

Criteria for the evaluation of responsible sourcing certification schemes within BREEAM v4

1 Introduction

BREEAM includes credits for responsible sourcing. The aim of the credits is to encourage the specification and procurement of responsibly sourced materials. Evidence of responsible sourcing may be supplied in the form of independent certification within a responsible sourcing certification scheme.

Responsible sourcing certification schemes, and the requirements of the standards on which they are based, vary widely. Evaluation criteria have been developed for the acceptance of responsible sourcing certification schemes within BREEAM.

The purposes of the evaluation are:

- to provide a means by which BRE Global can confirm that responsible sourcing certification schemes are suitable for inclusion in BREEAM,
- to provide a transparent means by which the scope of responsible sourcing assessment standards and scheme schedules can be compared by a broad range of stakeholders, including users of BREEAM.

The purposes of the evaluation are not:

- to provide a formal certification or accreditation of the schemes being evaluated,
- to provide a formal endorsement or affiliation by BRE of the scheme,
- to provide assurance of the on-going validity or compliance of a scheme.

The guiding principles behind the evaluation criteria are that a robust standard-setting process, that includes a dialogue with stakeholders, will result in an appropriate set of requirements, and that a well-managed and well-governed certification body will deliver high quality assurance services. For these reasons the criteria are based on supporting principles, rather than being overly prescriptive about solutions.

This document contains the evaluation criteria and detailed guidance on interpretation.

2 Scope

The criteria contained in this document are for the evaluation of responsible sourcing certification schemes in the context of their use within BREEAM assessment schemes.

3 Terms and definitions

In this document:

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

3.1 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]

3.2 accreditation body

authoritative body that performs accreditation (3.1)

[BS EN ISO/IEC 17011:2004]

3.3 certification body

as defined in BS 8902:2009

3.4 constituent product

A product used anywhere in the supply chain of the product under assessment.

3.5 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]

3.6 freely and publically available

can be readily obtained without payment and without the need to request permission from the owner

3.7 impact

positive or negative effect of one thing on another

3.8 multi-stakeholder

involving a broad range of stakeholders (3.17) to ensure a balanced representation of environmental, social and economic imperatives

3.9 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

[BS EN ISO 14001:2004]

3.10 product

the result of a process (3.11)

[EN ISO 9000:2005]

3.11 process

set of interrelated or interacting activities which transforms inputs into outputs

[EN ISO 9000:2005]

3.12 raw materials

unprocessed materials that are acquired from nature for subsequent use in the realisation of a product (3.10)

3.13 responsible sourcing

management of sustainable development in the provision or procurement of a product (3.10)

[BS 8902:2009]

3.14 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.

3.15 scheme schedule

documented set of requirements, setting out the obligations of an organisation in managing the supply of a defined group of construction products, and the associated procedures for certification to determine compliance; grant, maintain, withdraw and, if applicable, suspend certification.

[Adapted from BS 8902:2009]

3.16 significant

threshold level at which meaning is attained, or at which something becomes important enough to require action

NOTE a significant risk (3.14) requires mitigation.

NOTE in the context of a responsible sourcing (3.13) scheme the significance of issues is determined by those setting the requirements, through dialogue with stakeholders

3.17 stakeholder

individual or group which affects, or is affected by, the activities of an organisation (3.9)

[Adapted from BS 8900:2006]

3.18 supplier

organisation (3.9) that provides a product (3.10)

3.19 supply chain

system of organisations (3.9) involved in the realisation of a product (3.10), from the extraction of raw materials (3.12) to the point of sale

3.20 sustainability aspect

element of an organisation's activities or products (3.10) 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.

3.21 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.

4 Scoring

A score is given against each criterion in sections A to D.

Table 4-1 – Scoring

The requirement is fully addressed	Score 2
The requirement is partially addressed	Score 1
The requirement is not addressed. A score of 0 may be grounds for excluding the responsible sourcing certification scheme from BREEAM. Such instances are highlighted within the guidance column to the right of the criteria.	Score 0

C1 half-point award

In addition to the above scores, a half-point may be added according to the requirements detailed in the C1 section.

5 Eligibility for inclusion in BREEAM

Certain mandatory requirements must be met by all responsible sourcing certification schemes (see 5.1).

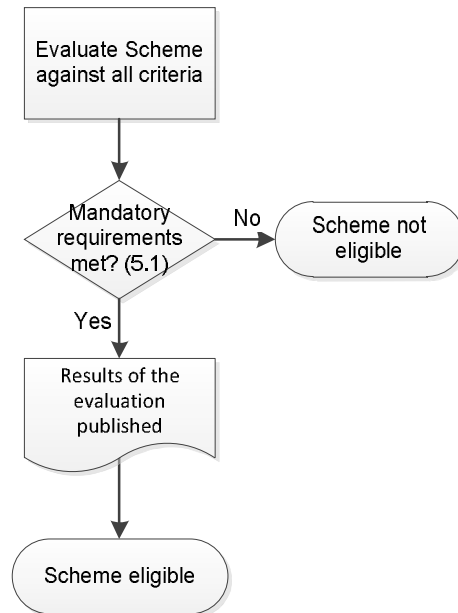


Figure 1 - Flow chart for evaluation of responsible sourcing certification schemes

5.1 Mandatory criteria

Table 5-1 shows the scores that must be achieved to meet the mandatory criteria.

Table 5-1 – Mandatory criteria for eligibility in BREEAM

Criteria	Possible Scores	Mandatory
A1 Standard setting	0, 1 or 2	1
A2 Performance target setting	0, 1 or 2	0
A3 Certification bodies	0, 1 or 2	1
A4 Accreditation bodies	0 or 2	2
A5 Audit results & transparency	0, 1 or 2	0
B1 Scope of assessment	0, 1 or 2	1
B2 Traced and untraced sources	0, 1 or 2	1
B3 Traceability mechanism	0 or 2	2
B4 Control of claims	0 or 2	2
C1 Sustainability aspects & issues	0, 1 or 2	N/A – minimum acceptable scope determined through stakeholder engagement in standard setting process (A1)
D1 Continual improvement	0 or 2	0
D2 Reporting on assessed organisations	0, 1 or 2	0
D3 Verification of reported KPIs	0 or 2	0
D4 Reporting by the scheme	0 or 2	0

Evidence submitted, and evaluation scores, will be made publically available in order to enable BREEAM users to quickly compare schemes.

Evaluation Criteria

Section A. Scheme Development, Governance, Accreditation & Certification

Aim

To ensure independence, transparency and impartiality in the standard setting process, the development of scheme schedules and the operation of the responsible sourcing certification scheme.

Assessment Criteria

The following criteria have been adapted from those developed by UK Government's (Defra) Central Point for Expertise on Timber (CPET) and used to assess certification schemes.

Table 5-2 – Criteria for the evaluation of scheme governance, accreditation and certification

Criteria	Guidance on interpretation
<p>A1 Standard setting</p> <p>The standard-setting process shall employ best practice and shall include a multi-stakeholder consultation.</p> <p><i>“How is the scheme devised and run? How are rules set? Who is involved and is it transparent?”</i></p>	<p>Multi-stakeholder scrutiny is a key aspect of ensuring credibility and trust in standard setting. The full assessment standard/scheme schedule must be freely and publically available including any other standards referred to.</p> <p>Sector-specific schemes are able to set all the requirements within the scheme documents while non sector-specific schemes will need to define protocols for the setting of further requirements.</p> <p>The following will be taken into account when interpreting this requirement:</p> <ol style="list-style-type: none"> 1. For schemes that are based on a framework standard or require compliance with other standards or protocols, both the framework scheme standard and/or other standard along with the specific scheme standard (together forming the complete assessment standard/scheme schedule setting) must be compliant with these criteria. 2. Where a standard requires or permits further standard setting, such as objectives and targets, to be set by the organisation under assessment, the standard must include requirements to ensure that this is done in a manner that is robust and balanced across the range of responsible sourcing issues set out in C1 below, and audit against these. These requirements must be subject to stakeholder scrutiny at the standards setting stage and be freely and publically available.

	<p>While it is encouraged, there is no requirement for the objectives and targets set by an organisation under assessment to be made publically available as they may contain commercially sensitive information.</p> <ol style="list-style-type: none"> 3. Audit protocols and results may contain commercially sensitive information and as such do not need to be made publically available. 4. Schemes that involve international standard setting activity and/or are reviewed infrequently may not be able to provide justification for previous standard setting decisions against these criteria. In this case, previous decisions will be accepted where ratified and justified by a subsequent multi-stakeholder process. This process need not involve the same stakeholders as the original process. The ratified decisions and justifications must be freely and publically available. <p>To Score 2:</p> <ol style="list-style-type: none"> 5. Either, the scheme meets the requirements of ISO Guide 59: Code of Good Practice for Standardisation; or the ISEAL Code of Good Practice for setting Social and Environmental Standards; or equivalent. <p>And, where further standard setting is done by an organisation under assessment (see point 2 above), it must be generally consistent with ISEAL Principles for Credible and Effective Sustainability Standards Systems.</p> <ol style="list-style-type: none"> 6. Or, where the assessed organisation is an SME, the scheme must be generally consistent with ISEAL Principles for Credible and Effective Sustainability Standards Systems. <p>And, where further standard setting is done by an organisation under assessment (see point 2 above), the outcomes must be freely and publically available.</p> <p>To Score 1:</p> <ol style="list-style-type: none"> 7. The scheme is generally consistent with ISEAL Principles for Credible and Effective Sustainability Standards System. <p>For all standard setting, including the scheme and further standard setting by an organisation under assessment (see point 2 above), a list of all stakeholders engaged, indicating those who do not agree with (or have not been issued with) the final and complete standard setting documentation, must be freely and publically available.</p>
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	A score of 0 against this criterion means that the scheme cannot be accepted.
<p>A2 Performance target setting</p> <p>Where targets and/or performance threshold levels are set they shall be reviewed regularly, and agreed with stakeholders representing environmental, social and economic interests.</p> <p><i>“How are the rules are updated?”</i></p>	<p>Regular review of targets and/or threshold levels is an important element of continuous improvement. The involvement of a broad range of stakeholders is important in upholding principles of inclusivity, integrity, stewardship and transparency.</p> <p>A score of 2 is achieved if reviewed at least annually and with the involvement of stakeholders representing environmental, social and economic interests.</p> <p>A score of 1 is achieved if reviewed less frequently than annually but at least bi-annually; and with the involvement of stakeholders representing environmental, social and economic interests.</p> <p>A score of 0 is achieved if reviewed less frequently than every two years or without the involvement of stakeholders representing environmental, social and economic interests.</p>
<p>A3 Certification bodies</p> <p>Certification shall be undertaken by a body, with an appropriate scope of accreditation, whose organisation, systems and procedures conform to applicable ISO EN guidance.</p> <p><i>“What is the quality of the certification procedures?”</i></p>	<p>Applicable ISO guidance includes:</p> <ul style="list-style-type: none"> - ISO/IEC 17021-1:2015 – Conformity assessment – Requirements for bodies providing audit and certification of management systems. - ISO/IEC 17065:2012 Conformity assessment - Requirements for bodies certifying products, processes and services (which supersedes BS EN 45011:1998 General requirements for bodies operating product certification systems and ISO Guide 65: 1996 General Requirements for bodies operating product certification systems). <p>To score 2 the scope of accreditation must cover the scheme.</p> <p>To score 1 the scope of accreditation must be appropriate to the organisation/product/supply chain being certified but may not specifically cover the scheme¹.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p>

¹ It is common for certification bodies to launch schemes prior to applying for an extension to the scope of their accreditation

<p>A4 Accreditation bodies</p> <p>Accreditation of the certification body shall be undertaken by a national or international body whose organisation, systems and procedures are consistent with ISO 17011:2004 Conformity assessment -- General requirements for accreditation bodies accrediting conformity assessment bodies or equivalent.</p> <p><i>“Who checks the certification body?”</i></p>	<p>In the UK this is UKAS.</p> <p>Elsewhere this may be achieved through the International Accreditation Forum’s (IAF) Multilateral Recognitions Arrangements; or the European Cooperation for Accreditation (EA).</p> <p>Score either 2 or 0 for this criterion.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p>
<p>A5 Audit results & transparency</p> <p>A summary of the results of the accreditation audit (excluding confidential information) shall be publicly available to interested parties.</p> <p><i>“Is there transparency on checking the certification body?”</i></p>	<p>Progress towards sustainability can only be achieved by an appropriate balancing of economic, social and environmental imperatives. It is important that groups representing each of these views can monitor certification to make sure that the appropriate balance is being delivered by certification schemes.</p> <p>The information must, at a minimum, provide a summary of the findings with respect to conformance with the requirements of the standard.</p> <p>To score 2, the summary shall be freely and publically available on a relevant website.</p> <p>To score 1, the summary shall be available to any interested party on request within a defined timescale.</p> <p>Score 0 if the results of the certification audit are kept confidential.</p>

Section B. Traceability & Scope of Assessment

Aims

- Ensure that responsible sourcing standards and scheme schedules require a level of traceability that is appropriate to the risks associated with the supply of the assessed product;
- that the scope of the assessment covers as much of the supply chain as it is practical to cover; and
- that claims made about the assessed product(s) are adequately controlled.

Assessment Criteria

Table 5-3 – Criteria for the evaluation of traceability & scope of assessment

Criteria	Guidance on interpretation
<p>B1 Scope of assessment</p> <p>Constituent products(s) in the assessed product shall be traceable back to the supplier organisation(s) responsible for production at the 'maximum traceability boundary' (see below).</p> <p><i>"How much of the supply chain is traced?"</i></p>	<p>BREEAM focuses on ensuring that materials incorporated into a building or other asset have been sourced in a way that demonstrates consideration of responsible sourcing regardless of material or complexity of the supply chain.</p> <p>Traceability of constituent products is a core requirement of responsible sourcing and should cover as much of the supply chain as is practically feasible.</p> <p>In practice, there are limits to traceability within more complex supply chains. This should not, in itself, be a reason for excluding certain sectors or products, because there is always a need to encourage appropriate engagement with a broad range of responsible sourcing issues.</p> <p>Responsible sourcing risk can occur anywhere in the supply chain from the point of extraction, harvesting or sourcing of primary materials, to the installation of materials on site. Specific risks, along with opportunities to mitigate them, will differ significantly according to the sector/product.</p> <p>The scheme shall determine the scope of supply chain traceability or, where required/permitted by the scheme, organisations under assessment may set their own scope following procedures set out by the scheme. In both cases the scope shall be relevant, challenging but achievable. The scope shall be set during the standard setting process (A1) and made freely and publically available. Exclusions from the scope should be justified by systematic risk assessment and an assessment of the feasibility of tracing each of the constituent products.</p> <p>To score 2, At least 90% of tier 1 suppliers (by mass and volume) and their upstream supply-chains shall be fully traceable to the 'maximum traceability boundary' (see below).</p> <p>To score 1, where less than 90% of tier 1 suppliers (by mass and volume) and their upstream supply-chains is traced, the scheme</p>

	<p>shall justify the scope of traceability. The justification shall be freely and publically available². The 1st tier supplier organisation's activities shall always be included.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p> <p>The 'maximum traceability boundary' comprises the point(s) in the supply chain upstream of which it is impractical to assess for reasons that are outside the control of the scheme, sector or organisation under assessment. This may include the parts of the supply chain that:</p> <ul style="list-style-type: none"> • Extend upstream of a recycling/reuse process, which would extend the scope into the previous life of the constituent. • Cover constituents from a commodity market, whereby the upstream sources are effectively unidentifiable. • Cover indirect inputs including the production of machinery, equipment, buildings etc. used in the production of the product or constituents. • Cover the manufacture/supply of standard mass market constituent products which are outside the influence/control of the manufacturer due to their application across a wide range of sectors/systems. <p>Where these situations are encountered, a 'maximum traceability boundary' that excludes these upstream supply chains is justifiable. (Note: Reference may be made to Life Cycle Assessment (LCA) practice in setting boundaries, as defined in ISO and EN standards).</p> <p>It is acknowledged that, for some sectors/organisations under assessment, setting the scope at the 'maximum traceability boundary' may be too challenging initially to optimise overall improvement in responsible sourcing and its uptake. A reduced score is available for these instances whilst maintaining the incentive to move towards the 'maximum traceability boundary' in due course.</p>
<p>B2 Traced and untraced sources</p> <p>If both traced and untraced materials within a supply chain are allowed then adequate controls shall be placed on the untraced portion, so that risks associated</p>	<p>Even in a fairly simple product there may be several different materials, supplied by a network of different suppliers. In order to manage the complexity it is sometimes necessary to exclude certain parts of the supply chain from the traceability scope (see B1).</p> <p>Mitigation of risks associated with the untraced portion may be achieved by limiting its contribution to the overall mass, volume or value of the assessed product. Residual risks may be further mitigated by placing basic controls on the untraced portion.</p>

² BRE Global will not judge whether the justification is acceptable, however it must be made freely and publically available so that it can be openly questioned by a range of stakeholders.

<p>with the untraced part of the supply chain are managed effectively³</p> <p><i>“Are there minimum controls for the untraced portion?”</i></p>	<p>To score 2, A score of 2 is awarded in B1.</p> <p>To score 1 the untraced content shall be limited to a defined proportion of the overall mass, volume or value of the assessed product, or justified through risk assessment. Basic controls shall be placed on at least 90% of the untraced portion. Basic controls shall, as a minimum, include due diligence against sustainability issues (as defined during standard setting see A1) for all tier 1 suppliers.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p>
<p>B3 Traceability mechanism</p> <p>The method used to achieve traceability shall be appropriate to the level of risk, opportunity and complexity of the supply chain being assessed.</p> <p><i>“How is the tracing is done?”</i></p>	<p>Chain-of-custody (CoC) is the most rigorous way of tracking materials flowing through a supply chain as it enables full traceability of a particular piece of material back to the point where management of the CoC began. CoC provides assurance that the material has not been mixed with, or substituted by, material from another source.</p> <p>Establishing and maintaining CoC for a complex supply chain is an expensive exercise, and so may not be commercially viable within all sectors under current global economic system conditions. Moreover, when the risks associated with mixing and/or substitution in the supply chain are low then implementing full CoC may not be an appropriate means of establishing traceability.</p> <p>Supplier management systems enable organisations to procure constituent products from a group of known organisations that have each met pre-defined sustainable procurement criteria and/or been accepted through a due diligence process. Using such systems down a supply chain provides an alternative means of establishing source traceability for lower risk situations (as opposed to the full batch traceability offered by CoC).</p> <p>Score either 2 or 0 for this criterion.</p> <p>To score 2 the scheme shall provide a documented justification for the specified traceability system; the justification shall be freely and publically available⁴.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p>

³ See BS ISO 31000 for principles and guidelines on risk management and BS 8903:2010 Principles and framework for procuring sustainably – Guide

⁴ BRE Global will not judge whether the justification is acceptable, however it must be made freely and publically available so that it can be openly questioned by a range of stakeholders.

<p>B4 Control of claims</p> <p>There shall be a clearly defined mechanism for controlling all claims made about the certified nature of products which ensures that claims are clear and accurate and that action is taken to prevent any false or misleading claims.</p> <p><i>“How are claims managed?”</i></p>	<p>If claims are not controlled, then the veracity of any claim made is in question.</p> <p>Note ISO 14020 contains general guidance on environmental labels and declarations.</p> <p>Score either 2 or 0 for this criterion.</p> <p>A score of 0 against this criterion means that the scheme cannot be accepted.</p>
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Section C. Treatment of sustainability issues throughout the supply chain

Aim

To ensure that responsible sourcing certification schemes address impacts associated with significant sustainability aspects across the full range of stakeholders affected by the supply of the assessed product(s) and to ensure that the scope of requirements is transparent.

Assessment Criteria

BS 8902:2009 contains a list of sustainability issues, the significance of which shall be considered in the development of a responsible sourcing certification scheme. In these evaluation criteria it is assumed that a good standard setting process will result in the inclusion of significant issues within a scheme (see criterion A1).

Most are unambiguous, but initial consultation with industry indicated some confusion around five of the sustainability issues in the list.

Without a broad consensus on the interpretation of a sustainability issue it is not possible to use it for the purpose of objectively evaluating responsible sourcing certification schemes. For this reason four issues have been excluded and one defined more tightly. The list of sustainability issues is shown in Table 5-4 and the reasons for the excluded issues are in Table 5-5. A note of clarification on the issue of *ethical business practice* then follows.

Table 5-4 – Sustainability issues from BS 8902:2009

Environmental	Recyclability and recycled content
	Renewability
	Harvesting or extraction impacts
	Greenhouse gas emissions
	Energy usage
	Water usage
	Transport impacts
	Biodiversity
	Eco toxicity
	Land remediation
	Waste management
Social	Workers' conditions
	Safe and healthy working conditions
	Slave labour
	Child labour
	Fair wages
	Working hours and holidays
	Freedom to join trade unions (freedom of association)
	Equality in respect of gender, ethnicity, religion, political persuasion
	Complaints and prosecutions
	Skills and training
Economic	Community relations
	Contribution to the built environment
	Ethical business practice Corruption
	Contribution to diversity and stability of the local economy
	Long-term financial viability

Table 5-5 – excluded sustainability issues

Issue	Reason for exclusion
Contribution to the built environment	General consensus among consultation respondents that no definition suitable for use in the context of an objective evaluation of responsible sourcing certification schemes exists.
Long term financial viability	General consensus among consultation respondents that no definition suitable for use in the context of an objective evaluation of responsible sourcing certification schemes exists.
Contribution to the diversity and stability of the local economy	<p>Example requirements gathered during consultation overlap significantly with the more general “community relations” issue, or other issues listed in BS 8902:2012.</p> <p>Removed to simplify and avoid risk of double counting.</p>
Workers’ conditions	<p>Aspects that might be considered under the heading of “workers’ conditions” such as health & safety, fundamental rights, pay etc. are listed separately in BS 8902:2012.</p> <p>Removed to simplify and avoid risk of double counting.</p>
Fair wages	<p>Following feedback from schemes and a number of industry stakeholders, these issues were removed from the evaluation criteria as the balance of social, economic and environmental issues in the evaluation was felt to place undue emphasis on employment related issues.</p> <p>The inclusion of Freedom of Association as a requirement was felt to be achievable by producers and other stakeholders throughout the supply chain and to adequately cover these issues as they provide a locally relevant framework for credible negotiation of employment terms including these issues that takes account of local needs and customs.</p>
Working hours and holidays	

Ethical business practice

While the issue of “ethical business practice” was also considered to be in need of better definition, a number of respondents commented that corruption (including bribery) was an important issue that was not covered elsewhere and that it should be considered within the scope of ethical business practice – a view which is validated by reference to academic literature⁵ and the commonly used Global Reporting Initiative framework⁶. BRE Global therefore proposes to tighten the definition to “corruption” for the purpose of the evaluating responsible sourcing certification schemes in BREEAM. See the terms and definitions section of this document for the definition of corruption.

Table 5-6 – Criteria for the evaluation of treatment of sustainability issues throughout the supply chain

Criteria	Guidance on interpretation
<p>C1 Sustainability aspects and issues</p> <p>All significant sustainability aspects shall be identified and managed throughout the supply chain, from the point of sale back to the supplier organisation(s) responsible for the extraction or harvesting of raw materials.</p> <p><i>“Which issues have rules and how much of the supply chain is covered by the rules?”</i></p>	<p>Criterion C1 is applied to each of the sustainability issues listed in Table 5-4. A score is given against each sustainability issue.</p> <ol style="list-style-type: none"> 1) To score 2: The assessment standard(s) and/or scheme schedule(s) shall meet the requirements set out in 3 below and in addition shall include further requirement(s) specific to the sustainability issue that actively improve sustainability. The requirement(s) shall be applicable to the production of at least 90% (by mass and volume) of products supplied by organisations immediately upstream and downstream and the associated ongoing supply chains to the ‘maximum traceability boundary’ and the final stage of manufacture, respectively⁷. 2) To score 1.5: The requirements set out in 1 above shall be met, but for at least 70% (by mass and volume) of the products supplied. 3) To score 1: The assessment standard(s) and/or scheme schedule(s) shall, as a minimum, include requirement(s) specific to the

⁵ Blowfield, M. & Murray, A. (2008) *Corporate Responsibility – a critical introduction*. Oxford University Press

⁶ GRI G4 Guidelines, accessed 5th September 2013 at: <https://www.globalreporting.org/resource/library/GRI4-Part1-Reporting-Principles-and-Standard-Disclosures.pdf>

⁷ If the product under assessment is at the final stage of manufacture, no downstream requirements are required. If the product under assessment it at the start of the supply chain (e.g. extraction/harvesting), no upstream requirements are required.

	<p>sustainability issue that actively improve sustainability. The requirement(s) shall be applicable to either:</p> <ul style="list-style-type: none">a) The assessed product at the final stage of manufacture ORb) Another defined stage if, during standard setting (see A1), that stage is considered by stakeholders to be the most significant overall, and 100% of the stage is covered by the requirement(s). <p>4) To score 0.5: The requirements set out in 3b above shall be met, but where at least 70% (by mass and volume) of the stage is covered by the requirement(s).</p> <p>A score of 0 shall be awarded if the scheme does not include requirements covering the sustainability issue and no justification for its exclusion from the standard setting process (see A1) exists.</p> <p>If either the scheme or further standard setting (if applicable, see A1 point 2) do not include requirements covering the sustainability issue but the justification⁸ for its exclusion from the standard setting process (see A1) exists, then the sustainability issue shall be considered not applicable (n/a) and excluded from the evaluation of the scheme.</p>
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⁸ BRE Global will not judge whether the justification is acceptable, however it must be made freely and publically available so that it can be openly questioned by a range of stakeholders.

Section D. Performance improvement and reporting

Aim

To ensure that responsible sourcing certification schemes encourage continuous improvement and greater transparency in reporting of performance.

Assessment Criteria

Table 5-7 – Criteria for the evaluation of performance improvement and reporting

Criteria	Guidance on interpretation
<p>D1 Continual improvement</p> <p>The scheme shall encourage continual improvement.</p> <p><i>“Are there continual improvement rules?”</i></p>	<p>Responsible sourcing certification should encourage organisations under assessment to incrementally improve their performance over time. This may be achieved through systematic review of progress against objectives, performance against targets, or through a framework of progressive requirements.</p> <p>Score either 2 or 0 for this criterion.</p> <p>Score 2 if the assessment standard(s) and/or schedule(s) contain requirements for continual improvement, otherwise score 0.</p>
<p>D2 Reporting on assessed organisations</p> <p>Key performance indicators (KPIs) shall be monitored and reported at sector and product level. Information shall be made freely and publically available.</p> <p><i>“Which KPI are reported?”</i></p>	<p>Transparency in reporting encourages organisations to manage sustainability issues properly, and to be accountable to a broad range of stakeholders.</p> <p>To score 2 the responsible sourcing assessment standards and/or scheme schedules shall require KPI information to be made freely and publically available at the product level by the organisation under assessment. The KPI information shall be aggregated by the certification body to provide freely and publically available sector level KPI information.</p> <p>To score 1 the responsible sourcing assessment standards and/or scheme schedules shall require organisation under assessment to report KPI information confidentially to the certification body. The information shall be aggregated by the certification body to provide freely and publically available sector level KPI information.</p>

	<p>A score of 0 is achieved if the responsible sourcing standard and/or scheme schedule(s) do not require external reporting of KPIs.</p>
<p>D3 Verification of reported KPIs</p> <p>The responsible sourcing certification scheme shall provide independent verification of key performance indicators reported by certificate holders.</p> <p><i>“How are the KPIs checked?”</i></p>	<p>Independent verification of KPIs improves trust and credibility.</p> <p>Score either 2 or 0 for this criterion.</p> <p>To score 2 externally reported KPIs shall be independently verified, otherwise score 0.</p>
<p>D4 Reporting by the scheme</p> <p>The scheme shall report performance of the scheme to its stakeholders regularly.</p> <p><i>“How often does the scheme report on its own performance?”</i></p>	<p>Progress towards sustainability can only be achieved by an appropriate balancing of economic, social and environmental imperatives. It is important that groups representing each of these views can monitor certification to make sure that the appropriate balance is being delivered by certification schemes.</p> <p>Score either 2 or 0 for this criterion.</p> <p>Score 2 if the scheme reports performance against its objectives at least annually, otherwise score 0.</p>