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BES 6001 Issue 3.1 Guidance Document	

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This guidance document is intended to provide a more detailed understanding of the BRE Global BES 6001:2016 Framework Standard for Responsible Sourcing.

It is a supporting document to the application of BES 6001 issue 3.1 and is aimed at all users, including certification applicants, auditors, and licensees etc.

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Requirements

General

The requirements of the Standard (BES 6001 Issue 3.1) and the associated actions are structured into three components, and this guidance document elaborates on the different requirements using the clause numbers and headings as used in the standard:

Organisational management requirements	Supply chain management requirements	Requirements related to the management of sustainable development	
3.2.1 Responsible sourcing policy	3.3.1 Material traceability through the supply chain	3.4.1 Greenhouse gas emissions	3.4.2 Energy use
3.2.2 Legal compliance	3.3.2 Environmental management systems in the supply chain	3.4.3 Resource use	3.4.4 Waste prevention and waste management
3.2.3 Quality management system	3.3.3 Health & safety management systems in the supply chain	3.4.5 Water abstraction	3.4.6 Lifecycle assessment (LCA)
3.2.4 Supplier management system		3.4.7 Ecotoxicity	3.4.8 Transport impacts
		3.4.9 Employment and skills	3.4.10 Local communities
		3.4.11 Business ethics	

Within the standard, the description of the requirements identify which of the actions are compulsory, earning the minimum performance rating (points), and which of the actions provide the opportunity to earn higher performance ratings and in some cases supplementary points. The scoring methodology is explained in Section 5 of the standard.

'Throughout BES 6001, 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.

Where requirements refer to an 'accredited body/organisation', the 'organisation' shall be a certification body accredited by an accreditation body which is a member of IAF (International Accreditation Forum) and/or EA (European Cooperation on Accreditation) e.g. UKAS'

BES 6001 Clause 3.1.

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3.2 Organisational Management Requirements

3.2.1 Responsible sourcing policy

This criterion aims to promote having a responsible purchasing protocol in place to guide sourcing activities within an organisation, either as a stand-alone policy (or suite of policies) or as part of a broader policy (e.g. sustainability policy).

To achieve the compulsory performance rating of 1 point, the organisation is required to have a written policy and procedures that address the principles of responsible sourcing as outlined in Section 4 of BES 6001.

Whatever the policy's title or configuration, it must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed (typically yearly), be integrated into the organisation's document management system, and should be effectively communicated and accessible to all staff.

Common methods of policy communication to staff include (but are not limited to) briefings on responsible sourcing activities through staff e-news, newsletters, specific emails or 'Toolbox Talks', inclusion within formal staff induction training.

3.2.2 Legal compliance

This criterion aims to ensure a company has a working system in place to identify applicable laws and determine their implications for the organisation's responsible sourcing policy.

To achieve the compulsory performance rating of 1 point, the organisation is required to demonstrate that it has in place an effective procedure (within its management system) that can identify and review all current and new legal requirements which impact on the organisation's operations.

Common examples of suitable procedures are the use of internal or external legal specialists to analyse developing legal issues associated with an organisation's activities; or the use of external legal database systems by internal specialists.

Whilst adherence to laws and regulations is the accepted requirement, having a prosecution does not mean that an organisation is unable to achieve BES 6001 certification. In the event of a prosecution, the organisation would be expected to show how it was taking steps to prevent any further non-compliance.

3.2.3 Quality management system & operational management of responsible sourcing

This criterion aims to promote the application of the fundamentals of ISO 9001 and the procedures of responsible sourcing.

A key purpose of this clause is to ensure the company has an appropriate documented *Quality Management System (QMS)* (possibly ISO 9001 certificated) and that the management system includes within its scope the products undergoing assessment.

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To achieve the compulsory performance rating of 1 point, the organisation under assessment is required to have in place a documented QMS that follows the fundamentals of ISO 9001; and demonstrate that the QMS is designed not only to implement the quality policy but also to implement the various aspects of the organisation's responsible sourcing policy.

The responsible sourcing policy could also be implemented within the organisation's *Environmental Management System (EMS)* or *Health and Safety Management System (HSMS)* which would need to be demonstrated.

To achieve the higher performance rating of 2 points, the organisation is required to have a QMS that conforms to ISO 9001 or equivalent (e.g. industry-specific interpretations), certificated by an accredited organisation. The certificate must be valid and cover (as a minimum) the product(s) and material(s) under assessment; and have within its scope all sites where the product(s) and material(s) under assessment are manufactured.

ISO 9001, ISO 14001 and OHSAS 18001 are management system standards (not product standards). However, as part of the certification process the standards specify the range of products covered by the certification. This scope is used to ensure the certified quality (environment and health & safety) principles cover the products under assessment.

3.2.4 Supplier management system

This criterion aims to ensure that an organisation has robust supplier approval procedures and purchasing processes in place.

To achieve the compulsory performance rating of 1 point, the organisation must have a documented management system for its purchasing process and for approval of its suppliers.

The management system must reference the responsible sourcing policy and include some formal references between the purchasing procedure documentation and the principles of responsible sourcing as identified in 3.2.1. (i.e. the responsible sourcing policy must not stand in isolation). The supplier management system may form part of a larger existing management system.

The organisation must also maintain a list of approved suppliers of constituent materials in the assessed product(s); and the approval process and approved list must be documented within the supplier management system.

AND

Where organisations source constituent materials from outside the EU, or from countries that have not declared adherence to the OECD *Guidelines for Multinational Enterprises*, the organisation must also demonstrate that it undertakes appropriate risk assessments and demonstrate due diligence in its monitoring of supplier compliance with the ILO *Declaration on Fundamental Principles and Rights at Work*.

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Risk assessments must be appropriate to the circumstances of the country of origin, region and industry from which the material is derived.

It is acknowledged that the maturity of the sector is a challenge so in the situation where a Tier 1 supplier of an input material used in a product under assessment is located in the EU, but constituent materials for that material are extracted from outside the EU, (best practice aside) BES 6001 does not require the organisation under assessment to have undertaken a risk assessment and to demonstrate due diligence on the Tier 2 supplier.

The following are 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
- SEDEX
- Salvo Code of good practice

If any constituent material is sourced from a supplier based outside the EU/OECD, risk assessments and due diligence must be provided for 98% of constituent materials.

3.3. Supply Chain Management Requirements

For each of the sub sections within 3.3, constituent materials are required to be traced to the supplier(s) responsible for:

- The extraction of raw materials; or
- The recovery of recycled material; or
- The production of by-products; or
- The processing of commodity traded materials

Definitions for the above 'sources' are as follows:

Extraction, winning or acquisition of raw material – here, the traceability of the input needs to go as far back as the mining, quarrying, growing, harvesting or extraction by any other means of the raw material.

Recovery of recycled materials – here, the traceability of the input material needs to go as far back as the factor trading in the material, e.g. for scrap steel it is the scrap yard, not the scrapyards' suppliers; for recycled aggregate it is the processor of building waste, not the demolition contractor.

Reprocessing of a company's own product in its own production cycle is not accepted as being a recycled material. For example, a company making a cheap product and then intentionally reprocessing it to make a marketable product is not accepted as being a recycled product.

Production by-products or production residues – here, the traceability of the input material needs to go as far back as the organisation manufacturing the product of which the component material is considered to be the by-product or residue, e.g. for pulverised fuel ash (PFA) it is the power station, not the coal supplier.

By-products such as coal tar which have well-established processing routes as a major part of the industry that it is a part of; or by-products generated as a result of planned production inefficiencies (i.e. by-products from an intentionally wasteful production route) are not accepted as by-products in BES 6001.

Processing of commodity traded chemicals and materials - Here the traceability of the input material needs to go as far back as the trader of the chemical/material. In this case the trader may be sourcing the chemical in a commodity market where their supplier changes depending on price and availability. The trader is simply buying in bulk then re-packaging and selling on. It is not feasible to readily capture traceability information in such a supply chain.

For raw and commodity traded materials, all non-acceptable practice should be already dealt with in law. For example, it would be unacceptable to use wood or wood-based products from non-sustainably managed forests.

Definitions of materials categories:

Raw material (Cambridge dictionary) – Any material, such as oil, cotton, or sugar in its natural condition, before it has been processed for use.

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Recycled materials (ISO 14021:2016) – Material that has been reprocessed from recovered [reclaimed] material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

Commodity traded material (www.businessdictionary.com) – A reasonably interchangeable good or material, bought and sold freely as an article of commerce. Commodities include agricultural products, fuels, and metals (as ingots) and are traded in bulk on a commodity exchange or spot market.

By products (Cambridge dictionary) – Something that is produced as a result of making something else, or something unexpected that happens as a result of something.

In 3.3. Supply Chain Management Requirements, the % performance rating for each sub-section should be based on any ONE of a number of criteria e.g. volume OR mass OR cost, whichever is most appropriate for the product being assessed.

This choice must be clearly defined and justified by the organisation undergoing assessment and whichever metric is used, it must be the same for all clauses in 3.3.

For example, where complex products are not sold or traded on a mass, volume or linear metric; where there are a significant number of constituent components and suppliers; and components are purchased by value/function (i.e. number) rather than by mass or volume; it may be most appropriate for the calculation for % performance rating to be based on economic value or cost.

Performance ratings in section 3.3 are determined by the % proportion of constituent materials that are traceable to suppliers using the required mechanisms.

Organisations are required as a minimum to demonstrate that 60% of constituent material(s) in the assessed product are traceable to supplier(s); and additional performance levels can be achieved where organisations demonstrate higher proportions of traceability through the supply chain.

3.3.1 Material traceability through the supply chain

This criterion recognises the importance of analysis of suppliers to allow traceability of materials throughout the entire supply chain all the way from source.

To achieve the compulsory performance rating of 1 point, the organisation is required to demonstrate that a minimum of 60% of constituent material(s) in the assessed product are traceable to supplier(s).

The following mechanisms are considered appropriate for demonstrating traceability:

- The organisation responsible for the constituent material(s) at each stage of the supply chain is certified by an accredited organisation to ISO 9001; or
- Equivalent documented evidence of traceability.

Equivalent documented evidence accepted includes a certificate of origin; an International Waste Shipment form (Annex VII); valid certification from a scheme accredited to BS 8902 (or certification to BES 6001);

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comprehensive purchase and delivery records for the product of material or a certificate from an independently audited chain of custody scheme for a raw material, e.g. FSC or PEFC certification for timber.

Where there is a recognised industry benchmark for traceability (from a recognised and established industry body) this should be taken as the 'compulsory' level. BES 6001 does not specify generic benchmarks for performance in each clause as there are significant differences between sectors.

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and is required to demonstrate that 75% of the constituent material(s) in the assessed product are traceable.

To achieve the highest performance rating of 3 points, the organisation must have satisfied the compulsory requirements and is required to demonstrate that 90% of the constituent material(s) in the assessed product are traceable.

3.3.2 Environmental Management Systems in the supply chain

This criterion promotes the fundamentals of ISO 14001 and the importance of environmental responsibility through the supply chain.

To achieve the compulsory performance rating of 1 point, the organisation is required to have an EMS that follows the fundamentals of ISO 14001; AND demonstrate that a minimum of 60% of constituent material(s) in the assessed product are traceable to supplier(s) with an EMS.

Supplier EMS must follow the fundamentals of ISO 14001 and include within its scope key processes of raw material extraction and primary material production (where appropriate to the scope of its operations).

Constituent materials that are recycled materials or by-products satisfy this requirement without further verification. The compulsory point is awarded if for example the organisation can provide evidence to demonstrate that the product under assessment contains 60% or more recycled material.

To achieve a higher performance rating of 2 points, the organisation is required to have an EMS certificated by an accredited organisation to ISO 14001; or *EU Eco-Management and Audit Scheme (EMAS)*; AND to demonstrate that a minimum of 60% of constituent material(s) in the assessed product are traceable to supplier(s) with an EMS certificated by an accredited organisation.

For SMEs, confirmation that the company EMS is structured in compliance with BS 8555 (or equivalent) and the organisation has completed phase audits one to four as outlined in BS 8555 (or equivalent) fulfils the requirement.

To achieve a higher performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections and is required to demonstrate that 75% of the constituent material(s) in the assessed product are traceable to supplier(s) with a certificated EMS.

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To achieve the highest performance rating of 4 points, the organisation must have satisfied the requirements of the preceding sections and is required to demonstrate that 90% of the constituent material(s) in the assessed product are traceable to supplier(s) with a certificated EMS.

3.3.3 Health and Safety Management Systems in the supply chain

This criterion promotes the fundamentals of OHSAS 18001 and the importance of responsible health and safety management through the supply chain.

To achieve the compulsory performance rating of 1 point, the organisation is required to have a *Health and Safety Management System* (HSMS); AND to demonstrate that a minimum of 60% of constituent material(s) in the assessed product are traceable to supplier(s) with a HSMS.

The HSMS must be compliant with local legislation and incorporate as a minimum:

- Near miss incidents
- Time loss incidents
- Fatal incidents

To achieve a higher performance rating of 2 points, the organisation is required to have a HSMS certificated by an accredited organisation to OHSAS 18001 (or equivalent); AND to demonstrate that a minimum of 60% of constituent material(s) in the assessed product are traceable to supplier(s) with a HSMS certificated by an accredited organisation to OHSAS 18001 (or equivalent).

Suppliers or organisations certified to alternative sector specific H&S schemes will be accepted where OHSAS 18001 certification has not been sought. Examples of accepted alternatives are; certification to the Safety checklist contractors scheme (SCC); and fulfilment of 'Top Tier' Seveso III protocol requirements (confirmed listing on National Government's online Seveso listings).

To achieve a higher performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections and is required to demonstrate that 75% of the constituent material(s) in the assessed product are traceable to supplier(s) with a certificated HSMS.

To achieve the highest performance rating of 4 points, the organisation must have satisfied the requirements of the preceding sections and is required to demonstrate that 90% of the constituent material(s) in the assessed product are traceable to supplier(s) with a certificated HSMS.

3.4. Requirements related to the management of sustainable development

NOTE: As used in BES 6001, stakeholder reporting is intended to enable a comparison of data on a year-to-year basis, and the reporting shall be freely available to all stakeholders.

Common examples of accepted stakeholder reporting include reporting via the organisation’s website and/or through freely available periodic published information, e.g. Sustainability Report, Environmental Report, Corporate Social Responsibility Report or Annual Report. These must be readily obtainable without payment and without the need to ask permission from the organisation under assessment.

Stakeholder reporting should be at organisation level unless there are legal requirements, due to competition rules, reporting must then be at sector level e.g. via a trade body.

3.4.1 Greenhouse gas emissions

The aim of this criterion is to encourage the measurement, reporting and reduction of Greenhouse Gas emissions by the organisation.

The section uses as its basis the principles of the ISO 14064-1 standard. The standard contains definitions for the key terms used in BES 6001. Suitable metrics need to be established for measuring the *greenhouse gas* (GHG) emissions and removal.

To achieve the compulsory performance rating of 1 point, the organisation is required to quantify the emissions and removals of GHG related to its direct operations; and indirect emissions and removals of GHG related to energy use in its direct operations.

The organisation is further required to have policy, supported by a documented management system, for the monitoring and reduction of the GHG intensity of its operations. The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation’s document management system, and should be effectively communicated to and accessible to all staff.

To achieve a higher performance rating of 3 points, the organisation must have satisfied the compulsory requirements and is required to report to its stakeholders on direct and energy-related emissions and removals of GHG.

Where there are sector specific standards already established for reporting GHG emissions, these are acceptable methods for reporting.

To achieve the highest performance rating of 5 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and is required to have external verification of all the information and data reported. Verification must be undertaken by an independent third party organisation or suitable individual.

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External verification schemes (e.g. PAS 2050, CRC etc) would have to cover the scope of the organisation and the products under assessment in the BES 6001 certification.

NOTE: Environmental Product Declarations (EPD) are not accepted as a means to demonstrate stakeholder reporting or verification in this section as EPD are related specifically to products whereas clause 3.4.1 relates to the organisation.

3.4.2 Energy use

This section is not compulsory.

The aim of this criterion is to encourage the identification of any opportunity for reducing the energy intensity of the organisation's operations (the reduction of actual energy intensity of the process, rather than the carbon intensity).

To achieve the performance rating of 1 point, the organisation must have a policy for the monitoring and reduction of the energy intensity of the operations over which the organisation has financial and/or operational control. The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff.

An independent policy is not necessary, if principles are covered in existing policies such as a sustainability policy or carbon policy incorporating GHG and energy use.

The scope of the issue covers operations within the organisational boundary, defined as those operations which are under financial and/or operational control of the organisation. This includes operations where operational and/or financial control is shared with another organisation e.g. equity share of an extraction operation, or shared production facilities.

Indirect activities relating to the production process where the organisation has no control over the associated energy use, e.g. transport of materials to factories by external contractors or transport of finished products to clients can be/should be excluded from the policy.

An appropriate metric is required for the monitoring of performance.

Certification to ISO 50001 or compliance to ESOS will meet this requirement.

3.4.3 Resource use

The aim of this criterion is to encourage the efficient use of resources.

To achieve the compulsory performance rating of 1 point, the organisation is required to have policy, supported by a documented management system, for the efficient use of constituent materials. The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff.

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The policy and associated documents may be part of 'wider' management system documentation but should address the 5 key issues as outlined in the Standard.

Where an organisation determines that one or more of key issues is not applicable to the product under assessment, e.g. where the product requires the use of specific (scarce) materials; where there are legal reasons why recycled materials cannot be used (e.g. recycled PVC in potable water pipes); or where quality issues require the use of virgin materials in the product; evidence will be required to demonstrate the exceptions.

To achieve a higher performance rating of 3 points, the organisation must have satisfied the compulsory requirements and is required to demonstrate at least two of the following:

- Actions taken to improve future resource use at end-of-life, including any post-consumer retrieval schemes in place
- Actions to extend the lifetime of the assessed product, such as provision of refurbishment, maintenance or repair services
- Staff and supply chain engagement activities to promote behavioural change and share best practice.

The actions regarding both the improvement of future end-of-life resource use or product lifetime extension must have significant input, involvement and support of the organisation being assessed. End-of-life actions can include, but are not limited to; support of post-consumer retrieval schemes and/or research regarding recyclability or re-use options.

Actions regarding staff and supply chain engagement should be fully embedded in the regular activities of the organisation. Examples of engagement activities can include in-house schemes promoting resource use improvements; or participation in sector/industry groups and activities to promote resource use improvements

To achieve the highest performance rating of 5 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and is required to report to its stakeholders on its resource use activities in all areas where it has claimed activity in the earlier sections.

Stakeholder reporting must be regular and the reporting shall be freely available to all stakeholders.

A supplementary point may be awarded if the organisation provides any externally verified evidence of environmental stewardship at the source of raw material.

To achieve the supplementary point, there must be evidence to indicate that there is effective environmental stewardship (i.e. 'the responsible planning and management of natural resources through conservation and sustainable use') at the point of extraction.

This is regardless of who is responsible for the extraction of the raw materials, i.e. the client themselves or another organisation down the supply chain. The evidence should at least go so far as to cover the minimum requirements for traceability declared as traceable in 3.3.1 (i.e. 60% of constituent materials). Therefore

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'any' in this instance does not just mean one piece of externally verified evidence of environmental stewardship for 'any' of the constituent materials.

Whilst the higher performance rating points may only be scored if the preceding sections have been passed, the supplementary point can be achieved in isolation so long as the compulsory point is achieved.

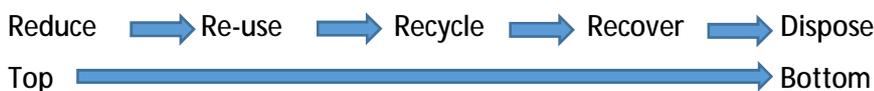
3.4.4 Waste Prevention and Waste Management

The aim of this criterion is to reduce waste sent to landfill or incineration and to control waste arising from operations.

To achieve the compulsory performance rating of 1 point, the organisation is required to have 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.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff. The policy and associated documents may be part of 'wider' existing management system documentation

The waste hierarchy is:



The organisation must also 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 minimised and that all local regulatory requirements are fulfilled.

The organisation will need to understand the scope of its controlled waste. In the UK, controlled waste is defined in the Environment Protection Act 1990 and the Controlled Waste Regulations 1992 as 'household, industrial and commercial waste or any such wastes that require a waste management licence for treatment, transfer or disposal'.

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and is required to report to its stakeholders on its performance in terms of waste prevention and waste management. Stakeholder reporting must include as a minimum:

- levels of waste production relative to output set against targets for reduction over time, and thereafter reported on an annual basis, as a minimum; and
- comparison to industry benchmarks, where available, or comparison to company benchmarks if industry benchmarks are not available.

Stakeholder reporting must be regular and the reporting shall be freely available to all stakeholders.

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To achieve the highest performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and is then required to have external verification of all the information and data reported. Verification must be undertaken by an independent third party organisation or suitable individual.

A supplementary point may be awarded if the organisation reports to its stakeholders on at least 2 of the aspects outlined in the BES 6001.

Typical performance levels with respect to the waste hierarchy must be determined and presented in an independent and impartial manner.

Actions regarding staff and supply chain engagement should be fully embedded in the regular activities of the organisation.

Again, whilst the higher performance rating points may only be scored if the preceding sections have been passed, the supplementary point can be achieved in isolation so long as the compulsory point is achieved.

3.4.5 Water abstraction or usage

The aim of this criterion is to promote efficient water usage or abstraction and the reduction of the intensity of the water use of the organisation's operations.

To achieve the compulsory performance rating of 1 point, the organisation is required to have policy, supported by a documented management system, for the reduction of the intensity of its operations with respect to water abstraction and water usage.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff. The policy and associated documents may be part of 'wider' existing management system documentation.

Where the product(s) under assessment do not require the direct input of water, the policy need only be appropriate in scale to the usage level of water.

An example of an appropriate metric for the monitoring of performance would be a 'water footprint' calculation to ISO 14046 (Environmental management - Water footprint - Principles, requirements and guidelines).

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and is required to report to its stakeholders on its performance in terms of water abstraction and use.

Stakeholder reporting must be regular and the reporting shall be freely available to all stakeholders.

To achieve the highest performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and is required to have external verification of all

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the information and data reported. Verification must be undertaken by an independent third party organisation or suitable individual.

A supplementary point may be awarded if the organisation provides evidence it has promoted the reduction of water usage or abstraction.

Sufficient evidence will be required to support the claim that the company has promoted the reduction of water usage or abstraction; and actions regarding staff and supply chain engagement are required to be fully embedded in the regular activities of the organisation if the point is to be achieved.

Again, whilst the higher performance rating points may only be scored if the preceding sections have been passed, the supplementary point can be achieved in isolation so long as the compulsory point is achieved.

3.4.6 Life Cycle Assessment (LCA)

The aim of this criterion is to promote a life cycle approach to manufacturing processes and the determination of the environmental impacts of products at each stage of products' life cycle.

NOTE: The performance levels in this clause are not consecutive and the higher performance ratings are independent of one another. It is therefore possible to achieve the highest performance rating of 3 points available for achieving c) without also achieving b) so long as the compulsory point is achieved. The organisation must have achieved the compulsory level as a minimum.

To achieve the compulsory performance rating of 1 point, the organisation is required to demonstrate that it uses life cycle thinking and/or life cycle assessment (LCA) methods to identify significant environmental aspects and impacts over the whole life cycle of the product(s) undergoing assessment.

The organisation must also have in place a documented approach for continual improvement of life cycle environmental performance. The approach must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, and be integrated into the organisation's document management system.

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and participated in a freely and publically available LCA study that complies with the requirements of ISO 14040 and ISO 14044.

The freely and publically available LCA study must include the provision of data associated with the product under assessment. An LCA is not acceptable as evidence if it is based on data relating to similar products or data for identical products but not including data from the products under assessment.

To achieve the highest performance rating of 3 points, the organisation must have satisfied the compulsory requirements and have independently verified Environmental Product Declaration (EPD) for the product(s) undergoing assessment that conforms to the requirements of ISO 14025 and ISO 21930, or EN 15804.

The independently verified Environmental Product Declaration (EPD) must be freely available to stakeholders.

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3.4.7 Ecotoxicity

This section is not compulsory.

The criterion aims to identify potential biological, chemical or physical stressors which could be affecting ecosystems and to promote a pro-active approach to the assessment of chemical hazards in the supply chain for the assessed product.

To achieve the performance rating of 1 point, the organisation is required to have undertaken a hazard assessment of chemicals present in, and used in making, the assessed product.

The scope of the assessment must include all Substances of Very High Concern (SVHC) in Annex XIV of European Regulation (EC) No 1907/2006 (REACH), and Substances on the SVHC Candidate List.

The assessment only needs to include those chemicals used by the organisation directly in its production process. Chemicals or materials used in support of the manufacturing process e.g. office supplies, machine lubricants need not be included.

Information on SVHC Annex XIV listing process and status can be found at:

<https://echa.europa.eu/addressing-chemicals-of-concern/authorisation/recommendation-for-inclusion-in-the-authorisation-list/previous-recommendations>

The latest SVHC Candidate List can be found at:

<https://echa.europa.eu/candidate-list-table>

3.4.8 Transport impacts

This criterion aims to promote the effective transportation of materials, goods and people within the organisation to lower the impacts on the environment.

To achieve the compulsory performance rating of 1 point, the organisation is required to have 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 must identify appropriate, significant, direct environmental impacts associated with the modes of transport used by the organisation and must include mitigation strategies for significant environmental impacts.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff.

The policy and associated documents may be part of 'wider' existing management system documentation.

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The methodology used to identify significant environmental impacts must be documented and can be undertaken by the organisation itself. A typical methodology could comprise actions to:

- map out the scope of the transport activities over which the organisation itself has direct financial or operational control
- identify impacts e.g. fuel use; emissions to air, land and water; accidental emissions to air, land and water (e.g. spills, escapes); noise; packaging used for the purpose of transport and distribution
- identify actions to reduce impact e.g. driver training for fuel efficiency, load optimisation, 'car share' schemes etc.
- prioritise impact reduction activities
- regularly review and report progress on these activities.

To achieve the higher performance rating of 3 points, the organisation must have satisfied the compulsory requirements AND extended the scope of its transport policy and metrics to cover transport issues associated with the supply of traceable constituent material(s) in the assessed product.

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).

'Traceable constituent materials' relates to the proportion of the constituent material(s) which are claimed to be traceable as determined in 3.3.1.

A supplementary point may be awarded if the organisation reports to its stakeholders on at least 2 of the aspects outlined in the Standard.

Again, whilst the higher performance rating points may only be scored if the preceding sections have been passed, the supplementary point can be achieved in isolation so long as the compulsory point is achieved.

3.4.9 Employment and skills

The aim of this criterion is to encourage a systematic, transparent, and regularly reviewed approach to the learning and development of employees.

To achieve the compulsory performance rating of 1 point, the organisation is required to have a policy, supported by a documented management system, for the learning and development of its employees and to carry out regular reviews of its performance.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff. The policy and associated documents may be part of 'wider' existing management system documentation.

The organisation must also demonstrate that responsible sourcing awareness/training is provided in all relevant professional and functional training.

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Having *Investors in People* (IIP) certification is not, in itself a means of securing the compulsory point. However, elements of the organisation's IIP activities may well provide the appropriate evidence required in this clause.

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and is required to report to its stakeholders on its performance relating to the learning and development of its employees OR establish a policy for enhancing the diversity and inclusiveness of its workforce.

Stakeholder reporting must be regular and the reporting shall be freely available to all stakeholders.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff. The policy and associated documents may be part of 'wider' existing management system documentation.

Issues of inclusiveness and diversity should be considered by the organisation in its broadest terms:

Inclusion is about a work environment where everyone has an opportunity to fully participate in creating business success and where each person is valued for their distinctive skills, experiences and perspectives.

Diversity is the recognition of the existence of many unique individuals in the workplace. This includes men and women from different nations, cultures, ethnic groups, generations, backgrounds, skills, abilities and other unique differences.

To achieve the highest performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and is required to have external verification of all the information and data reported. Verification must be undertaken by an independent third party organisation or suitable individual.

3.4.10 Local communities

This criterion aims to encourage systematic, transparent and regularly reviewed engagement with stakeholders and local economies.

To achieve the compulsory performance rating of 1 point, the organisation is required to have 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.

The policy must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff.

The policy and associated documents may be part of 'wider' existing management system documentation.

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The organisation must also have written procedures to record all complaints from local community stakeholders and any subsequent and associated actions including prosecutions.

Whilst there is no one appropriate definition for 'local', for BES 6001 local is defined as anywhere within an administrative area where the production facility is located (the home administrative area); or a neighbouring administrative area of the same rank that is contiguous with the home administrative area.

Such a neighbouring administrative area may lie over a national boundary provided that the minimum journey time from gate to gate is no more than one hour by an appropriate mode of transport.

The local communities' complaints procedures may be integrated with the procedures to respond to complaints from customers or it may be a stand-alone procedure. The procedure must include the recording of (as a minimum) complainant details, nature of complaint, actions taken, communications details, including closure. The procedure must be regularly reviewed and the results/outcomes formally recorded.

Being in an industrial setting is no barrier to relating and engaging with the local community.

To achieve a higher performance rating of 2 points, the organisation must have satisfied the compulsory requirements and is required to carry out regular reviews of its performance in terms of local community relationships, stakeholder engagement and complaints incidents.

It must also do one of the following:

Report to its stakeholders on its performance in terms of local community relationships, stakeholder engagement and complaint incidents OR have a written policy to use local sourcing and local business where appropriate and practical.

Stakeholder reporting must be regular and freely available to all stakeholders and the 'Local Sourcing' policy may be managed within the scope of an existing policy and management system.

To achieve the highest performance rating of 3 points, the organisation must have satisfied the requirements of the preceding sections (both a) and b)) and have external verification of all the information and data reported. Verification must be undertaken by an independent third party organisation or suitable individual.

3.4.11 Business ethics

This section is not compulsory.

This criterion promotes the awareness of ethical principles within the businesses operations.

To achieve a performance rating of 1 point, the organisation must have a policy and documented code of business ethics. Adherence with the code of business ethics must be obligatory for all employees of the organisation.

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The policy and associated 'Code' must be approved by an appropriate senior manager of the organisation under assessment, be regularly reviewed, be integrated into the organisation's document management system, and should be effectively communicated to and accessible to all staff.

The policy and associated documents may be part of 'wider' existing management system documentation.

A means of demonstrating acceptance and adherence must be seen in evidence for the points in this section to be earned. An example of such acceptance and adherence would be that each employee signs a statement regarding the Code as a fundamental part of their employment at the time of the induction training.

The organisation must also conduct and document a regular risk assessment of its operations focussed on the avoidance of bribery and corruption AND have in place a mechanism for the confidential reporting, investigation and resolution of suspected cases of bribery and/or corruption.

The mechanism or procedure for the confidential reporting must be a part of the organisation's documented management system. The mechanism need not be limited to just the bribery/corruption element of business ethics. Common mechanisms of confidential reporting include confidential company or external telephone helpline.

A supplementary point may be awarded if the organisation provides evidence that it produces an annual Anti-Trafficking and Slavery statement that demonstrates a commitment to the eradication of forced labour and trafficking and ongoing due diligence to prevent it.

See the following link to the Modern Slavery Act 2015:

http://www.legislation.gov.uk/ukpga/2015/30/pdfs/ukpga_20150030_en.pdf

The supplementary point in 3.4.11 can be achieved in isolation and does not require the optional point to be achieved.

BRE Global Ltd. is responsible for the certification and verification of the BRE Centre for Sustainable Products (CSP) schemes based on accompanying standards.

The CSP family of schemes and standards, which includes the BES 6001 Responsible Sourcing Framework, address different key sustainability aspects of products and assets: environmental impacts declaration for various life cycle stages of construction products, responsible/ethical supply chain management, and ethical sourcing of labour.

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