, the addition of notes for clarification etc.) may be made as amendments.

The issue number will be given in decimal format with the integer part giving the issue number and the fractional part giving the number of amendments (e.g. Issue 3.2 indicates that the document is at Issue 3 with 2 amendments).

Users of BRE Environmental & Sustainability Standards should ensure that they possess the latest issue and all amendments.
1 SCOPE

This Standard specifies requirements for organisational management, supply chain management and management of sustainability issues in order to allow organisations to demonstrate an on-going commitment to the principles of responsible sourcing in relation to the provision of a specific construction product.

The requirements of this Standard provide a framework against which all construction products may be assessed. The framework comprises a number of criteria setting out the requirements of an organisation in managing the supply of construction products in accordance with a set of agreed principles of sustainability, the precise scope of which is determined by stakeholder engagement.

2 DEFINITIONS

In this Standard, the following verbal forms are used:

- “shall” indicates a requirement;
- “should” indicates a recommendation;
- “may” indicates a permission;
- “can” indicates a possibility or a capability.

2.1 accreditation

third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks

[BS EN ISO/IEC 17011:2004]

2.2 accreditation body

authoritative body that performs accreditation (2.1)

[BS EN ISO/IEC 17011:2004]

2.3 benchmark

reference value against which relative performance can be judged

2.4 biodiversity

degree of variation of life forms within a given species, ecosystem, biome, or planet

2.5 by-product

substance or mixture which is unavoidably produced by a process (2.23) and is not the primary product (2.21) of that process

2.6 chain of custody

system or process (2.23) used to maintain and document the chronological history and unbroken path that a product (2.21) takes through a supply chain (2.33)
2.7 community reuse and recycling

typically a social enterprise charity supporting organisations and communities working to
manage resources sustainably, especially through waste prevention, reuse and recycling

2.8 commodity

good for which there is a market demand and which is supplied without qualitative
differentiation

NOTE commodity classes relevant to the construction products sector include, but are not
limited to, fossil resources; precious metals; industrial metals; minerals; natural rubber; bio-
mass; and commodity chemicals

NOTE some materials are traded via commodity exchanges and may be physically and
virtually bought and sold many times before they become an input to a physical process

NOTE some commodity materials may be supplied in bulk via common infrastructure shared
by several supplier organisations.

2.9 constituent material

material component of a product (2.21)

NOTE water is excluded from the requirements that apply to constituent materials in this
Standard.

2.10 corruption

the abuse of entrusted power for private gain

NOTE corruption includes practices such as bribery facilitation payments, fraud, extortion,
collusion, and money laundering. It also includes an offer or receipt of any gift, loan, fee,
reward, or other advantage to or from any person as an inducement to do something that is
dishonest, illegal, or a breach of trust in the conduct of the enterprise’s business. This may
include cash or in-kind benefits, such as free goods, gifts, and holidays, or special personal
services provided for the purpose of an improper advantage or that may result in moral
pressure to receive such an advantage.

[Transparency International 2011, Global Reporting Initiative G4 Guidelines]

2.11 due diligence

The performance of relevant and appropriate investigations and monitoring of an
organisation’s supply chains so that the actions of those supply chains do not compromise the
organisation’s commitments to responsible sourcing.

2.12 environmental stewardship

refers to responsible planning and management of natural resources through conservation
and sustainable use.

2.13 freely and publically available

can be readily obtained without payment and without the need to request permission from the
owner.
2.14 **impact**
positive or negative effect of one thing on another

2.15 **intensity (in relation to energy, GHG)**
amount per unit of output or function, a measure of efficiency

2.16 **metric**
parameter used for measurement

2.17 **objective**
stated aim, or desired outcome, of a policy (2.19) or action

2.18 **organisation**
company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration

2.19 **policy**
formal expression of an organisation’s (2.19) intent and direction with regards to an issue, or set of issues

2.20 **priority species / habitat**
species or habitat that is the subject of an action plan that is endorsed by a local, national or supra-national governmental body

2.21 **product**
the result of a process (2.23)

2.22 **procedure**
specified way to carry out an activity or a process (2.23)

2.23 **process**
set of interrelated or interacting activities which transforms inputs into outputs

2.24 **raw materials**
unprocessed materials that are acquired from nature for subsequent use in the realisation of a product (2.21)

2.25 **recycled material**
material derived from an operation, the principle result of which is waste serving a useful
purpose by replacing other materials which would otherwise have been used to fulfil a particular function

[Directive 2008/98/EC [4], Article 3, 17]

2.26 recovered material
material derived from a recovery operation in which waste materials are reprocessed into products, materials or substances whether for the original or other purposes


2.27 responsible sourcing
management of sustainable development in the provision or procurement of a product (2.21)

[BS 8902:2009]

2.28 risk
effect of uncertainty on objectives

[BS ISO 31000:2009]

NOTE risk is often characterised as a combination of the likelihood of something occurring and the impacts associated with it occurring

NOTE objectives may be social, environmental and/or economic.

2.29 significant
threshold level at which meaning is attained

NOTE a significant risk (2.28) requires mitigation

NOTE an issue is significant if, in the view of senior management and those charged with governance, it is of such relevance and importance that it could substantively influence the organisation’s ability to create value over the short, medium and long term

2.30 small organisation
organisation with less than 50 employees and a turnover or balance sheet total of less than €10 million

[European Commission Recommendation 2003/361/EC]

2.31 stakeholder
Individuals, groups and/or organisations (2.18) who either affect, or could be affected by, an organisation’s activities, products (2.21) or services and associated performance.

2.32 supplier
organisation (2.18) that provides a product (2.21)

2.33 supply chain
system of organisations (2.18) involved in the realisation of a product (2.21), from the
extraction of raw materials (2.24) to the point of sale

2.34 sustainability aspect
element of an organisation's activities or products (2.21) or services that can interact with the environment and/or socio-economic systems
NOTE a significant sustainability aspect may have a meaningful impact on the ability of future generations to meet their needs.

2.35 sustainability issue
area of influence/impact related to the pursuit of an enduring, balanced approach to economic activity, environmental responsibility and social progress
[adapted from BS 8900:2006, BS 8902:2009]
NOTE sustainability issues may be interrelated.

2.36 traceability
Ability (through documentation) to link one production stage with another

2.37 waste
Substance or object which he holder discards or intends or is required to discard
[Directive 2009/8/EC [4], Article 3, 1]

2.38 water abstraction
temporary or permanent removal of water from the hydrological cycle
3 REQUIREMENTS

3.1 General

The requirements of the Standard consist of actions to be taken to demonstrate adoption of the principles of responsible sourcing as described in Clause 4.

The requirements and associated actions have been structured into three components:

- Organisational Management Requirements
- Supply Chain Management Requirements
- Requirements related to the management of sustainable development

Certain requirements, or elements of the requirements, are considered compulsory for organisations applying for certification against this Standard. This is indicated in the description of the requirement. Furthermore, additional Performance Ratings and supplementary credits are allocated to the voluntary elements of the requirements. The scoring methodology is explained in Section 5.

Throughout this Standard, where the requirements refer to consultation with stakeholders, the organisation shall consult with its stakeholders, and take appropriate actions as a result of that consultation, in accordance with the guidance given in BS 8900:2006.

Where requirements refer to an accredited body it shall be a member of IAF (International Accreditation Forum) and/or EA (European Cooperation on Accreditation).
### 3.2 Organisational Management Requirements

#### 3.2.1 Responsible sourcing policy

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall have a written policy, appropriate to the purpose and activities of the organisation, to address the responsible sourcing principles described in Section 4 of this Standard. The policy shall be approved and monitored by the organisation's senior management.</td>
<td>Compulsory 1</td>
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#### 3.2.2 Legal compliance

<table>
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<th>Description</th>
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| a) The organisation shall establish, implement and maintain a procedure(s)  
  - to identify and have access to all applicable local, national and ratified international laws and regulations by which the organisation is bound, and  
  - to determine how these laws and regulations apply to the implementation of its policy established in clause 3.2.1(a).  
  
The organisation shall ensure that these are taken into account in establishing, implementing and maintaining its management systems. | Compulsory 1 |
3.2.3 Quality management system & operational management of responsible sourcing

<table>
<thead>
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<th>Description</th>
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<tbody>
<tr>
<td>a) The organisation shall have in place a documented quality management system, following the fundamentals of ISO 9000 clause 2, to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, the organisation shall have a quality management system that conforms to ISO 9001 or equivalent, certificated by an accredited organisation, to implement its quality and responsible sourcing procedures, and which includes in its scope the assessed product.</td>
<td>2</td>
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</table>
3.2.4 Supplier management system

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<tr>
<td>a) The organisation shall have in place, appropriate to the purpose and activities of the organisation and its products, a documented management system for its purchasing process and for approval of its suppliers. The management system shall implement the policy established in clause 3.2.1 of this Standard. The management system shall conform to the requirements of clause 7.4 of ISO 9001 and be integrated into the organisation’s quality management system. AND The organisation shall maintain a list of suppliers of constituent materials in the assessed product. AND Where the organisation under assessment acquires constituent materials from any supplier based outside the EU, or from states that have not declared adherence to the OECD Guidelines for Multinational Enterprises, the organisation shall undertake an appropriate risk assessment and demonstrate due diligence in its monitoring of the supplier’s compliance with the ILO Declaration on Fundamental Principles and Rights at Work. For example, the following shall be considered appropriate mechanisms for demonstrating due diligence: • Membership of the Ethical Trade Initiative • Membership of the United Nations Global Compact • Certification to the Social Accountability International SA8000 standard Where the assessed organisation is responsible for the extraction of a raw material at source, the organisation shall demonstrate traceability from the source of the raw material to the assessed product through any subsequent processes of product realisation. If any constituent material is sourced from a supplier based outside the EU/OECD, risk assessments and due diligence shall be provided for 98% of constituent materials (by mass and volume).</td>
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3.3 Supply Chain Management Requirements

3.3.1 Material traceability through the supply chain

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>a) A minimum of 60% of the mass and volume of constituent material(s) in the assessed product shall be traceable to the supplier(s) responsible for:</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>• The extraction of raw materials; or</td>
<td></td>
</tr>
<tr>
<td>• The recovery of recycled materials; or</td>
<td></td>
</tr>
<tr>
<td>• The production of by-products or production residues; or</td>
<td></td>
</tr>
<tr>
<td>• The processing of commodity traded chemicals</td>
<td></td>
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<tr>
<td>The following mechanisms shall be considered appropriate for demonstrating traceability:</td>
<td></td>
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<tr>
<td>• The identification and traceability of constituent material(s) is managed at each stage of the supply chain to the source of the constituent material(s) through clause 7.5.3 of ISO 9001, and implemented at each exchange of responsibility for the constituent material(s) through clause 7.4 of ISO 9001. The organisation responsible for the constituent material(s) at each stage of the supply chain shall be certificated by an accredited organisation to ISO 9001; or</td>
<td></td>
</tr>
<tr>
<td>• Equivalent documented evidence of traceability.</td>
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<tr>
<td>Where there is already an established industry benchmark this shall be taken as the ‘compulsory’ level.</td>
<td></td>
</tr>
<tr>
<td>An independently audited full chain of custody scheme to the raw materials source of the constituent material(s) satisfies the requirement for traceability.</td>
<td></td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, 75% of the constituent material(s) in the assessed product shall be traceable according to the criteria described in a) above.</td>
<td>2</td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, 90% of the constituent material(s) in the assessed product shall be traceable according to the criteria described in a) above.</td>
<td>3</td>
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</tbody>
</table>
### 3.3.2 Environmental management systems in the supply chain

<table>
<thead>
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<th>Description</th>
<th>Performance Rating</th>
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</table>
| a) The traceable constituent material(s) in the assessed product (the assessed portion of the supply chain as established in clause 3.3.1) shall be traceable to supplier(s) with a documented environmental management system (EMS).

The EMS shall follow the fundamentals of ISO 14001 and shall include within its scope key processes of raw material extraction and primary material production, where appropriate to the scope of its operations.

All requirements in 3.3.2 apply to the portion of the supply assessed against requirement 3.3.1 of this Standard, including the organisation under assessment.

Constituent materials which are recycled materials or by-products or production residues shall be deemed to satisfy this requirement without further verification. | Compulsory 1 |
| b) To achieve a higher ‘Performance Rating’, at least 60% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with an EMS certificated by an accredited organisation to:

- ISO 14001; or
- EU Eco-Management and Audit Scheme (EMAS); or
for small companies:

- confirmation that the company EMS is structured in compliance with BS 8555 (or equivalent) and the EMS has completed phase audits one to four as outlined in BS 8555 (or equivalent). | 2 |
| c) To achieve a higher ‘Performance Rating’, 75% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS, according to the criteria described in b) above. | 3 |
| d) To achieve a higher ‘Performance Rating’, 90% of the constituent material(s) in the assessed product shall be traceable to supplier(s) with a certificated EMS, according to the criteria described in b) above. | 4 |
3.3.3 Health and safety management systems in the supply chain

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The traceable constituent material(s) in the assessed product (the assessed portion of the supply chain as established in clause 3.3.1) shall be traceable to supplier(s) with a documented health and safety policy and management system. The health and safety management system shall be compliant with local legislation and shall incorporate the recording of:</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>• Near miss incidents</td>
<td></td>
</tr>
<tr>
<td>• Time loss incidents</td>
<td></td>
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<tr>
<td>• Fatal incidents</td>
<td></td>
</tr>
<tr>
<td>All requirements in 3.3.3 apply to the portion of the supply assessed against requirement 3.3.1 of this Standard, including the organisation under assessment.</td>
<td></td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, at least 60% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a health and safety management system certificated by an accredited organisation to OHSAS 18001 (or equivalent).</td>
<td>2</td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, at least 75% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system, according to the criteria in b) above.</td>
<td>3</td>
</tr>
<tr>
<td>d) To achieve a higher ‘Performance Rating’, at least 90% of the constituent material(s) in the assessed product shall be traceable to supply chain organisation(s) with a certificated health and safety management system, according to the criteria described in b) above.</td>
<td>4</td>
</tr>
</tbody>
</table>
3.4 Requirements related to the management of sustainable development

General Requirements

To avoid repetition, the phrases ‘establish a policy, supported by a documented management system’, ‘report to its stakeholders’ and ‘external verification’ shall be understood to require the following actions where used in the requirements of clause 3.4.

Establish a policy, supported by a documented management system

The organisation shall have a written policy approved by the organisation’s senior management to address the requirement. The policy shall be compatible with current industry practice and the organisation shall establish appropriate metrics for measuring its performance according to the policy.

The organisation shall have objectives and targets approved by the organisation’s senior management for the requirement, and shall consult with stakeholders, including supply chain organisations, in setting these objectives and targets. The organisation shall review its performance against relevant industry benchmarks according to the requirement at appropriate intervals.

Procedural aspects related to the requirement shall be documented and controlled within a management system.

Report to its stakeholders

The organisation shall report to its stakeholders on its performance against the requirement. The report shall be freely and publicly available and allow the information contained within it to be compared on a year-to-year basis. Data that is aggregated and presented as an industry average is not acceptable as a ‘report to its stakeholder’ unless it is product/product group and company specific. Data may be reported through a relevant representative organisation (e.g. a Trade Association) but it shall be product, and company specific to satisfy the requirements.

External verification

The organisation shall provide for external verification that the data and information that it communicates to stakeholders fulfils its stated purpose and is accurate. This shall be undertaken by an independent, competent third party.
### 3.4.1 Greenhouse gas emissions

<table>
<thead>
<tr>
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<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) According to the principles of ISO 14064-1, the organisation shall quantify the:</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>- emissions and removals of greenhouse gases (GHG) related to its direct operations; and</td>
<td></td>
</tr>
<tr>
<td>- indirect emissions and removals of GHG related to energy use in its direct operations.</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the GHG intensity of its operations. This aspect may be managed within the scope of an existing management system.</td>
<td></td>
</tr>
<tr>
<td>NOTE: refer to ISO 14064-1 for definitions.</td>
<td></td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, the organisation shall report to its stakeholders on the emissions and removals of greenhouse gases, according to the principles of ISO 14064-1.</td>
<td>3</td>
</tr>
<tr>
<td>If legal requirements related to competition mean that reporting cannot be legally conducted at company level then the information shall be reported at sector level. This may be via a trade body.</td>
<td></td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, the organisation shall have external verification of the information and data reported above according to the principles of ISO 14064-3.</td>
<td>5</td>
</tr>
</tbody>
</table>

### 3.4.2 Energy use

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall establish a policy, supported by a documented management system, for the monitoring and reduction of the energy intensity of those operations over which the organisation has financial and/or operational control.</td>
<td>1</td>
</tr>
<tr>
<td>NOTE energy intensity is the amount of energy required for each unit of output</td>
<td></td>
</tr>
</tbody>
</table>
### 3.4.3 Resource use

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a)</strong> The organisation shall establish a policy, supported by a documented management system, for the efficient use of constituent materials, to address the following issues, as appropriate to the product under assessment:</td>
<td></td>
</tr>
<tr>
<td>- Use of renewable and/or abundant materials over non-renewable and/or scarce materials</td>
<td>Compulsory</td>
</tr>
<tr>
<td>- Material resource efficiency – using less material to achieve a given function</td>
<td>1</td>
</tr>
<tr>
<td>- Reuse of materials</td>
<td></td>
</tr>
<tr>
<td>- Use of recycled materials and/or production residues</td>
<td></td>
</tr>
<tr>
<td>- Use of recyclable materials</td>
<td></td>
</tr>
<tr>
<td><strong>b)</strong> To achieve a higher ‘Performance Rating’ the organisation shall demonstrate at least two of the following:</td>
<td>3</td>
</tr>
<tr>
<td>- Actions taken to improve future resource use at end-of-life, including any post-consumer retrieval schemes in place</td>
<td></td>
</tr>
<tr>
<td>- Actions to extend the lifetime of the assessed product, such as provision of refurbishment, maintenance or repair services</td>
<td></td>
</tr>
<tr>
<td>- Staff and supply chain engagement activities to promote behavioural change and share best practice</td>
<td></td>
</tr>
<tr>
<td><strong>c)</strong> To achieve a higher ‘Performance Rating’ the organisation shall report to its stakeholders on its performance against the above a) and b).</td>
<td>5</td>
</tr>
</tbody>
</table>

A supplementary point may be awarded if the organisation provides externally verified evidence of environmental stewardship at the source of raw material. The environmental stewardship shall follow material specific, appropriate and recognised principles.
3.4.4 Waste Prevention and Waste Management

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall establish a policy, supported by a documented management system, for the diversion of waste from landfill or incineration without energy recovery in accordance with the waste hierarchy AND The organisation shall provide evidence that all controlled waste arising from its operations is stored, transported and treated such that risks to human health and the environment are low and that all local regulatory requirements are fulfilled.</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, the organisation shall report to its stakeholders its performance in terms of waste prevention and waste management. This shall include: • levels of waste production relative to output set against targets for reduction over time; and • comparison to industry benchmarks, where available</td>
<td>2</td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, the organisation shall have external verification of the information and data reported above.</td>
<td>3</td>
</tr>
</tbody>
</table>

A supplementary point may be awarded if, the organisation reports to its stakeholders on at least two of the following aspects:

- Overview on the relevant sector and its typical levels of waste production (relative to output), reuse, recycling, recovery and disposal.
- Actions being taken to encourage post-consumer reuse, recycling and recovery of the assessed product.
- Actions being taken to improve future reuse, recycling and recoverability of the assessed product.
- Levels of community reuse and recycling of waste produced by the organisation.
- Levels of waste production relative to output set against targets for reduction over time, and thereafter reported on an annual basis, as a minimum.
- Staff and supply chain engagement activities to promote behavioural change and share best practice.

|                                                                                                                                   | 1                 |


### 3.4.5 Water abstraction

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall establish a policy, supported by a documented management system, for the reduction of the intensity of its operations with respect to water abstraction. The scope of the policy and management system may exclude: i) seawater; ii) water removed and then returned to the same source with no change in water quality (water lost through evaporation shall be included in this category); iii) Water stored in holding lakes on site for recirculation; and iv) Rainwater collected, stored or used as part of the production process. NOTE intensity is the amount of water abstraction that is required for a unit of output</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, the organisation shall report to its stakeholders on 3.4.55 (a)</td>
<td>2</td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, the organisation shall provide external verification of the information and data reported above.</td>
<td>3</td>
</tr>
</tbody>
</table>

A supplementary point may be awarded if, the organisation provides evidence about activities related to staff and supply chain engagement to promote behavioural change and share best practice in water use reduction. | 1 |
### 3.4.6 Lifecycle assessment (LCA)

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall use life cycle thinking and/or life cycle assessment (LCA) methods to identify significant environmental aspects and impacts throughout the product lifecycle, and shall have in place a documented policy for continual improvement of life cycle environmental performance.</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td>b) To achieve a higher ‘Performance Rating’, the organisation shall provide evidence that it has participated in a freely and publically available LCA study that complies with the requirements of ISO 14040 and ISO 14044.</td>
<td>2</td>
</tr>
<tr>
<td>c) To achieve a higher ‘Performance Rating’, the organisation shall provide an independently verified Environmental Product Declaration (EPD) that conforms to the requirements of ISO 14025, and ISO 21930 or EN 15804.</td>
<td>3</td>
</tr>
</tbody>
</table>

### 3.4.7 Ecotoxicity

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) The organisation shall undertake a hazard assessment of chemicals present in, and used in making, the assessed product. The scope of the assessment shall include all: i) Substances of Very High Concern (SVHC) in Annex XIV of European Regulation (EC) No 1907/2006 (REACH); and ii) Substances on the SVHC Candidate List.</td>
<td>1</td>
</tr>
</tbody>
</table>
### Transport Impacts

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
</table>
| a) The organisation shall establish a policy, supported by a documented management system, for continually reducing environmental impacts associated with the transport of materials, goods and people involved in its operations.  
The policy shall identify appropriate, significant, direct environmental impacts associated with the modes of transport used by the organisation. The policy analysis shall include impacts associated with:  
i) Energy use (fuel)  
ii) Normal emissions to air, land and water  
iii) Accidental emissions to air, land and water (e.g. spills, escapes)  
iv) Noise  
v) Packaging used for the purpose of transport and/or distribution  
The methodology used to identify significant environmental impacts shall be documented.  
The policy shall include mitigation strategies for significant environmental impacts. | Compulsory 1 |
| b) To achieve a higher ‘Performance Rating’, the organisation shall extend the scope of its transport policy and metrics to cover the supply of traceable constituent material(s) in the assessed product (according to the criteria described in clause 3.3.1).  
Where the assessed organisation is responsible for the constituent material(s) at the source, the scope and boundaries of the policy shall cover all transport modes used, from the source of the constituent material(s) to the assessed product(s). | 3 |

A supplementary point may be awarded if the organisation reports performance against its transport policy and objectives to its stakeholders, on at least two of the following aspects:  
- Methodology for identifying significant environmental impacts  
- Significant environmental impacts identified by the organisation  
- Mitigation strategies  
- Performance against targets | 1 |
### 3.4.9 Employment and skills

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a)</strong> The organisation shall establish a policy, supported by a documented management system, for the learning and development of its employees and carry out regular reviews of its performance. The policy shall include an objective to cover the principles of responsible sourcing as it relates to the organisation’s policies in induction programmes and in all relevant professional and functional training.</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td><strong>b)</strong> To achieve a higher ‘Performance rating’ the organisation shall establish a policy, supported by a documented management system, for enhancing the diversity and inclusiveness of its workforce and carry out regular reviews of its performance; OR The organisation shall report to its stakeholders on its performance relating to the learning and development of its employees and for enhancing the diversity and inclusiveness of its workforce.</td>
<td>2</td>
</tr>
<tr>
<td><strong>d)</strong> To achieve a higher ‘Performance Rating’, the organisation shall have external verification of the information and data reported above.</td>
<td>3</td>
</tr>
</tbody>
</table>
### 3.4.10 Local communities

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>a)</strong> The organisation shall establish a policy, supported by a documented management system, to identify and consult with local community stakeholders directly affected by the activities and operations of the organisation; AND The organisation shall have written procedures to record all complaints from local community stakeholders and any subsequent and associated actions including prosecutions.</td>
<td>Compulsory 1</td>
</tr>
<tr>
<td><strong>b)</strong> To achieve a higher ‘Performance Rating’, the organisation shall carry out regular reviews of its performance in terms of local community relationships, liaison activities and complaints incidents. AND one of the following: The organisation shall report to its stakeholders on its performance in terms of local community relationships, liaison activities and complaint incidents and on the use of local sourcing and local business. OR The organisation shall have a written policy to use local sourcing and local business where appropriate and practical.</td>
<td>2</td>
</tr>
<tr>
<td><strong>d)</strong> To achieve a higher ‘Performance Rating’, the organisation shall have external verification of the information and data reported above.</td>
<td>3</td>
</tr>
</tbody>
</table>
3.4.11 Business ethics

<table>
<thead>
<tr>
<th>Description</th>
<th>Performance Rating</th>
</tr>
</thead>
</table>
| a) The organisation shall have in place a policy and documented code of business ethics. Adherence with the code of business ethics shall be an obligation for all employees of the organisation;  
AND  
To achieve a higher ‘Performance Rating’ the organisation shall conduct and document a risk assessment of its operations focussed on the avoidance of bribery and corruption. The risk assessment shall be reviewed regularly, as appropriate to the operations of the organisation;  
AND  
The organisation shall have in place a mechanism for the confidential reporting, investigation and resolution of suspected cases of bribery and/or corruption. | 1                 |
4 PRINCIPLES OF RESPONSIBLE SOURCING (INFORMATIVE)

4.1 General
The purchasing decisions of a single organisation can affect society and the environment well beyond the immediate impact of its own operations. Responsible sourcing involves the promotion and support of broader-scale adoption of responsible practices throughout the supply chain. This can stimulate demand for socially and environmentally-preferable products.

There is no comprehensive list of what constitutes ‘responsible practice’ when selecting and approving suppliers. The principles described below reflect what is considered good practice and it is logically and ethically consistent that the principles apply equally to the organisation making these purchasing decisions as well as its suppliers.

The principles reflect current expectations, however other issues may come to be seen as important in the future and it is expected this Standard will evolve to reflect these changes in subsequent revisions.

4.2 Ethics
Recognise the need to adopt and apply standards of ethical behaviour appropriate to the purpose and activities of the organisation.

4.3 Legal compliance
Comply with all applicable laws and regulations.

4.4 Management systems
Have systems in place to operate in a legal, efficient and financially sustainable manner with continual improvement in the management of quality, health and safety, the environment and human resources.

4.5 Supply chain management
Communicate and work constructively with the supply chain to deliver sustainable policies and practices.

4.6 Stakeholder engagement
Identify stakeholders affected by the activities of the organisation and its supply chains and be responsive to their needs.

4.7 Complaints and prosecutions
Operate with transparency and record and report all complaints and prosecutions and associated corrective actions.

4.8 Fundamental rights at work
Respect international norms concerning human rights and labour practices and recognise fundamental rights at work including the abolition of child labour, forced or compulsory labour, the rights of freedom of association and collective bargaining, and the elimination of discrimination.
4.9 **Health and safety**
Operate in a responsible manner to protect employees, contractors and visitors.

4.10 **Climate change and energy**
Use energy efficiently in the production of materials and products and minimise the emission of greenhouse gases associated with these processes. Reduce fossil fuel consumption and utilise renewable sources of energy.

4.11 **Resource use**
Recognise the need to use all materials in the most appropriate and sustainable manner.

4.12 **Site stewardship**
Be responsible stewards of sites used by preventing pollution and recognising the importance of national heritage, ecological value and biodiversity during use and after the end of life of each site.

4.13 **Water**
Use water efficiently to minimise demand on potable water supplies, and treat process water and site run-off effectively to mitigate against pollution risks.

4.14 **Waste management**
Manage all waste streams effectively by adopting the waste reduction hierarchy and minimise waste incinerated and disposed of to landfill without energy or material recovery.

4.15 **Transport impacts**
Recognise the social and environmental impacts of transportation and the need to adopt appropriate strategies to reduce adverse impacts.

4.16 **Employment and skills**
Continue to support sustainable communities by providing employment and economic activity through fair operating practices, and recognise the importance of developing a skilled and competent workforce.

4.17 **Local communities**
Liaise effectively with the local community and strive to develop mutual understanding and respect.

4.18 **Financial stability**
Manage for long term financial performance. Provide stability and enable long term investment in social and environmental aspects which underpin the economy.

4.19 **Contribution to the built environment**
Develop products that improve the quality and sustainability of the built environment.
5 SCORING METHODOLOGY (NORMATIVE)

5.1 Overview

An organisation that meets the requirements of the Standard receives an Overall Assessment Score and a corresponding Performance Rating as detailed in Table 2.

The organisation must satisfy all compulsory elements and achieve additional levels of compliance within the (voluntary) requirements of the Standard to achieve a performance rating. The Overall Assessment Score is recorded on the Certificate.

5.2 Methodology

Assessment against the Standard is divided into three sections:

3.2 Organisational Management Requirements
3.3 Supply Chain Management Requirements
3.4 Requirements related to the management of sustainable development

Each section consists of a number of requirements.
Each requirement may have a number of elements.
Each element is either voluntary (in which case it is assigned a number of ‘points’) or it is compulsory (in some cases it is assigned a ‘point’).
A summary of available points is shown in Table 1.
Table 1 Performance Ratings

<table>
<thead>
<tr>
<th>3.2.1</th>
<th>Responsible sourcing policy</th>
<th>a</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2.2</td>
<td>Legal compliance</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3.2.3</td>
<td>Quality management system</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.2.4</td>
<td>Supplier management system</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>3.3.1</td>
<td>Material traceability through the supply chain</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Environmental management systems in the supply chain</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.3.3</td>
<td>Health and safety management systems in the supply chain</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.1</td>
<td>Greenhouse gas emissions</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3.4.2</td>
<td>NEW Energy management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.3</td>
<td>Resource use</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3.4.4</td>
<td>Waste prevention and waste management</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.6</td>
<td>Water abstraction</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.7</td>
<td>Life Cycle Assessment (LCA)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.8</td>
<td>NEW Ecotoxicity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.4.9</td>
<td>Transport impacts</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>3.4.10</td>
<td>Employment and skills</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.11</td>
<td>Local communities</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.4.13</td>
<td>NEW Business ethics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supplementary credits**

<table>
<thead>
<tr>
<th>a</th>
<th>b</th>
<th>c</th>
<th>d</th>
</tr>
</thead>
</table>

The Overall Assessment Score depends on:

- The total score achieved in the requirements of sections 3.2 and 3.3 combined; and
- The total score achieved in section 3.4

And is given by the lowest score achieved in either the combined sections 3.2 & 3.3, or 3.4 as shown in Table 2 (e.g. if an organisation achieves a ‘Very Good’ in 3.2 & 3.3 but only achieves a ‘Good’ in 3.4, then it will receive an Overall Assessment Score of ‘Good’).
Table 2 Threshold scores required to achieve an Overall Assessment Score in the Standard

<table>
<thead>
<tr>
<th>Section</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Pass</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total score in 3.2. &amp; 3.3.</td>
<td>13</td>
<td>11</td>
<td>9</td>
<td>compulsory</td>
</tr>
<tr>
<td>Total score in 3.4</td>
<td>32</td>
<td>23</td>
<td>15</td>
<td>compulsory</td>
</tr>
</tbody>
</table>
6 PUBLICATIONS REFERRED TO:

This Standard incorporates provisions from other publications. For dated references, subsequent amendments to, or revisions of, any of these publications apply to this Standard only when incorporated into it by amendment or revision. For undated references the latest edition of the publication referred to applies (including amendments).

6.1 Normative references

BS 8555:2003  Environmental management systems – Guide to the phased implementation of an environmental management system including the use of environmental performance evaluation
BS EN ISO 14021:2001  Environmental labels and declarations – Self-declared environmental claims (Type II environmental labelling)
BS EN ISO 14024:2001  Environmental labels and declarations – Type I environmental labelling – Principles and procedures
BS ISO 14025:2006  Environmental labels and declarations – Type III environmental declarations – Principles and procedures
BS ISO 14064-1:2006  Greenhouse gases — Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals
BS ISO 21930:2007  Sustainability in building construction – Environmental declaration of building products
BS 8900:2006  Guidance for managing sustainable development
SAI SA8000:2001  Social Accountability International Social Accountability 8000 standard

International Labour Organisation (ILO) Declaration on Fundamental Principles and Rights at Work
Organisation for Economic Cooperation and Development (OECD) Guidelines for Multinational Enterprises revision 2000

6.2 Informative references

BS EN ISO/IEC 17011:2004 Conformity assessment. General requirements for accreditation bodies accrediting conformity assessment bodies
BS ISO 31000:2009 Risk management. Principles and guidelines
European Directive 2008/98/EC [4], Article 3 (in relation to waste and resources)
European Commission Recommendation 2003/361/EC (in relation to SMEs)
Global Reporting Initiative (GRI) Sustainability Reporting Guidelines version 4 (general)
Transparency International http://www.transparency.org/ (in relation to business ethics)
BS 13500:2013 Code of practice for delivering effective governance of organizations
BS 10500:2011 Specification for an anti-bribery management system

For undated references please refer to the latest published issue.