


INTERNATIONAL TIN CODE OF CONDUCT REPORT: Bluestone Mines Tasmania JV Pty Ltd



GENERAL INFORMATION		
Company details	Bluestone Mines Tasmania Joint Venture Pty Ltd Murchison Highway, Zeehan, Tasmania 7469	  <p>Visual Progress Guide</p>
Date of this report	November 2020	
Date of previous report	April 2019	
Report author(s)	Independent External Assessor Supply Chain Standards Manager, International Tin Association Ltd	
Report verified by	Stephen Robinson, Director, Bluestone Mines Tasmania Joint Venture Pty Ltd	
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About our company	<p>Bluestone Mines Tasmania Joint Venture Pty Ltd manages the Renison Tin Operations on behalf of the Bluestone Mines Tasmania Joint Venture (BMTJV) partners. The BMTJV is equally owned between Bluestone Mines Tasmania Pty Ltd and Yunnan Tin Parksong Australia Holdings Ltd.</p> <p>The Renison Tin Operations consist of the operating Renison Bell Tin Mine (Renison) and the Mt Bischoff Tin Mine (not currently operating). Renison is located on the west coast of Tasmania and is a world class hard rock tin deposit with mining operation spanning three centuries. It has between 250 and 270 employees and a Community Relations objective of growing long-term relationships and partnerships with local communities by developing a culture of mutual understanding, cooperation, consultation and respect.</p>	
Significant changes from previous report	<p>This second Code report demonstrates the continued strong performance of Bluestone Mines Tasmania against the Code including consistency in meeting the standards on environmental and safety performance. Since the last report, various improvements have also been made by the company, notably including:</p> <ol style="list-style-type: none"> 1. Conformance with biodiversity protection through undertaking fauna, flora and habitat studies in order to understand potential impacts on biodiversity. 2. Extension of training to include interactions with the local community. 	

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	<p>3. Bluestone Mines Tasmania has demonstrated continuous improvement on managing local communities and indigenous peoples by implementing new measures to manage impacts on community health and safety through consideration of environmental, safety and road transport issues.</p>
<p>Further information and references</p>	<ol style="list-style-type: none"> 1. Environmental Management and Pollution Control Act 1994 (EMPCA) https://epa.tas.gov.au/policy/acts-regulations/empca 2. Australian Fair Work Act https://www.fairwork.gov.au/about-us/legislation 3. Mineral Resources Development Act 1995 http://www.mrt.tas.gov.au/portal/mineral-resources-development-act-1995 4. Mines Work Health and Safety (Supplementary Requirements) Act 2012 https://www.legislation.tas.gov.au/view/html/inforce/current/act-2012-046

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PRINCIPLE 1: Maintain legal compliance and develop sound policies to improve practices			
Overview of Principle Performance		The company achieved the ranking of “Conforming” or “Third-party verified” in above 65% of the standards relevant for this principle including third party verification of the requirement to keep up to date all business registrations, licences and other documents necessary to legally carry out business. It has developed and implemented formal systems to manage business integrity, whistleblowing, legal compliance and governance issues which are third party verified in accordance with Australian law. The company is progressing towards creating policies regarding all aspects of the Code. It could further progress by demonstrating that induction and refresher training of employees extends to legal compliance and good practice aspects and that such training is also required for contractors. Note that Australia is not an implementing country of the EITI, and reporting is not relevant.	
STANDARD		RANKING	ADDITIONAL INFORMATION
1.1	Policies Companies will develop and publish policies to support legal compliance and improve practices with respect to the expectations of the International Tin Code of Conduct.	Progressing	The company is making progress in developing and publishing policies to support legal compliance and improve practices with respect to the expectations of the Tin Code of Conduct; to improve its rating the company could develop a policy encouraging the understanding, and safe and appropriate use of tin products.
1.2	Management system Companies will work towards implementing appropriate management systems to control and monitor relevant aspects of this Principle 1.	Conforming	
1.3	Legal compliance Companies will have and keep up to date all business registrations, licences and other documents necessary to legally carry out business activity and otherwise comply with relevant local laws, including with health and safety and environmental requirements.	Third-Party Verified	
1.4	Business integrity Companies will seek to prevent bribery and corruption.	Third-Party Verified	
1.5	Transparency Companies will implement the Extractive Industries Transparency Initiative (EITI) if required by national government.	Not Relevant	Conformance with the requirement is considered not relevant as Australia is not an implementing country of the EITI at present.
1.6	Whistleblowing Companies will develop and implement whistleblowing procedures to enable employees and stakeholders to report concerns related to company activities, including relevant expectations of the Code of Conduct.	Third-Party Verified	
1.7	Training Companies will work towards implementing appropriate and periodic training for employees regarding relevant aspects of this Principle 1 and require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas.	Progressing	To improve its rating the company could demonstrate that induction and refresher training of employees extends to legal compliance and good practice aspects and that such training is also required for contractors.

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PRINCIPLE 2: Seek continual improvement of environmental performance

Overview of Principle Performance

In the second reporting period the company enhanced its environmental performance by undertaking fauna, flora and habitat studies to conform with biodiversity protection, as well as ensuring mandatory participation of both employees and contractors in environmental training. Third party verification by Australian government monitoring and regulation has validated company implementation of the environmental management systems and some associated activities, including management of air quality, water quality and consumption, land and soil quality, hazardous waste and banned substance use. Company tailings management, respect for protected areas, and closure and reclamation plan also undergo scrutiny through government monitoring. The company has implemented measures to conform to the standard to avoid the generation of non-hazardous and inert wastes and has identified opportunities to reduce the volume of waste it produces for disposal. The company conforms with expectations on energy consumption as it obtains more than 90% of power from hydroelectricity and is progressing with the greenhouse gas requirements by submitting reports to the Australian Government under the National Greenhouse and Energy Reporting Act 2007.

STANDARD		RANKING	ADDITIONAL INFORMATION
2.1	Management system Companies will work towards implementing an environmental management system that utilises the mitigation hierarchy (avoid, minimise, mitigate, compensate) to control and monitor relevant aspects of this Principle 2.	Third-Party Verified	
2.2	Water quality Companies will seek to understand and manage discharges to surface waters and groundwater in order to minimise negative impacts on water quality.	Third-Party Verified	
2.3	Water consumption and availability Companies will seek to reduce water consumption in their operations in order to minimise negative impacts on water availability.	Third-Party Verified	
2.4	Land and soil quality Companies will seek to understand and manage discharges to land in order to minimise negative impacts on land and soil quality.	Third-Party Verified	
2.5	Air quality Companies will seek to understand and manage discharges to air in order to minimise negative impacts on air quality.	Third-Party Verified	
2.6	Greenhouse gases Companies emitting more than 25,000 tonnes of CO2-equivalent will seek to understand direct and indirect greenhouse emissions and consider economic reduction initiatives appropriate to the nature and scale of operations.	Progressing	The company is making progress in understanding its direct and indirect emissions by submitting relevant data to the Australian regulator; to improve its rating the company could provide evidence related to economic reduction initiatives.
2.7	Energy consumption Companies will seek to identify technically and financially feasible measures for reducing the direct and indirect consumption of energy per unit of production or increasing the share from renewable sources.	Conforming	

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2.8	Tailings management Companies will store or dispose of tailings in a manner that minimises the risk of impacts to the environment and human health.	Third-Party Verified	
2.9	Hazardous waste management Wherever possible companies will avoid the generation of hazardous wastes; where this is not possible companies will manage and dispose of wastes in a manner that minimises negative impacts on human health and the environment.	Third-Party Verified	
2.10	Non-hazardous and inert waste management Wherever possible companies will minimise the production of non-hazardous and inert wastes and consider reuse and recycling options before disposing of them in an appropriate manner.	Conforming	
2.11	Banned substances Companies will not use substances that are banned under international convention or local laws.	Third-Party Verified	
2.12	Biodiversity protection Companies will seek to understand potential impacts on biodiversity and avoid activities that significantly modify or degrade critical natural habitats through an appropriate action plan.	Conforming	
2.13	Protected areas Companies will respect legally protected areas in accordance with local laws and will seek to understand and manage potential impacts of operations on adjacent zones.	Third-Party Verified	
2.14	Closure and reclamation Companies will allocate adequate financial resources to enable implementation of closure and rehabilitation of operations in accordance with local requirements and expectations of key stakeholders.	Third-Party Verified	
2.15	Training Companies will work towards implementing appropriate and periodic training for employees regarding relevant aspects of this Principle 2 and require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas.	Conforming	

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PRINCIPLE 3: Seek continual improvement of health and safety performance

Overview of Principle Performance

The company conforms with the requirement to develop and implement a health and safety management system and has achieved third party verification of all standards in accordance with Australian law that ensure safe working practices, incident investigations and follow-up and related training for employees, contractors and visitors.

STANDARD		RANKING	ADDITIONAL INFORMATION
3.1	Health and safety management systems Companies will work towards implementing a management system to monitor and control relevant aspects of this Principle 3.	Conforming	
3.2	Safe working practices Companies will maintain safe and healthy working conditions by implementing measures that minimise and seek to eliminate workplace fatalities, injuries and occupational diseases amongst employees, contractors and visitors.	Third-Party Verified	
3.3	Incident investigations Companies will document reportable health and safety incidents using a transparent and inclusive procedure that allows affected workers and local communities to provide input.	Third-Party Verified	
3.4	Incident follow up Following a reportable health and safety incident, companies will define and implement corrective actions in a timely fashion and monitor the effectiveness of such actions.	Third-Party Verified	
3.5	Training Companies will provide appropriate and periodic training for employees regarding relevant aspects of this Principle 3, require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas, and provide appropriate briefings to visitors to company facilities.	Third-Party Verified	

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PRINCIPLE 4: Seek continual improvement in labour practices			
Overview of Principle Performance		The company has a third-party verified approach to fair remuneration with active government monitoring and conforms with all other requirements of this principle through compliance with strict Australian government labour laws and the implementation of a formal labour management system which covers discrimination, forced labour, child labour issues, working hours and right to freedom of association. The company also undertakes a range of mandatory training activities for both employees and contractors to disseminate information on labour-related practices and obligations.	
STANDARD		RANKING	ADDITIONAL INFORMATION
4.1	Labour management systems Companies will work towards implementing a labour management system to control and monitor relevant aspects of this Principle 4.	Conforming	
4.2	Discrimination Companies will not make employment decisions based on gender, race, nationality, ethnic, social and indigenous origin, religion or belief, disability, age or sexual orientation unless clearly necessary due to inherent characteristics of the job.	Conforming	
4.3	Remuneration Companies will ensure workers receive fair remuneration for standard and overtime hours worked that meets or exceeds the local legal minimum plus any applicable statutory benefits and provide equal pay for work of equal value.	Third-Party Verified	
4.4	Forced labour Companies will not use or support slavery, servitude, forced or compulsory labour.	Conforming	
4.5	Child labour – worst forms Companies will not engage in the worst forms of child labour as defined by Article 3 of ILO Convention No. 182 including that which is likely to harm the health, safety or morals of children.	Conforming	
4.6	Child labour – other forms Companies may employ children of minimum age 14 years, or older as defined by local laws, to undertake non-hazardous, light work that does constrain their ability to gain an education.	Conforming	
4.7	Working hours Companies will comply with local laws and ensure that workers undertake overtime on a voluntary basis and have at least one day of rest for every 7-day period or as prescribed by local laws (whichever is higher).	Conforming	
4.8	Freedom of association and collective bargaining Companies will engage with workers on freedom of association and collective bargaining as permitted by local laws.	Conforming	
4.9	Training Companies will provide appropriate and periodic training for employees regarding relevant aspects of this Principle 4 and require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas.	Conforming	

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PRINCIPLE 5: Engage with stakeholders using a participatory approach

STANDARD		RANKING	ADDITIONAL INFORMATION
Overview of Principle Performance		. The company has measures in place to manage stakeholders and is progressing with this activity with an opportunity to formalise to conform with the standard in future. Similarly, it undertakes stakeholder mapping, engages with stakeholders and also implements a grievance mechanism through processes that could be further formalised to conform to the standards. The company undertakes a range of training and is progressing with work to include the training of staff and contractors in relation to a systematic approach to stakeholder management	
5.1	Stakeholder management Companies will work towards implementing a systematic approach to stakeholder management to control and monitor relevant aspects of this Principle 5.	Progressing	The company manages some aspects related to stakeholder issues, but to improve its rating the company could implement a formal stakeholder management system to further enhance its control and monitoring activities.
5.2	Stakeholder mapping and engagement Companies will seek to identify and record the characteristics and interests of stakeholders affected by, or with the potential to affect, company activities, and plan a participatory approach to engagement including disadvantaged and vulnerable groups.	Progressing	The company has some measures or plans in place to manage, identify and record the characteristics and interests of stakeholders affected by, or with the potential to affect, company activities, and plan a participatory approach to engagement including disadvantaged and vulnerable groups.
5.3	Grievance mechanism Companies will establish an appropriate grievance mechanism to receive, and facilitate resolution of, concerns raised by individuals, workers, communities or civil society organisations regarding company activities.	Progressing	The company is aware of the need to manage grievances and does so with respect to its employees as required by Australian law; to improve its rating the company could implement a formal mechanism to address concerns raised by external stakeholders including individuals, communities or civil society organisations.
5.4	Training Companies will provide appropriate and periodic training for employees regarding relevant aspects of this Principle 5 and require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas.	Progressing	The company undertakes a range of training activities, but to improve its rating it could demonstrate that this extends to covering stakeholder engagement and management issues (as defined in the Tin Code of Conduct, Principle 5) and that such training is mandatory for both employees and contractors.

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PRINCIPLE 6: Manage negative impacts on, and contribute to development of, local communities and indigenous peoples

Overview of Principle Performance

The company has enhanced its performance in this reporting period by demonstrating it has implemented measures to manage impacts on community health and safety through consideration of environmental, safety and road transport issues. The company has a third-party verified system that manages and monitors land rights, use and access, physical and economic displacement, natural resource use and availability and cultural heritage protection according to strict Australian laws. It conforms with the requirement to manage free, prior and informed consent (FPIC) according to Australian law, and also conforms with the standard to manage impact on community health and safety. It is progressing with developing a systematic approach to managing and consulting with community and indigenous peoples as well as extending staff and contractor training on aspects of this principle. The company could demonstrate it has procedures and plans to identify the local development needs of communities and indigenous peoples while recognising that Zeehan is a small historic mining town of around 700 residents which benefits from tourism.

STANDARD		RANKING	ADDITIONAL INFORMATION
6.1	Community and indigenous people management Companies will consider implementing a systematic approach to the management of community and indigenous peoples issues to control and monitor relevant aspects of this Principle 6.	Progressing	The company is developing a systematic approach to activities relating to community and indigenous people management; to improve its rating the company could complete and implement this systematic approach.
6.2	Community health and safety Companies will seek to implement practical and reasonable measures with the goal of eliminating potential negative health and safety impacts on local communities.	Conforming	
6.3	Consultation Companies will plan a process of consultation that enables local communities and indigenous peoples to express their views on risks, impacts and mitigation measures, and allows the company to consider and respond to them.	Progressing	The company has some measures or plans for formally consulting with local communities and indigenous peoples; to improve its rating the company could demonstrate it is taking a systematic approach and implementing actions in response to feedback gathered during consultations.
6.4	Free, prior and informed consent (FPIC) Companies will seek the FPIC of indigenous peoples where their lands, access to natural resources or cultural heritage may be impacted by company activities.	Conforming	
6.5	Land rights, use and access Companies will seek to anticipate and avoid or minimise adverse impacts on land rights, land use and access to land and compensate for any significant residual impacts.	Third-Party Verified	
6.6	Physical displacement (resettlement) Companies will seek to avoid or minimise involuntary resettlement and take appropriate measures to mitigate adverse impacts on displaced persons.	Third-Party Verified	

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6.7	Economic displacement (livelihoods) Companies will financially compensate economically displaced people as required by local laws and plan a livelihoods restoration programme to ensure that there is no net negative impact on their livelihoods.	Third-Party Verified	
6.8	Local economic development Companies will seek to contribute to the economic development of local communities and indigenous peoples.	Inadequate	To improve its rating, the company could demonstrate it has or is developing procedures and plans to identify the development needs of communities and indigenous peoples and contribute to their economic development.
6.9	Natural resource use and availability Companies will seek to minimise negative impacts on access to and availability of natural resources by local communities and indigenous people.	Third-Party Verified	
6.10	Cultural heritage protection Companies will anticipate and wherever possible avoid adverse impacts on cultural heritage; when avoidance is not possible, companies will minimize, mitigate and/or compensate for such impacts.	Third-Party Verified	
6.11	Training Companies will provide appropriate and periodic training for employees regarding aspects of this Principle 6 relevant to interactions with local communities and indigenous people that may occur during the course of their work. Companies will require onsite contractors to undertake the same training when relevant to their specific role.	Progressing	To improve its rating the company should demonstrate that induction and refresher training of employees extends to local community and indigenous peoples issues (as defined in the Tin Code of Conduct, Principle 6) and that such training is also required for contractors.

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PRINCIPLE 7: Avoid contributing to serious human rights abuses and conflict

Overview of Principle Performance

The company conforms with the requirement to implement a systematic approach to human rights management and the requirements of the Voluntary Principles on Security through compliance with Australian laws. It undertakes a range of training activities for its employees and contractors including training on human rights. Conformance with the requirement for responsible sourcing is considered to be not relevant as the company does not source minerals from external parties and the company's own impacts are assessed through other principles of the Code.

STANDARD		RANKING	ADDITIONAL INFORMATION
7.1	Human rights management Companies will work towards implementing a systematic approach to human rights management to control and monitor relevant aspects of this Principle 7.	Conforming	
7.2	Use of private or state security personnel Companies using direct or contracted workers to provide security will be guided by the Voluntary Principles on Security and Human Rights and by applicable local law.	Conforming	
7.3	Responsible sourcing Companies will evaluate potential risks when sourcing minerals and seek to avoid purchases that may support conflict or human rights abuses according to international expectations and laws.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties.
7.4	Training Companies will provide appropriate and periodic training for employees regarding relevant aspects of this Principle 7 and require onsite contractors to train their workers on aspects relevant to their specific tasks and work areas.	Conforming	

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PRINCIPLE 8: Seek to positively influence practices of suppliers of materials, goods and services			
Overview of Principle Performance		The company does not source minerals or other tin materials from external parties and therefore conformance with the standards relating to influencing large or small mineral suppliers, or secondary material suppliers is not relevant. The company has requested contractors to work towards principles of the Code and is progressing with implementing measures to evaluate the performance of major suppliers of goods.	
STANDARD		RANKING	ADDITIONAL INFORMATION
8.1	Suppliers of ASM produced minerals, general Companies will request suppliers declare that they will work towards understanding their supply chain and communicating through suppliers the objectives of International Tin's Code, information and guidance to encourage improvements.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.2	Principle 1 ASM minerals (compliance and policies) Suppliers will be requested to communicate the importance of formalisation and potential opportunities to engage in practical projects encouraging formalisation of ASM as appropriate (based on feedback) to the production area.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.3	Principle 2 ASM minerals (environment) Suppliers will be requested to communicate guidance on managing environmental impacts as well as potential opportunities to engage in practical projects encouraging implementation by ASM as appropriate to the production area.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.4	Principle 3 ASM minerals (health and safety) Suppliers will be requested to communicate guidance on managing health and safety impacts as well as potential opportunities to engage in practical projects encouraging implementation by ASM as appropriate to the production area.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.5	Principle 4 ASM minerals (labour) Suppliers will be requested to communicate guidance to raise awareness regarding concerns over forced or compulsory labour, and the worst forms of child labour as well as potential opportunities to engage in practical projects encouraging implementation by ASM as appropriate to the production area.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.6	Principle 6 ASM minerals (communities) Suppliers will be requested to communicate guidance on negotiating with local communities and indigenous peoples regarding access to land.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.7	Principle 7 ASM minerals (human rights and conflict) Suppliers will be requested to communicate guidance to raise awareness regarding concerns over serious human rights abuses and conflict, as well as potential opportunities to engage in practical projects encouraging implementation by ASM as appropriate to the production area.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.8	Suppliers of LSM produced minerals Companies will request major suppliers meet or work towards principles of this Code of Conduct.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source minerals from external parties
8.9	Suppliers of secondary materials Companies will implement a system to check major suppliers are legally operating and request suppliers meet or work towards principles of this Code of Conduct.	Not Relevant	Conformance with the requirement is considered to be not relevant as the company does not source secondary materials from external parties

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8.10	<p>Suppliers of goods and services Companies will request major suppliers meet or work towards principles of this Code of Conduct.</p>	Progressing	The company has requested contractors to work towards principles of this Code of Conduct; to improve its rating the company could extend this requirement to major suppliers of goods.
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PRINCIPLE 9: Encourage the understanding, and safe and appropriate use of tin products

Overview of Principle Performance

Through its membership of International Tin Association the company conforms with the expectation to support the development of improved understanding of the properties and potential effects of tin on humans and the environment. It also supports research and innovation to promote the safe, appropriate and efficient use of tin. The company was able to provide evidence of occasionally communicating accurate public information to the tin industry and its users with no noted breaches in data protection law.

STANDARD		RANKING	ADDITIONAL INFORMATION
9.1	Understanding potential impacts of tin Companies will seek to advance the understanding of the properties of tin and any potential effects on human health and the environment through sound science and data.	Conforming	
9.2	Encouraging safe and appropriate use Companies will support research, innovation and collaboration that promotes safe and efficient production, use and recycling of tin, including to ensure regulatory compliance and efficient use of energy and natural resources	Conforming	
9.3	Communicating appropriate information Companies will communicate accurate information on impacts and use of its products, to workers, users in the value chain and wider stakeholders, accounting for the need for appropriate confidentiality.	Conforming	

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PRINCIPLE 10: Work towards reporting against the International Tin Code of Conduct

Overview of Principle Performance

The management and staff of Bluestone Mines Tasmania Metals have taken ownership of reporting on the Code and there is a clear commitment to providing evidence on conformance and making continued progress with the standards of the Code through annual policy and management review. They proactively worked with the Independent External Assessor and the International Tin Association to develop this second company report on the Code.

STANDARD		RANKING	ADDITIONAL INFORMATION
10.1	Policy Review Companies will review published policies at least annually to reflect any changes to company expectations in relation to standard 1.1	Conforming	
10.2	Communicating reporting information Companies will agree to the publication of a report of activities against the Principles and Standards of the Code.	Conforming	
10.3	Management Review Companies will ensure the above public information related to the Code is approved by senior responsible management	Conforming	

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Appendix A – Description of Code reporting

Evidence review process: The assessment of conformance with the Principles and Standards relies on detailed evaluation of documentary evidence and discussion with the company to ensure a full understanding of progress. ITA encourages members to provide maximum available information, and collates this into an evidence dossier for submission to the Independent Assessor. During a period of feedback and consultation the company may submit further evidence to clarify or add to the information originally provided in order to improve accuracy. The Independent Assessor then determines the final ranking and agrees the text included in this report.

The Independent Assessor: ITA engages an expert to make the assessment of evidence separately and independently from the views of the ITA or its members. The independent assessor for this pilot reporting is a consulting firm with more than 25 years’ experience working on environmental and social issues and impacts in the natural resource sector. It specialises in analysis, prevention and management of environmental and social issues in the oil and gas, mining and aggregates industries worldwide and is familiar with large scale and artisanal mining, and acts as auditor and/or advisor to other commodity standards initiatives such as Bettercoal.

Reporting guide: The ‘visual progress guide’ on the title page is a general representation of the proportion of rankings overall.

Not Relevant	The Standard is not appropriate or does not apply to the company.
Third-party verified	Company activity has been verified by a third party recognised qualified body, for example during audit or inspection.
Conforming	Company activity is formally documented and implemented with evidence of conformance with the Standard.
Progressing	Company activity is documented but may benefit from formalisation in a procedure or expansion to the Standard.
Informal	Company activity is underway but may benefit from being documented more formally to the Standard.
Inadequate	There is insufficient evidence available to achieve other rankings.

Additional Information: In the reporting format, details of ‘Additional Information’ is not included for ‘Conforming’ and ‘Third-party Verified’ standards, but is provided in the case of other rankings as a useful guide to show progress.