



NZ Sustainable Steel Certification Programme

Applicant Guide and Technical Requirements

for

Sustainable Practices Certification

04/04/2025

Release Version 1.1

Please note this is not the Green Star Responsible Products
Certification Guide – please refer to the audit portal to
download the RP guide.

Document Approval and Revision

Version	Date	Changes	Author	Reviewer
1.0	19/02/25	Version for release	JPS	
1.1	3/4/225	Reversed level numbers to match schemes	JPS	

Please note:

This document is updated regularly during the development phase
Always refer to the current version available through the audit portal.

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1. About the SSC Sustainable Practices Certification

The **SSC Sustainable Practices Certification** is a response to the ever-present and increasing global focus on the sustainable performance and decarbonisation of the construction industry, including the exponential growth in demand for lower embodied carbon, more sustainable construction materials and high quality socially responsible business practices.

Our industry and our members are facing increased demands from their clients for evidence of environmental certification.

The programme engages the steel value chain by certifying steel manufacturers, importers, fabricators, roll formers, and recyclers, reinforcing processors and verifying the steel supply from upstream steel manufacturers, and their own businesses, against best practice environmental, social and governance (ESG) sustainability indicators.

This document outlines the underpinning principles and technical requirements for achieving compliance under each level of the Sustainable Steel Council's **Sustainable Practices certification** programmes.

Audit applicants are assessed against the Programme's principles and supporting criteria in terms of their:

- Corporate governance and management systems to ensure business integrity, good operations and governance.
- Implementation of appropriate management and control systems at the manufacturing/processing site level.
- Systems to manage environmental, social and health impacts of steel products in their site-specific steel manufacturing or processing operations, and across their supply chain.

The SSC Sustainable Practices Certification requirements are scored on a scale of 1 -3 and Koura/Hiriwa/Parahi (Gold/Silver/Bronze) certification is awarded based on the total score.

We recognise that as businesses grow, they become more complex with more moving parts, therefore a small business is not expected to have the same level of resources as a large business to effect similar performance outcomes. So, the SSC Sustainable Practices scoring regime recognises a small business for being excellent in terms of what a small business should have, and the same principle applies for medium and large businesses. Business size is assessed as the SSC membership level of the business.

2. Sustainable Steel Council Certification Programme

2.1. The Principles

The SSC programme recognises companies that have lower environmental impact, are transparent, respect human rights, and are taking action to reduce carbon emissions and pursue circular solutions.

2.1.1. Principle 1. Governance

SSC certified companies conduct business transparently, with integrity and in compliance with relevant legislation. SSC certified companies should adhere to a strict code of conduct that prioritises fairness, equality, and transparency in all business practices. They should also be operating with robust environmental, and health and safety management systems in place.

SSC certified companies communicate openly with their stakeholders and enable stakeholders to engage effectively with them.

The objective of this principle is to provide a foundation, ensuring that all necessary systems and processes are in place so that SSC members can meet the requirements of this standard.

2.1.2. Principle 2. Responsible

SSC certified companies manufacture or supply steel products in a responsible manner, with impacts and contents being transparently disclosed and meeting high standards.

The impacts and contents of responsible products are transparently disclosed and meet high standards. Certification supports a science-based evaluation of environmental impacts where available, and independent assessments of carbon emissions.

Manufacturers, producers and suppliers of responsible products have documented environmental management systems in place to manage the environmental impacts of the production of the product.

The objective of this principle is that the impacts and contents of steel sourced by SSC certified members are transparently disclosed and meet high standards.

2.1.3. Principle 3. Healthy

SSC certified companies manufacture/supply steel products that contribute to healthy and socially constructive outcomes.

Healthy products are low or non-toxic and drive valuable social outcomes. These products reduce exposure to volatile organic compounds (VOCs), both during manufacture and once installed in a built asset. Manufacturers and producers of healthy products have documented OH&S management systems and procurement processes in place to restrict workers' exposure to physical, chemical and biological hazards, during manufacture or sourcing.

Companies should be taking clear steps to address modern slavery in the supply chain (where it exists) and should be working to create equitable conditions for anyone involved in the sourcing and manufacturing of the products.

The objective of this principle is that the steel used by SSC certified companies is low or non-toxic and drives valuable social outcomes.

2.1.4. Principle 4. Positive

SSC certified companies manufacture or supply steel products which contribute to a positive, lower-impact future.

The steel feedstock used meets a set of Environmental, Social, Governance (ESG) requirements to ensure that it is responsibly sourced.

Manufacturers and producers of positive products can demonstrate responsible extraction of resources and low material extraction impacts. Production of positive products results in reduced impacts to air, water, and land (from manufacturing activities) and sourcing or manufacturing does not impact areas with a high ecological value. Positive products demonstrate continual reductions in their impacts.

Outcomes that are better for the planet are central to this principle, which values carbon emission reductions, a low carbon trajectory, and ideally, carbon neutrality.

The objective of this principle is to avoid significant environmental impact from the manufacturing processes of SSC certified companies and to deliver climate-positive outcomes.

2.1.5. Principle 5. Circular

SSC certified companies manufacture, and supply or source steel products which are moving towards being part of a circular economy. Manufacturers and producers of circular products are reducing the impacts of their business on the natural environment by reducing the need for mined raw materials; and reducing waste by implementing strategies that encourage recycling, reuse, and re-selling of materials.

Outcomes that are good for natural systems and that decrease pollution are central to this principle, which values reduced impacts on nature, reduced need for raw material extraction, and reduced waste generation.

The objective of this principle is to avoid significant environmental impact from the manufacturing processes of SSC certified companies and to deliver circular outcomes.

3. Certification Technical Requirements

3.1. Which Certification do I need?

This document is for the **Sustainable Practices Certification** Programme. SSC member businesses that wish to be recognised for their investment in business and environmental sustainability, and for being a responsible corporate citizen. SSC member businesses and their suppliers are increasingly finding that customers, and market forces, are pressuring them to provide such recognition, and this is only going to increase over future years.

The **Responsible Products (RPV) Extension** level is for businesses, particularly steel distributors and fabricators, that are being asked, or expect to be asked, by their customers for credits towards **Green Star** certified buildings. SSC members that supply steel into the construction market increasingly report that they are being asked for evidence of environmental certifications, particularly Green Star compliance. In the future, this extension level will likely become a non-negotiable requirement to stay in the market.

NOTE: This document does not cover the Responsible Products Extension – see the separate [RPP audit user guide](#).

3.2. Sustainable Practices Certification Levels

The SSC certification programme provides a pathway for companies to achieve certification, enabling a gradual transition to increasing levels of sustainability performance over time.

		Sustainable Practices	
		SSC Generic	SSC Recycling
Governance			
1.1	Business Integrity		
1.2a	Management Systems: Governance		
1.2b	Management Systems: Safety Management		
1.3	Stakeholder Engagement		
Responsible			
2.1	Environmental Management System		
2.2	Environmental Product Declaration (EPD)		
2.3	Health Impacts Declaration		
Healthy			
3.1	Paints and Coatings		
3.2	Manufacturing OH&S Management		
3.4	Modern Slavery		
Positive			
4.1	Steel Supply Sourcing		
4.2	Carbon Emissions Reduction (Mfg)		
Circular			
5.1	Resource Management		
SSC Specific			
NZ5	Corporate Social Responsibility		
NZ6	Electricity Supply		
NZ7	Scope 3 Carbon Footprint		
tbc	recycling substitute for 2.2 EPD		
tbc	recycling substitute for 4.1		

While the SPC uses the same questions and principles as the Responsible Products programme, its thresholds for achievement are less onerous than for Responsible Products certification. The SPC evidence requirements are designed as a seamless pathway towards eventual Responsible Products certification if the applicant wishes to progress to that level.

SPC question responses are scored on a numerical scale with 3 points for Level 3 (high), 2 Points for Level 2 (medium) or 1 point for Level 3 (Low).

80%+	Koura - Gold
65% to 79%	Hiriwa - Silver
50% to 64%	Parahi - Bronze

3.3. Revision to the Technical Requirements

The technical requirements in the document have been developed in consultation with ASI, GBC, thinkstep-anz, and members of the SSC. The technical requirements may be revised from time to time based on further feedback and consultation with SSC Applicants and Clients, and the auditing body appointed by the SSC.

SSC members will be advised of any revisions to the technical requirements, and any certifications prior to the revision will not be affected.

To provide feedback on the SSC Technical Requirements, please contact us in writing at audit@sustainablesteel.org.nz

Preparing Your Audit Submission

The following pages provide guidance to preparing evidence for your audit.

Principle 1: Governance

Credit 1.1 Business Integrity

Code of Conduct:

The Applicant promotes ethical and responsible decision-making and complies with all relevant policies, laws, regulations, and codes of best business practice.

Guidance:

A Code of Conduct is a set of rules or standards of conduct for employees of an organisation to follow, including the relationship between employees and with their customers. They can guard against misconduct and opportunistic behaviour, while fostering long-term changes to business culture.

Records of communication and training of employees in the Code of Conduct must be provided. If there is an external or internal complaint about breaches of the Code of Conduct, evidence that the Applicant has addressed the complaint must be provided.

Supporting Tools:

SSC Code of Conduct template (optional)

SSC Level 3	SSC Level 2
<p>Evidence of current ISO:9001 compliance OR The Applicant's ethics and operating principles are formalised in a written Code of Conduct addressing the following matters:</p> <ul style="list-style-type: none">• Inclusion and Diversity• Conflicts of interest• Anti-bribery and corruption• Whistleblower mechanism• Confidentiality• Engaging with communities <p>Evidence to include</p> <ul style="list-style-type: none">- Supply the code- Supply evidence of training- Evidence of dissemination- Evidence of scheduled and enacted reviews <p>If there has been a complaint – evidence that it has been addressed</p>	<p>The Applicant's ethics and operating principles are formalised in a written Code of Conduct under development with at least 4 of the following matters already complete:</p> <ul style="list-style-type: none">• Inclusion and Diversity• Conflicts of interest• Anti-bribery and corruption• Whistleblower mechanism• Confidentiality• Engaging with communities <p>Evidence to include</p> <ul style="list-style-type: none">- Supply the code- Supply evidence of training- Evidence of dissemination <p>If there has been a complaint – evidence that it has been addressed</p>
SSC Level 1	
<p>The applicant does not meet the evidential requirements for [L2] but is developing AND/OR implementing a formalised code of conduct AND can provide evidence they</p>	

<p>have policies for at least three of the matters listed in the criteria for [L2].</p> <p>Evidence to include</p> <ul style="list-style-type: none"> - Minutes of a meeting to discuss - Contract or evidence of having someone engaged in developing this 	
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Credit 1.2 Management Systems

A. Business Governance

The Applicant ensures that the company operates with good governance.

Guidance:

Guidance for establishing business governance systems is available at <https://www.business.govt.nz/business-performance/governance/laying-the-groundwork-for-good-governance/>.

Guidance resource available in the SSC audit site resource in library

Evidence Requirements

SSC Level 2	SSC Level 1
<p>Evidence of current ISO:9001 compliance</p> <p>OR</p> <p>The Applicant has a documented business management system that includes:</p> <ul style="list-style-type: none"> • Values, Mission or Purpose, and Vision. • the above are prominently displayed around workplaces and on a company electronic portal. • Supplier Code of Conduct • policies, procedures, and processes. • roles and responsibilities. • policies and procedures are available to employees – in appropriate format and languages. • a risk register identifying significant risks 	<p>There is evidence that work is scheduled and under way to implement processes required to meet criteria for [L1].</p>

B. Safety Management System

The Applicant ensures that the wellbeing, safety and health of employees, contractors, and visitors are of the highest priority

Guidance:

A policy is a formal statement of intent and direction, approved by the applicant company's senior management.

Either

Accreditation to ISO 45001:2018 Occupational health and safety management systems

Or

current SiteWise certification, is deemed to comply to 1.2B,

Or

The safety management system is aligned with the main principles of the Standard

Supporting Tools:

- ISO 45001:2018 - Occupational health and safety management systems.
- Worksafe guidance for businesses:
<https://www.worksafe.govt.nz/managing-health-and-safety/businesses/>

Evidence Requirements

SSC Level 3	SSC Level 2
<p>All L2 requirements are met plus:</p> <ol style="list-style-type: none">1. Meeting minutes produced and available to all staff.2. Minutes are reviewed at the next meeting and action items monitored and resolved in a timely fashion.3. Hazard analysis conducted and documented for all medium and L2 risk activities or operations.4. Hazard analysis is supported, and risks mitigated, by specific procedures which are available to all staff.5. Evidence that relevant workers are trained for hazardous substances <p>AND</p> <p>The health and safety system is managed by, or has been audited by, an accredited member of the NZ Institute of Safety Management.</p> <p>OR</p> <ul style="list-style-type: none">• Current Site Safe Site Wise Certification	<p>The H&S Policy is:</p> <ol style="list-style-type: none">1. kept current with workplace changes and legislation.2. signed by senior management and communicated to all employees.3. well displayed around the workplace.4. evidence of survey/list of Hazardous Chemicals, their SDS and procedures for handling of the hazardous chemicals.5. near misses (near hits) and incidents are reported, analysed, and reviewed.6. Internal safety audits are carried out and records kept <p>Evidence of follow through on meeting minutes/actions</p>

Stakeholder Engagement

Stakeholder Communication

The Applicant values two-way communication with relevant stakeholders and provides suitable opportunities for communication.

Guidance:

Applicants can choose to complete the SSC template provided or provide evidence in another form. Either way, Applicants are to determine who their relevant stakeholders are, including suppliers, customers, and employees and identify these and provide evidence of communication in any form including but not limited to emails, memos, website content, or meeting minutes. Applicants are welcome to use SSC material available on the SSC audit site to support stakeholder engagement.

Supporting Tools:

SSC Stakeholder Communications template (optional)

Evidence Requirements

SSC Level 3	SSC level 2
<p>The Applicant meets the criteria for L2 PLUS</p> <ul style="list-style-type: none">• has a relevant stakeholder list with communications plan including stating the purpose and value proposition for the stakeholder relationship.• is an active paid-up Applicant of more than one council/body/association/group with activities aligned with sector improvement, corporate social responsibility, or environmental social governance. <p>OR</p> <ul style="list-style-type: none">• attendance/engagement with industry forums	<p>The Applicant meets the criteria for L3 PLUS provides evidence of;</p> <ul style="list-style-type: none">• proactive outreach or communication*, supporting the Applicant's sustainability goals and/or requirements and/or promoting the Sustainable Steel Council to clients, suppliers, other stakeholders,• attending meetings or contributing to the steel industry association/s of which the Applicant is a member. <p>*in any form including but not limited to emails, memos, website content, meeting minutes.</p>
SSC 1.3 Level 1	
Applicant can demonstrate active engagement in the development of stakeholder communications promoting sustainability goals and or charter.	

Principle 2: Responsible

Credit 2.1 Environmental Management System

Environmental Management System

The Applicant has an environmental management system in place to manage the environmental impacts from the manufacturing of the product.

Guidance:

Guidance for small to medium-sized enterprises on environmental management, legal obligations and support to help reduce your business's environmental impact can be accessed on the New Zealand Government Business Support website:

<https://www.business.govt.nz/getting-started/business-planning-tools-and-tips/how-to-be-environmentally-sustainable/>

Evidence Requirements

SSC Level 3	SSC level 2
Has an environmental management system with a third party recognised or audited environmental management system that is currently compliant or certified. OR Has a bespoke environmental management system that meets all criteria listed under L2 AND <ul style="list-style-type: none">- Provides processes for document control.- Assigns accountability for policy implementation to senior management.	The Applicant has documented evidence of monthly audits of key environmental risk areas such as chemical storage and handling, water runoff, emissions to the air, availability and use of personal protective equipment, expiry dates. The Applicant has an Impacts and Aspects Risk Register detailing actual and potential environmental impacts including likelihood and severity, and controls for key risks.

Credit 2.2 Environmental Product Declaration

The Applicant can provide a product-specific environmental product declaration/s (EPD) for the steel product/s they manufacture, on request. EPDs must be provided for at least the minimum threshold value (MTV) - 70% - of the finished steel product/s manufactured.

Exemption: Applicants that manufacture custom, made-to-order steel products, rather than a defined steel product range, are exempt from verifying their contribution of additional manufacturing GWP (Global Warming Potential)

Guidance:

It is expected that the applicant is sourcing the majority of its steel from suppliers that are verified by SSC or ASI or hold SSC certification. If so, evidence of the supplier's certification is deemed to satisfy the evidence criteria for Credit 2.2

The applicant is deemed to comply if 70% or more of the applicant's steel is sourced from SSC Green Star certified suppliers, or suppliers verified on the SSC or ASI web portal.

OR

Applicants must be able to provide a verified product-specific EPD/s (or third-party verified Life Cycle Assessment) either published by their own company covering the steel product/s they manufacture (option 1) OR published by their steel product supplier/s covering the steel products (option 2) on the condition that at least 70% (by weight) of the steel feedstock materials used to manufacture the Applicants steel product/s are covered, and the Applicant's GWP is within 10% variance of the supplier EPD/s. The SSC Steel Supply Sourcing and EPD template (where applicable) must be completed in full to verify these two conditions.

Supporting Tools:

- SSC EPD template (mandatory for option 2, unless exempt)
- SSC Steel Supply Sourcing form (mandatory)
- EPD International: <https://www.environdec.com/library>
- EPD Australasia: <https://epd-australasia.com/epd-search/>

SSC Certification - Evidence Requirements

SSC Level 3	SSC Level 2
<p>The Applicant can provide a product-specific environmental product declaration/s (EPDs) for the steel product/s they manufacture, on request. EPDs must be provided for at least the MTV - 70% - of the finished steel product/s manufactured.</p> <p><u>The product-specific EPD/s provided must:</u></p> <ul style="list-style-type: none"> • Comply with EN 15804. • Include all required environmental impact categories, including disclosure of carbon emissions. • Specifically apply to the product/s supplied. • Cover at least the MTV (by weight) of the finished steel product/s manufactured. 	

Credit 2.3 Health Impacts Declaration

Health Impacts Declaration

The Applicant has published a Health Impacts Declaration(s) for the steel products Manufactured.

A Health Impacts Declaration(s) is provided to:

- ☐ provide a full disclosure of any potential physical and chemical health impacts
- ☐ explain the hazards and mitigating actions in everyday language
- ☐ ensure that required safeguards are clearly explained

Supporting Tools:

- SSC Health Impacts Declaration template (mandatory)

Guidance:

Applicants must use the SSA Credit 2.3 - Health Impacts Declaration.

The Health Impacts Declaration(s) must include:

- ☐ Relevant lifecycle phases – transport, installation, use maintenance, end of life
- ☐ Physical and chemical health impacts
- ☐ Normal SDS content related to health impacts
- ☐ Expansion of hazard and risk implications clearly explaining health impacts for users
- ☐ Required safeguards for health and wellbeing during life cycle of product from point of sale through to end of life

The Health Impacts Declaration must be publicly available on the Applicants website and the content must be written at an accessible level by all who need to understand the safety precautions related to using the product. It must address all known hazards, both those included in the SDS (if one exists) and any other known physical and chemical hazards. Applicants must use the SSC supplied template.

Evidence Requirements

SSC Level 3	SSC level 2
All the elements required for GS2.3 are met BUT the required template is not used.	The applicant can demonstrate that they have the following available to staff – and staff are trained to use them. <ul style="list-style-type: none"> • Normal SDS (Safety Data Sheet) content related to health impacts • Clearly explanations of the health impacts for users • Required safeguards for health and wellbeing while the product is in the applicant's control
SSC Level 1	
Work is underway to meet this requirement, at least 50% of required declarations are substantively complete. Requires list of products requiring declaration – list matches SDS listing	

Principle 3: Healthy

Credit 3.1 Paints and Coatings

Paints and Coatings

Any paints and coatings applied to steel products, by the applicant or its subcontractors, assessed under SSC certification are applied in a way that is safe for workers and occupants of buildings.

Guidance:

Applicants must be able to provide evidence that any paint that was applied, by the applicant or its subcontractors, to the steel product and provide evidence their workplace procedure for applying paint aligns with the paint manufacturers specifications.

Supporting Tools:

- NZGBC Green Star Buildings v1 Exposure to Toxins Credit (refer to Total VOC limits table)
- GBCA FAQ-00332 - <https://www.gbca.org.au/faqs.asp?action=details&faqId=332>
- SSC Letter of Assurance (mandatory if no coatings applied) Template provided
- PCCP: <https://vs.csiro.au/pccp/>

Evidence Requirements

SSC Level 3	
Current certification to the Painting Contractor Certification Programme (PCCP) is deemed to comply.	
OR	
The following specifications are required when applying paints and coatings:	
<ol style="list-style-type: none">1. All paints and coatings applied to steel products, applied both on-site and off-site, must be applied in accordance with the paint manufacturer specifications, including WHS requirements and drying time of paint.2. Paints and coatings applied on steel at a building site, where the building occupant is not exposed to painted elements will be exempt from requirements3. Paints and coatings applied by the applicant on steel at a building site, or applied by subcontractors under its control, in regularly occupied areas must be applied according to the manufacturer's directions.4. Galvanised coatings applied to steel products are exempt from Credit 3.1.	
OR	
Mandatory Letter of Assurance if no coatings applied - use SSC Template.	
Level 2	Level 1 n.a.

Credit 3.2 OH&S Management

Manufacturing OH&S Management

Workers are protected from physical, chemical, and biological risks of harm.

Guidance:

Health and wellbeing risks/hazards include but are not limited to:

- physical (noise, slips, trips and falls; abrasions, burns, strains and sprains; manual handling injuries; and inhalation of fumes, dust or fibres),
- chemical (toxic, corrosive, carcinogenic, mutagenic and reprotoxic substances), and
- biological (viruses, bacteria, protozoa and other microorganisms as well as animals, plants and animal or plant products that can create a hazard to human health).

SSC Certification - Evidence Requirements

SSC Level 3	SSC level 2
ISO45001:2018 or current Site Safe Site Wise Certification is deemed to comply OR <u>The Applicant's OH&S Management System:</u> <ul style="list-style-type: none">• Identifies any potential physical, chemical, and biological hazards to personnel during manufacture.• Assesses hazards and risks and implement controls to eliminate risks to health and safety so far as is reasonably practicable.• Provides personnel with the skills and knowledge to identify hazards within the workplace, conduct risk assessments of those hazards and implement appropriate control measures to remedy them.• Audits compliance to safety management system.	Evidence of a Manufacturing health and safety system and periodic review and or external audit of the system.
Level 1 – n.a.	

Credit 3.4 Modern Slavery

Modern Slavery

Applicants do not engage in modern slavery and seek assurance that it is not present in its supply chain. Where modern slavery is found in the supply chain, there is an implemented plan to remove it.

Guidance:

The New Zealand Government recently defined modern slavery as: “severe exploitation that a person cannot leave due to threats, violence or deception”. It includes “forced labour, debt bondage, lower than minimum wage, forced marriage, slavery, and human trafficking.” It also uses a definition of worker exploitation as “non-minor breaches of employment standards in New Zealand”.

NOTE: This Credit is mandatory for Responsible Products Silver [without EPD] or Gold. This credit does not apply to Silver with EPD.

Supporting Tools:

<https://www.mbie.govt.nz/have-your-say/modern-slavery>

<https://www.pwc.co.nz/services/sustainability-climate-and-nature/modern-slavery.html>

Resources for managing Modern Slavery risks (Federal Govt), including supplier questionnaires: <https://modernslaveryregister.gov.au/resources/>

Modern Slavery education and learning resources (School Supply Chain of Sustainability): <https://www.supplychainschool.org.au/learn/topics/modern-slavery/>

SSC Certification - Evidence Requirements

SSC 3.4

Applicants to provide evidence that at least 70% of steel purchases (excluding fixings) are sourced from suppliers that are currently certified to the ASI or SSC Responsible Products Gold or Silver level and/or sourced from SSC or ASI verified steel suppliers.

OR

Applicants to provide evidence that at least 70% of steel purchases (excluding fixings) are sourced from suppliers that are currently certified to the ASI or SSC Responsible Products Gold or Silver level and/or sourced from SSC or ASI verified steel suppliers.

OR

Applicants do not engage in modern slavery and seek assurances from primary suppliers, that it is not present in their supply chain.

The Applicant must:

- Conduct a risk assessment and provide a modern slavery statement.
- The risk assessment and statement must account for 80% of materials being sourced from direct suppliers, including international suppliers.

All actions being taken to eliminate modern slavery in the supply chain must be documented.

Principle 4: Positive

Credit 4.1 Steel Supply Sourcing

Steel Supply Sourcing

The Applicant sources steel from manufacturers that meet best practice responsible manufacturing requirements.

Guidance:

Applicants to provide evidence that at least 70% of steel purchases (excluding fixings) are sourced from suppliers that are currently certified to the ASI or SSC Green Star Gold, Silver, or Bronze level or sourced from SSC or ASI verified steel suppliers.

OR

Grace period for Credit 4.1: In the first year of SSC certification, the Applicant may enact a grace period of one year for suppliers, to allow the supply chain to transition to requirements A – E. After one year (by the time of the next audit), full compliance is required.

To enact the grace period, the Applicant must:

For each non-verified SSC steel manufacturing supplier, provide evidence of communicating, through the steel supply chain in the form of the SSC declarations provided, the requirement for the steel manufacturer to comply with Credit 4.1 A-E (below) within 12 months.

An SSC Steel Supply Sourcing Template is provided to support this requirement

Supporting Tools:

- SSC Steel Supply Sourcing Form (mandatory).
- SSC Verified Manufacturing Supplier list and certificates:
steelsustainability.com.au/resources/verified-ssa-steel-suppliers SSA
- Supplier/Distributor Declaration (mandatory when enacting the grace period for a supplier)
- SSC Steel Manufacturer Declaration (mandatory when enacting the grace period for a supplier)
- EPD International: <https://www.environdec.com/library>
- EPD Australasia: <https://epd-australasia.com/epd-search/>

SSC Certification - Evidence Requirements

SSC Level 3	
Either	Applicants to provide evidence that at least 70% of steel purchases (excluding fixings) are sourced from suppliers that are currently certified to the ASI or SSC Responsible Products Gold, Silver, or Bronze level or sourced from SSC or ASI verified steel suppliers.
OR	

The Applicant must:

- Maintain records to demonstrate that the steel feedstock for the steel products assessed, is sourced from SSA or World Steel verified steel manufacturing suppliers which have been verified to meet best practice requirements for responsible steel manufacturing (refer to Technical Requirements Document - Credit 4.1. A – E)

OR

EPDs are provided for 70% of steel purchases

To enact the grace period, the Applicant must:

- For each non-verified steel feedstock manufacturing supplier, provide evidence of communicating, through the steel supply chain in the form of the SSC declarations provided, the requirement for the steel manufacturer to comply with Credit 4.1 A-E within 12 months.

Level 2 and Level 1 – n.a.

Credit 4.2 Carbon Emissions Reduction

Carbon Emissions Reduction

The carbon emissions generated by the Applicant's manufacturing processes have been reduced on a year-on-year basis when averaged over at least 3 years.

Guidance:

Note: this credit only is required for CO₂ generated by the applicant's own activities or activities under the applicant's direct control including subcontractors.

Reportable energy data can be any energy consumed for manufacturing or fabrication processes, including the optional inclusion of energy consumed for transportation to and from the site. Records must be provided to verify a representative sample of the energy data provided in the template.

Supporting Tools:

- SSC Carbon Emissions Reduction Disclosure template (mandatory)

Evidence Requirements

SSC Level 3	SSC level 2
The applicant can describe and or provide evidence of having proactively taken initiatives to reduce carbon emissions.	n.a
Level 1 – n.a.	

Principle 5: Circular

Credit 5.1 Resource Management

Resource Management

The Applicant is measuring waste generated through the manufacturing process and can demonstrate that at least 80% of waste is reused, recycled, or sold

Guidance:

The template is to be completed with 12 months' worth of waste data including any waste generated through manufacturing processes at the facility. Records must be provided to verify a representative sample of the waste data provided in the template. A waste management plan is a documented strategy and related procedures for identifying, measuring and reducing waste streams. The documented waste management plan provided can be in any format but must document ways to avoid, reduce, reuse, and/or recycle waste generated through the manufacturing process.

Supporting Tools:

- SSC Waste Use and Reduction template (mandatory)

Evidence Requirements

SSC Level 3	SSC level 2
<p><u>The Applicant must provide:</u></p> <ul style="list-style-type: none">• Accurate reporting of all waste being removed from the site, waste directed to landfill, and other recycling/reuse streams. NZGBC waste tool for audit for landfill criteria; dockets must be produced for all waste/recycling. Essentially a download of all invoices from organisation's financial reporting system. (if under 50 loads over total year of audit; each docket/invoice to be provided), if over 50; all invoices, but only a sample set of dockets required)• A waste management plan is in place to find ways to avoid, reduce, reuse, recycle waste.• Record of steel scrap for recycling	<p>Record of steel scrap for recycling</p> <p>Separation of non-ferrous waste</p>
<p><u>Level 1 – n.a.</u></p>	

Principle 6: Social Responsibility

NZ5 Social Responsibility

A business engaging with its corporate social responsibilities (CSR) will be thinking about how it impacts aspects of society.

Businesses can contribute to society through the way they treat, support, and grow their employees, knowing those employees go out into society at the end of their working day or week and have an impact on their communities.

Ethical business practices play a big part in Corporate Social Responsibility, and philanthropy can also make a significant contribution.

Certification - Evidence Requirements

SSC Level 3	SSC level 2
<p>The Applicant demonstrates an understanding of Corporate Social Responsibility (CSR) and its importance and provides evidence of compliance with all of the criteria for L2, plus at least three of the following:</p> <ul style="list-style-type: none">- staff engagement surveys are conducted at least annually.- evidence of action taken to address issues arising from the surveys.- the Applicant has clearly stated organisational values that are socialised in the business.- the applicant supports its migrant workers, beyond minimum legal requirements [if applicable] <p>The applicant allows paid time off for staff engaging in representative sports, or occasional community activities. (for example; Sponsorship of company sports teams; Support of schools; Community engagement)</p>	<p>The Applicant demonstrates an understanding of CSR and its importance and provides evidence of compliance with at least two of the following:</p> <ul style="list-style-type: none">- staff training and development beyond the technical requirements of their roles.- paying a minimum of the living wage, and this extends to their supplier code of conduct.- an employee assistance Programme is available to all staff.- the applicant supports its migrant workers, beyond minimum legal requirements [if applicable]
SSC Level 1	
<p>The Applicant demonstrates an understanding of CSR and its importance and provides evidence of supporting staff, individually or collectively, beyond the minimum employment requirements.</p>	

Principle 7: Electricity Supply

NZ6 Renewable Energy Electricity Supply

The business is committed to scope 2 carbon emission reductions through using renewable energy, either self-generated or purchased from certified carbon zero electricity suppliers.

Guidance:

Meridian, Mercury, Powershop, Globug and Ecotricity are all 100% renewable electricity suppliers. Evidence of power bills to be supplied. For local or on-site generation, include solar, hydro, micro hydro, wind, tidal, and geothermal.

For 'L2'- show renewable energy as a percentage of overall consumption. [Note – are there any circumstances where an Applicant may not have access to renewable energy?]

Certification - Evidence Requirements

SSC Level 3	SSC level 2
The Applicant has a formal policy to use, as much as reasonably practicable, renewable energy for operational and administrative activities and is compliant with the policy to the extent that they can be.	The Applicant uses renewable energy for more than 50% of manufacturing, operational and administrative activities. And has a formal policy to maximize use of renewable energy
SSC Level 1	
The Applicant purchases electricity from an electricity supplier who happens to supply renewable, but there is no formal policy in place.	

Principle 8: Carbon Footprint

NZ7 Scope 3 Carbon Footprint

This question is about understanding the overall carbon footprint of your business and the impact your operations have on the environment. The process of measuring and tracking carbon footprint over time will focus people on ways to improve business operations through efficiencies and new technologies and maintain social license.

Business activities inevitably involve transport, either by truck and delivery vans, technical and sales reps and executive vehicles, and yard vehicles such as forklifts. It is important to consider and where possible reduce the emissions and environmental effects of vehicle movements.

Scope 3 emissions are indirect emissions by others providing services in the Applicant's activity chain. Reducing Scope 3 emissions is an important part of the low carbon journey. Efficiencies may be found through consolidation of orders, scheduling of deliveries to avoid at-site delays for transport operators and associated emissions.

Also included:

- Waste – Category 5 - disposal and treatment of waste
 - Energy – Category 3
 - Business Travel – Category 6 - Employees travel i.e.– Flights, rental cars
- For more details view - <https://www.thinkstep-anz.com/resrc/blogs/scope-3-focus/>

Certification - Evidence Requirements

SSC Level 3	SSC level 2
<p>The Applicant meets all the criteria for L2, plus at least two of the following.</p> <ul style="list-style-type: none">- a scheme to reward driving behaviours, including mobile plant, that reduce fuel consumption.- vehicle telematics data used to identify opportunities to reduce fuel consumption.- executive and technical and sales representative vehicles are selected in part based on manufacturer emissions ratings.	<p>The Applicant can provide evidence of the following.</p> <ul style="list-style-type: none">- proactively managing overall fuel usage to reduce consumption.- a policy of not allowing vehicles to sit idling while the driver is out of the vehicle (for more than 3 minutes for truck drivers)- all vehicles are serviced regularly, and fuel systems checked and running efficiently. <p>The Applicant</p> <ul style="list-style-type: none">- tracks and analyses transport costs to find efficiencies.- avoids transport operator waiting times through scheduling.- wherever practicable, schedules deliveries at non-peak traffic times. <p>ensures transport providers it directly engages have an environmental management system.</p> <p>Planning travel and deliveries servicing, diesel ordering, time of deliveries review vehicles fit for purpose, replacement policy</p>
Level 1 – n.a.	