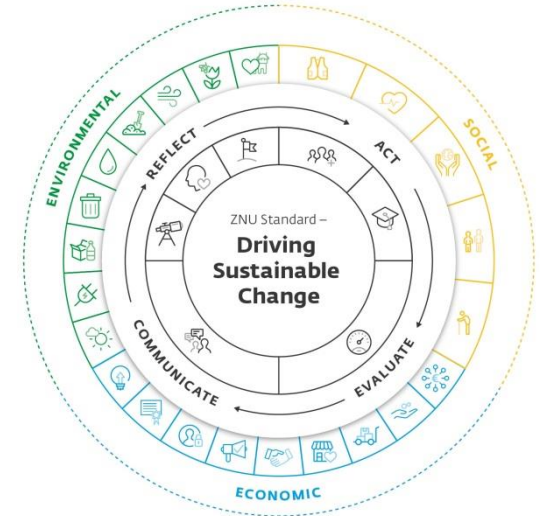


ZNU Standard – driving sustainable change



Z 2 Requirements including compliance options

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17 th July 2018

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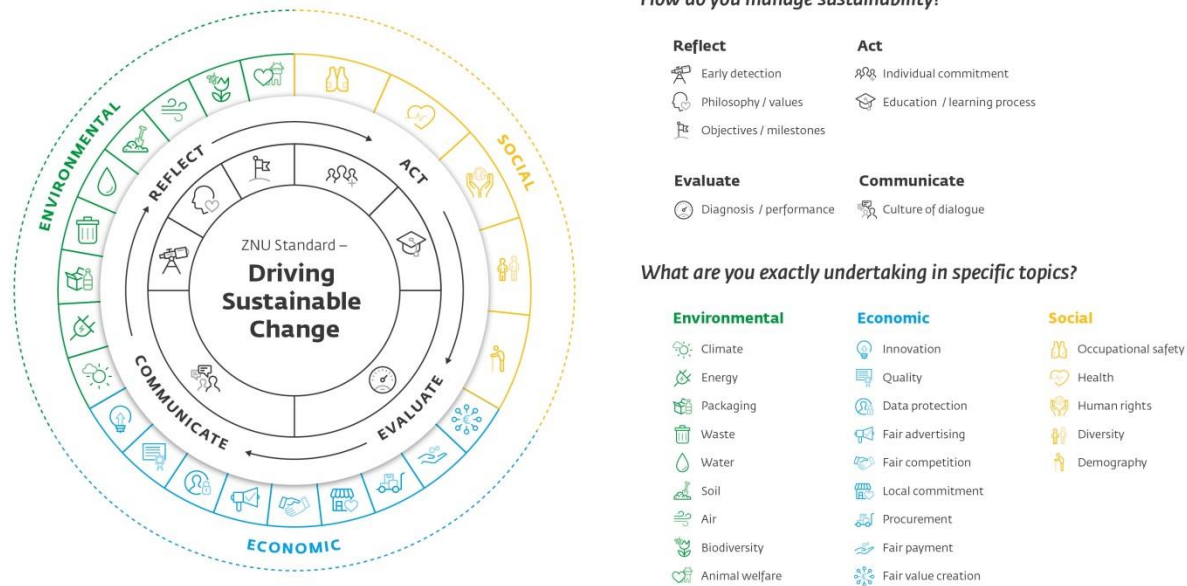


Figure 1 (Z2): ZNU Standard – driving sustainable change

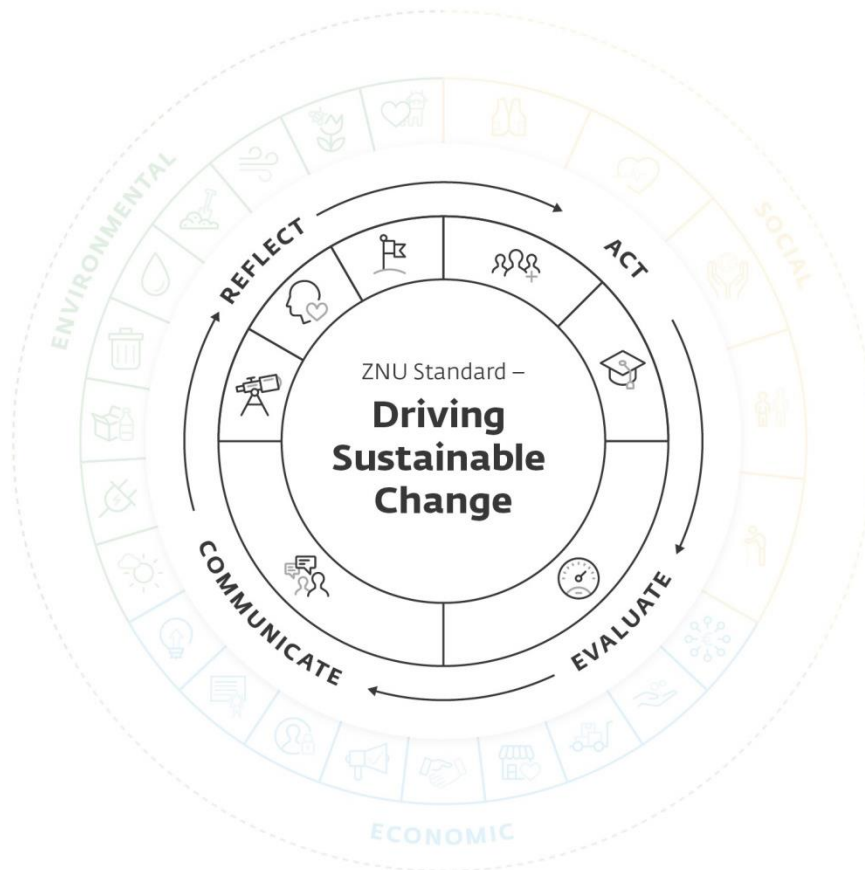
General Information

"Sustainable Leadership describes the obligation to assume increasing responsibility for people and the environment on corporate and product levels, from business location through the supply chain including social contexts. Furthermore, the global gap between north and south must be considered as well as the interests of future generations. Advances in sustainable management involve a medium to long-term learning process which requires open dialogue among the corporate stakeholders." ZNU 2013

Sustainability has to be considered holistically with respect to all corporate processes. Based on its strategic companies, a company decides on the areas it wants to focus its sustainability activities on (principle of materiality). In order to systematically increase the company's sustainability, Part I of the ZNU requirements aims at corporate governance, constantly developing further in the improvement cycle of "reflection, action, evaluation and communication". Part II aims at specific sustainability issues in "environmental, economic and social" contexts (cf. Figure "ZNU Standard – driving sustainable change").

Compliance with the legal requirements applying to the site as well as product-specific legal requirements are not the main component of the audit but are rather assumed. However, if infringements of these requirements are detected, they will be taken into account in the process of evaluation. Compliance with the relevant requirements must be demonstrated for all items on the following list. A brief explanation is required in case of items that are not applicable to the company (principle of "comply or explain").

Part 1



How do you manage sustainability?

Reflect

- Early detection
- Philosophy / values
- Objectives / milestones

Act

- Individual commitment
- Education / learning process

Evaluate

- Diagnosis / performance

Communicate

- Culture of dialogue

What are you exactly undertaking in specific topics?

Environmental



- Climate
- Energy
- Packaging
- Waste
- Water
- Soil
- Air
- Biodiversity
- Animal welfare

Economic



- Innovation
- Quality
- Data protection
- Fair advertising
- Fair competition
- Local commitment
- Procurement
- Fair payment
- Fair value creation

Social




- Occupational safety
- Health
- Human rights
- Diversity
- Demography



REFLECT	Requirements according to the ZNU Standard	Compliance options
<p>Early detection</p> <p>I.1.1</p> 	<p>Company activities in the areas of environmental, economic and social issues (cf. requirements II.1 - II.23) are systematically recorded and at least once a year evaluated for their topicality and relevance</p> <ul style="list-style-type: none"> ▶ at the corporate and / or site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ A materiality matrix comprising the key issues at the corporate level and along the value chain ▶ Individual review of key issues at the corporate level (e.g., ZNU Sustainability Check, relevance matrix, ABC analysis, risk assessment, risk matrix) in connection with an individual review of key issues along the value chain / at the product level (e.g., hot spot screening and / or analyses, LCA, risk assessments at the product level)
	<p>I.1.2</p> <p>The relevant stakeholders and their interests are systematically recorded, evaluated and at least once a year checked for their topicality.</p>	<ul style="list-style-type: none"> ▶ Stakeholder analysis, including assessment of the relevant stakeholders' interests ▶ Stakeholder survey / stakeholder dialogue / round table, including assessment of the relevant stakeholders' interests




REFLECT	Requirements according to the ZNU Standard	Compliance options
<p>Philosophy / values</p> 	<p>I.2.1 The corporate philosophy:</p> <ul style="list-style-type: none"> includes ecological, economic and social aspects and reflects the following questions: What do we (our products / services) stand for? What do we want to achieve? Which values are important to us? is made available to staff and conveyed in a comprehensible way is made available to external stakeholders 	<ul style="list-style-type: none"> Mission statement, company creed, corporate vision / mission, statements in the corporate policy, corporate principles, values, code of conduct Training courses, surveys, notifications, Intranet, etc., explaining how the corporate philosophy is made available and communicated in the company Internet, brochures, sustainability report, etc. as documentation for relevant external stakeholders
	<p>I.2.2 The company discloses</p> <ul style="list-style-type: none"> how it lives up to these values and how they are taken into consideration along the value chain. 	<ul style="list-style-type: none"> Documentation of projects / initiatives, etc. by means of notices, Intranet, Internet, company's own strategic documents, etc. Meetings, internal code of conduct, investment / employment criteria, value workshops, results from staff surveys, roadmap, strategy planning Procurement policies, supplier evaluation, code of conduct, code of ethics, corporate identity, etc.
	<p>I.2.3 Reference is made to societal sustainability policies. Compliance with legal rights and obligations as well as with international codes of conduct is communicated to all relevant stakeholders.</p>	<ul style="list-style-type: none"> Documented mission statement / code of conduct / statement on sustainability related to programs like Agenda 21, Brundtland Definition, UN Sustainable Development Goals, ISO 26000, EU Definition, German Sustainable Development Strategy, the Sustainability Code, standards of conduct, including commitment to comply with legal requirements





REFLECT	Requirements according to the ZNU Standard	Compliance options
<p>Objectives / milestones</p> 	<p>I.3.1 Appropriate and measurable targets have been developed and defined for the relevant fields of action from early detection for continuous improvement. The company provides a systematic presentation of how these targets shall be achieved, documenting the following items</p> <ul style="list-style-type: none"> ▶ actual status in base year ▶ target status in target year ▶ indicators / key identifiers ▶ measures ▶ milestones / deadlines ▶ responsibilities ▶ status / degree of target achievement. 	<ul style="list-style-type: none"> ▶ Documentation of all sustainability targets (quantitative and / or qualitative) on the corporate / site level and product level or along the value chain ▶ Integrated documentation as part of the corporate strategy or explicit representation in form of a sustainability schedule / target program
	<p>I.3.2 Stakeholders' opinions and interests are adequately considered in defining targets and setting milestones.</p>	<ul style="list-style-type: none"> ▶ Documented stakeholder dialogue on the development of objectives and on the implementation plan ▶ Reference to stakeholder analysis and stakeholder survey

ACT	Requirements according to the ZNU Standard	Compliance options
Integration / individual commitment 	I.4.1 The company documents the systematic integration of sustainability activities into existing processes.	<ul style="list-style-type: none"> ▶ Process descriptions; amendments in existing target programs / process instructions and the like ▶ Assignment of sustainability activities to processes ▶ Documented integrated management system; e.g., company manual
	I.4.2 Appropriate capacities / resources have been provided to meet the sustainability targets: <ul style="list-style-type: none"> ▶ Sustainability has been established at the top management level and integrated into the relevant corporate processes. Responsible persons (CEO) and deputies have been appointed within the top management. ▶ Moreover, an interdepartmental responsible division has been appointed to organize the interdisciplinary handling of sustainability issues in the company. All pertinent responsibilities have been documented and recorded. A qualified responsible contact person and a deputy for sustainability issues have been appointed and made known in this capacity internally and externally. ▶ Employees are encouraged to contribute proactively to the implementation and advancement of the company's sustainability targets. ▶ External stakeholders are involved in the implementation of derived measures, whenever possible and reasonable. 	<ul style="list-style-type: none"> ▶ Process descriptions; amendments in existing target programs / process instructions and the like ▶ Assignment of sustainability activities to processes ▶ Documented integrated management system; e.g., company manual ▶ Allocation of resources to meet the sustainability targets (e.g., investments in the development of more sustainable product and service innovations, capacity / resource planning) ▶ Roles and responsibility matrix; organizational chart; minutes of meeting ▶ Team lists; job descriptions; appointments / nominations; evidence of training / education ▶ Evidence of internal communication of responsible persons; team meeting minutes ▶ Suggestion scheme; yearly performance reviews / appraisals; rewards; alignment of individual / strategic objectives; feedback culture; information material ▶ Documentation on projects with external stakeholders (e.g., co-operation with a nature conservancy association for promoting biodiversity on site)

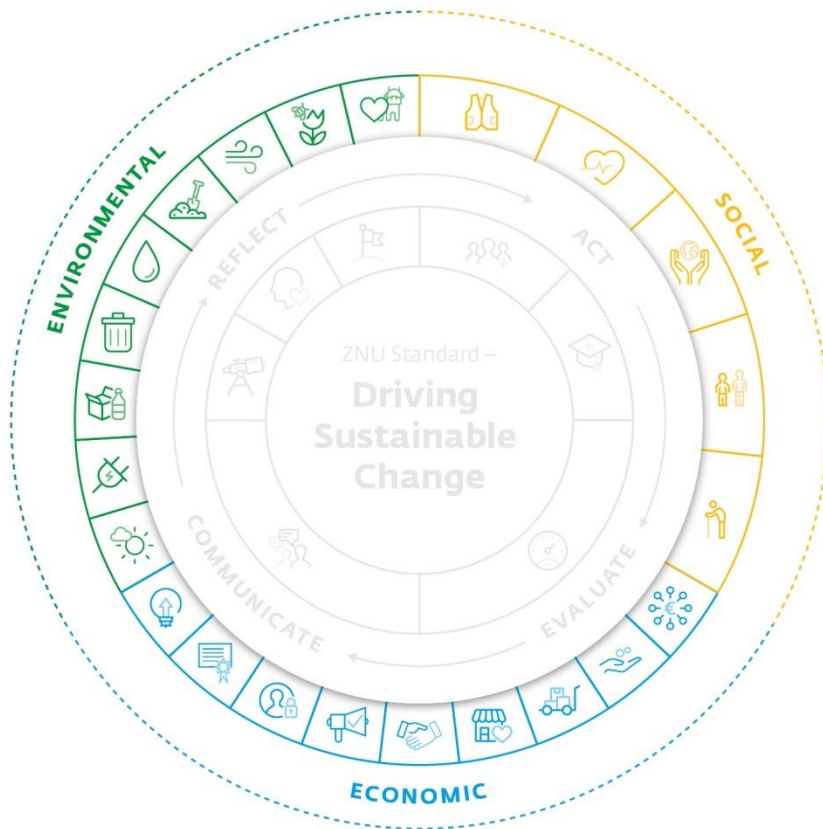
ACT	Requirements according to the ZNU Standard	Compliance options
Integration/ individual commitment 	I.4.3 Personal contribution to more sustainability is appreciated. If procedures for assessing the personal performance of employees exist, performance is considered with reference to the targets (cf. I.3).	<ul style="list-style-type: none"> ▶ Documented procedure for the assessment of the personal performance of employees, such as performance review minutes, rewards for the personal contribution to attaining the corporate sustainability objectives, offers of a reward for innovative sustainability measures as part of the suggestion scheme
Education/ learning process 	I.5.1 All employees are made aware of sustainability issues on a continual basis.	<ul style="list-style-type: none"> ▶ Educational material on sustainability: Intranet, notices, circulars and the like ▶ Internal meetings, training courses, audits, works meetings and the like ▶ Confirmation of participation in sustainability-related conferences, seminars, working groups, etc.
	I.5.2 Learning needs for the relevant operating divisions are identified on a regular basis. Employees are encouraged to attend further education and training programs and to discuss the effectiveness of training measures with their superiors.	<ul style="list-style-type: none"> ▶ Documentation of internal measures (demand assessment, training plan, staff policy plan, digital coaching, employee surveys) and external measures (certificates, health and safety instructions for visitors, etc.) ▶ Performance test: questionnaire, performance review minutes, internal audits

ACT	Requirements according to the ZNU Standard	Compliance options
Education / learning process 	1.5.3 The company shall ensure that all laws, rules and regulations being relevant and applicable to the sustainability management system are identified and available in the current version.	<ul style="list-style-type: none"> ▶ List of current legal requirements and permit conditions on product safety, human rights, safety at work, health and environmental protection, as well as on recycling management ▶ Inventory of legal provisions; EUR-Lex; online databases
	1.5.4 Cooperation partnerships with stakeholders along the value chain and other organizations (companies, universities, consumer groups or other) shall be established. Training projects / measures promote awareness and knowledge of improved sustainability in production and consumption in the industry as well as in society.	<ul style="list-style-type: none"> ▶ Evidence of memberships / networking in the field of sustainability ▶ Lectures / presentations on key sustainability issues of the company ▶ Education partnerships along the value chain ▶ Investments in research, international cooperation, development cooperation, etc.

EVALUATE	Requirements according to the ZNU Standard	Compliance options
Diagnosis/ performance 	I.6.1 Internal audits at scheduled intervals serve to check and document the degree of compliance with the requirements of the <i>ZNU Standard - driving sustainable change</i> , and appropriate measures are derived from internal audit results.	<ul style="list-style-type: none"> ▶ Records of internal audits for reviewing the sustainability management system ▶ Audit plan ▶ Audit checklist ▶ Audit report and action plan
	I.6.2 There are adequate qualitative and / or quantitative sustainability indicators by means of which the degree of target achievement can be documented.	<ul style="list-style-type: none"> ▶ Documented procedure for the indicator system ▶ Documented monitoring and control system ▶ Target and action plan, including indicators ▶ Management review ▶ Documentation of degree of target achievement
	I.6.3 With the objective of continuously promoting the sustainability of products and processes, the adequacy and effectiveness of the sustainability management system shall be internally checked on a regular basis and evaluated by top management at least once a year.	<ul style="list-style-type: none"> ▶ Minutes of meeting on the management evaluation of all ZNU Standard requirements ▶ Management review; report on the results of management evaluation ▶ Information on, e.g., audit results, targets, measures, indicators, actions following previous assessments, conclusions and decisions ▶ Statement on positive, negative or neutral correlation between sustainability and economic performance ▶ Assessment as to brand value, reputation, number of applicants, employee satisfaction, effects on fluctuation, days of sick leave, etc.

COMMUNICATE	Requirements according to the ZNU Standard	Compliance options
Culture of dialogue 	<p>I.7.1 The company continuously reports</p> <ul style="list-style-type: none"> ▶ internally and ▶ externally <p>on its relevant sustainability issues, targets and measures. These reports shall include at least one quantitative target each from the areas of environmental, economic and social issues. The respective degree of target achievement shall be updated on an annual basis.</p>	<ul style="list-style-type: none"> ▶ internal media formats: e.g., protocols, newsletters, Intranet, code of conduct, sustainability report ▶ External media formats: e.g., Internet, brochures, newsletters, code of conduct, sustainability report (e.g. according to the Sustainability Code DNK, GRI) ▶ Training courses and educational material on sustainability: Intranet, notices, circulars, employment portfolios and the like ▶ Documentation of degree of target achievement
	<p>I.7.2 An ombudsperson and an employee representative / works council, respectively, are appointed and made known to the work force in the company. The company provides procedures for resolving conflicts. In addition, all employees shall be notified of the conflict resolution procedures, and contact details of the ombudsperson shall be communicated.</p>	<ul style="list-style-type: none"> ▶ Organizational chart; job descriptions ▶ Information material on how to resolve conflicts / ombudsperson ▶ Documented procedure for conflict resolution (escalation levels)
	<p>I.7.3 The company illustrates the role sustainability issues play in marketing, in particular in the field of communication.</p>	<ul style="list-style-type: none"> ▶ Communications and marketing plan, respectively ▶ Sustainability reporting online / print (e.g., according to the Sustainability Code, GRI), newsletters, code of conduct, etc. ▶ Participation in actions for end consumers
	<p>I.7.4 The company proactively promotes a solution-oriented culture of dialogue:</p> <ul style="list-style-type: none"> ▶ with the people in the company and ▶ with external (critical) stakeholders. 	<ul style="list-style-type: none"> ▶ Suggestion scheme / feedback culture / staff, customer, NGO, etc. surveys ▶ Participation in dialogue forums; actions for end consumers

Part 2



How do you manage sustainability?

Reflect

- Early detection
- Philosophy / values
- Objectives / milestones

Act

- Individual commitment
- Education / learning process

Evaluate

- Diagnosis / performance

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What are you exactly undertaking in specific topics?

Environmental



- Climate
- Energy
- Packaging
- Waste
- Water
- Soil
- Air
- Biodiversity
- Animal welfare


Economic



- Innovation
- Quality
- Data protection
- Fair advertising
- Fair competition
- Local commitment
- Procurement
- Fair payment
- Fair value creation



Social


- Occupational safety
- Health
- Human rights
- Diversity
- Demography



ENVIRONMENTAL	Requirements according to the ZNU Standard	Compliance options
Climate 	<p>II.1 The company takes systematic action at the corporate or site level as well as along the value chain to protect the climate more effectively.</p> <p>In order to avoid and reduce greenhouse gas emissions, the emissions are systematically recorded, documented and evaluated at least at the corporate level. Internationally accepted standards (GHG Protocol, ISO 14064) shall be used as methodology, with the minimum requirement being that all scope 1 and 2 emissions are recorded in accordance with the GHG Protocol. The aim is to take as much primary data as possible as a basis.</p>	<ul style="list-style-type: none"> ▶ Corporate carbon footprint (e.g., according to GHG Protocol or ISO 14064); critical review ▶ Data on site-specific greenhouse gas emissions resulting from energy consumption (including transport fuels) and refrigerant losses (e.g., based on ISO 50001, a product life cycle assessment, energy balance or product carbon footprint) ▶ Climate protection program including targets, measures and collaboration with stakeholders
Energy 	<p>II.2 At the corporate and / or site level as well as along the value chain the company takes systematic action to:</p> <ul style="list-style-type: none"> ▶ reduce energy consumption, ▶ increase energy efficiency and ▶ increase the use of renewable energy. 	<ul style="list-style-type: none"> ▶ Energy consumption data; ISO 50001 report and data ▶ Energy saving program including targets, measures and collaboration with stakeholders on the increase of efficiency, use of innovative environmental technologies, renewable energy, etc.



ENVIRONMENTAL		Requirements according to the ZNU Standard	Compliance options
Packaging 	II.3	<p>The company takes systematic care to</p> <ul style="list-style-type: none"> ▶ avoid unnecessary packaging (e.g., external packaging), ▶ reduce packaging weight (e.g., thinner materials), ▶ employ reusable and / or recyclable packaging (e.g., returnable packaging) and minimize the environmental impact of packaging (e.g., eco-friendly materials). 	<ul style="list-style-type: none"> ▶ Documentation and data collection on packaging insert, composition and use ▶ Targets, measures and collaboration with stakeholders on environmentally friendly raw materials extraction, packaging avoidance, reduction and optimization ▶ Evidence of use of recycled materials
	II.4	<p>The company</p> <ul style="list-style-type: none"> ▶ avoids waste, ▶ minimizes unavoidable waste, <p>and arranges for its appropriate recovery or disposal.</p>	<ul style="list-style-type: none"> ▶ Targets, measures and collaboration with stakeholders on waste avoidance, reduction, substitution and appropriate recycling or disposal ▶ Data on waste streams ▶ Documented procedure on the systematic identification and avoidance of prohibited and critical chemicals, pesticides and harmful substances, mineral oil-based raw materials, etc. (e.g., REACH), including a procedure to avoid environmental disasters

ENVIRONMENTAL		Requirements according to the ZNU Standard	Compliance options
Water 	II.5	The company takes systematic action to ensure the efficient protection and responsible use of water as a precious resource <ul style="list-style-type: none"> ▶ at the corporate / site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ Documentation and current data on corporate water consumption, water sources and / or water footprint (according to ISO 14046) ▶ Targets, measures and collaboration with stakeholders on water protection and efficient use of water
	II.6	The company takes systematic action to ensure the efficient protection and responsible use of soil as a precious resource <ul style="list-style-type: none"> ▶ at the corporate / site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ Data on buildings, soil sealing, tillage, erosion, over fertilization, pesticide use, emissions, etc. ▶ Targets, measures and collaboration with stakeholders on optimum land use, minimization of soil contamination and assurance of soil quality
Air 	II.7	The company takes systematic action to improve air quality <ul style="list-style-type: none"> ▶ at the corporate / site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ Data on emission measurements (ammonia, particulate matter, nitrogen dioxide, etc.) ▶ Targets, measures and collaboration with stakeholders on the minimization of air pollution / improvement of air quality



ENVIRONMENTAL	Requirements according to the ZNU Standard	Compliance options
Biodiversity 	<p>II.8 The company takes systematic action to ensure the efficient protection of biodiversity (diversity of habitats [ecosystems], diversity of species and genetic diversity within species)</p> <ul style="list-style-type: none"> ▶ at the corporate / site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ Documentation on the impact of business activities on biodiversity on site and along the value chain through to primary production (use of fertilizers and pesticides, protected areas, number of livestock and horticultural plant varieties / breeds being used, etc.) ▶ Share of certified products aiming to protect biodiversity (e.g., RSPO - Round Table on Sustainable Palm Oil, FSC, Rainforest Alliance) ▶ Targets, measures and reports on projects to protect / promote biodiversity along the value chain ▶ Procurement policies / agreements with suppliers
Animal welfare 	<p>II.9 The company systematically promotes animal welfare</p> <ul style="list-style-type: none"> ▶ at the corporate / site level and ▶ along the value chain. 	<ul style="list-style-type: none"> ▶ Evidence of appropriate animal welfare ▶ Share of animal welfare certificates ▶ Targets, measures and reports on projects related to animal welfare along the value chain (e.g., alternative forms of animal husbandry; alternatives to animal testing) ▶ Procurement policies / agreements with suppliers



ECONOMIC		Requirements according to the ZNU Standard	Compliance options
Innovation 	II.10	Economic, ecological and social issues are considered in the (further) development of products and operational processes.	<ul style="list-style-type: none"> ▶ Evidence of holistic consideration of sustainability dimensions in research and development with the input of stakeholders (e.g., process instructions in the quality management system) ▶ Innovative raw materials / products and processes such as Ecodesign, including documentation on the sustainability criteria considered ▶ Projects with stakeholders, such as innovation days and workshops
	II.11	There is a quality management system in place that, apart from product safety, also controls the handling of overproduction or non-compliant products.	<ul style="list-style-type: none"> ▶ Documented quality management system (e.g., ISO 9001); the system is being checked (internal audits) and evaluated (management review) on a regular basis ▶ Targets, measures and collaboration with stakeholders on the sustainable handling of overproduction / non-compliant products / resource conservation concepts
	II.12	In the context of increasing digitization the company ensures the sensitive handling of all kinds of data.	<ul style="list-style-type: none"> ▶ Documented procedures for data protection / for the handling of data and information (records of training for internal communication, security measures); data protection officer ▶ Targets, measures and collaboration with stakeholders on the handling of data in the digital age


ECONOMIC	Requirements according to the ZNU Standard	Compliance options
Fair advertising 	II.13 Product and process qualities are communicated to consumers in a transparent, realistic and responsible way. Authentic images and clear statements are used in advertising.	<ul style="list-style-type: none"> ▶ Statement on responsible consumer communication; e.g., in the code of conduct or mission statement ▶ Targets, measures and projects / initiatives with stakeholders on consumer education based on market research (e.g., customer satisfaction survey) that go beyond legal requirements
Fair competition 	II.14 The company aims to strengthen fair and free competition and, with this objective in mind, <ul style="list-style-type: none"> ▶ it treats business partners with respect and ▶ has established mechanisms to prevent corruption and price fixing. 	<ul style="list-style-type: none"> ▶ Documents regarding long-term orientation of the company's development and competitive practice ▶ Documentation on political influence ▶ Documented mechanism for anti-corruption (including the handling of whistle-blowing and complicity) based on relevant standards (e.g., Business Principles of Transparency International, International Corporate Governance Network's Guidelines Bribery and Corruption, UN Global Compact) ▶ Number of trained company compliance employees ▶ Documented and communicated guidelines regarding the rejection of corruption as well as aiding, abetting and tolerating corruption, etc. ▶ Targets, measures and collaboration with business partners on the strengthening of fair and free competition

ECONOMIC	Requirements according to the ZNU Standard	Compliance options
Local commitment 	II.15 The company describes its contributions to the community in those regions where it conducts a significant portion of its business activities (including raw materials extraction).	<ul style="list-style-type: none"> ▶ Documentation on initiatives / projects / collaboration (support of education initiatives, consideration of local suppliers / service providers, preservation and promotion of the respective regional culture, regional community funds, job creation, etc.) ▶ Targets, measures and collaboration with stakeholders on positive contributions to the community (e.g., responsible handling of migration and mobility of people)
Procurement 	II.16 Sustainability issues are considered in the selection, assessment and review of business partners and thereby form an integral element of procurement criteria.	<ul style="list-style-type: none"> ▶ Supply chain mapping and overview of the supply chain ▶ Requirements for suppliers; supplier evaluation; supplier audits ▶ Documentation on sustainable procurement criteria, including evidence of the commitment of suppliers and service providers to sustainability-related codes of conduct (e.g., the company's own code of conduct, UN Global Compact, current version of BSCI). ▶ Documentation on communicating sustainability objectives and measures along the value chain

ECONOMIC	Requirements according to the ZNU Standard	Compliance options
<p>Fair payment</p> 	<p>II.17 Employees receive fair payment in compliance with minimum wage legislation. This means that both permanent and temporary employees are grouped and remunerated in accordance with, and not below, statutory and collectively agreed wage standards. Branch-specific wage supplements and average calculations need to be taken into account.</p>	<ul style="list-style-type: none"> ▶ Employee contracts: commitment to / compliance with collective agreements, living wages ▶ Proof of wages that are independent of gender, origin, faith, etc., as well as performance-oriented payment ▶ Service contracts; obligations of subcontractors to comply with fair payment requirements / minimum wage ▶ Documentation of working time and place as well as of payment, also of staff members to whom the regular pay scale does not apply; number of employees being granted permanent appointments ▶ Targets and measures on fair compensation of all employees
<p>Fair value creation</p> 	<p>II.18 The company documents ways in which it pursues fair value creation and thus contributes to combating poverty:</p> <ul style="list-style-type: none"> ▶ in the company and ▶ along the value chain and in those regions where it conducts a significant portion of its business activities, respectively. 	<ul style="list-style-type: none"> ▶ Documentation on staff participation; e.g., rewards, management statement, works council ▶ Contracts / audits / certificates of enterprises involved in value creation ▶ Code of conduct or similar codes; supplier audits; projects and / or initiatives to combat poverty (e.g., providing systems, which guarantee a living income) ▶ Information on the taxation and reinvestment of profits for different regions ▶ Targets, measures and collaboration with stakeholders on the combat of poverty

SOCIAL	Requirements according to the ZNU Standard	Compliance options
Occupational safety 	II.19 The company complies with the occupational safety requirements and takes systematic action to improve occupational safety at the corporate / site level ("prevention has priority over damage limitation" as a basic principle), as well as along the value chain.	<ul style="list-style-type: none"> ▶ There is a documented OHS management system (health and safety managers, protocols and derived measures from the OHS Committee) in place which is checked for its performance (internal audits) and reviewed (management review) on a regular basis ▶ Targets, measures and collaboration with stakeholders on the improvement of occupational safety in the company and along the value chain
Health 	II.20 The company takes preventive and systematic action to protect and maintain the health of people inside and outside the company: <ul style="list-style-type: none"> ▶ The company documents the action it systematically takes to improve working conditions and the occupational work environment of employees in order to meet their physical and psychological needs as a preventative measure; ▶ The company documents the action it systematically takes to protect and maintain the health of people outside the company (e.g., consumers, local residents, people employed along the value chain). 	<ul style="list-style-type: none"> ▶ There is a documented health management system in place which is checked for its performance (internal audits) and reviewed (management review) on a regular basis ▶ Documentation of impact on the health and safety of people along the value chain and in society (e.g., hot spot analyses) and recording of the measures taken and improvements made during the life cycle of the product or service ▶ Documentation of targets and measures taken in the company and together with stakeholders to protect / maintain the health of people inside and outside the company

SOCIAL	Requirements according to the ZNU Standard	Compliance options
Human rights 	<p>II. 21 The company discloses its systematic efforts to improve respect for, and observance of, human rights and fair working conditions:</p> <ul style="list-style-type: none"> ▶ in the company (e.g., equal opportunities; decent working conditions; adequate accommodation/living space); ▶ along the value chain / in society (e.g., access to clean water; sufficient food and education; how to deal with child labor and forced labor; freedom of association). 	<ul style="list-style-type: none"> ▶ Risk assessment by country of origin ▶ Documentation of targets and measures on compliance with human rights and fair working conditions in the company (including general principles and rights at work) and along the value chain (e.g., National Action Plan for Business and Human Rights or according to ILO / UNHCR [United Nations High Commissioner for Refugees]) ▶ Contracts and / or code of conduct with suppliers, service providers, subcontractors; supplier audits and / or certificates of BSCI, GSCP, SA 8000, etc., if applicable ▶ Documentation of human rights activities / projects to improve human rights compliance (e.g., appropriate waste management and sanitation, access to sanitary facilities as well as to information and communication technologies and culture)
Diversity 	<p>II.22 The company promotes diversity with the aim to ensure equal treatment and equal opportunities for employees and prospective employees, irrespective of origin, age, gender, disabilities, ethnicity, faith, lifestyle, etc.</p>	<ul style="list-style-type: none"> ▶ Documentation of targets and measures on the diversity of employees on site (e.g., diversity statement, integration of immigrants, promotion of work-life balance, child and family care, flexible working time approaches, initiatives for the integration of disadvantaged people in the region in collaboration with employment offices)

SOCIAL	Requirements according to the ZNU Standard	Compliance options
Demography 	<p>II.23 The company considers demographic trends with a view to</p> <ul style="list-style-type: none"> ▶ forward-looking human resources policies which secure scope for future action in the company, and ▶ the development of sustainable products and services in society. 	<ul style="list-style-type: none"> ▶ Documentation on targets and measures for a balanced age structure of employees (e.g., lifelong learning, handling of career start and exit, job changes, retraining, caregiver leaves, etc.) ▶ Assessment of the company's demographics; job evaluations ▶ Age-based products and services explicitly addressing demographic aspects ▶ Reporting on projects with stakeholders, such as job fairs / collaboration with institutions of higher education / schools

ZNU contact



Fig. (LTR): Dr. Axel Kölle, Jona Nelson, Kesta Ludemann, Markus Laumann, Patricia Kief, Alicia Seifer, Marianne Schmid, Susanne Kellermann, Jadwiga Zurad, Dr. Christian Geßner, not on the picture: Mirjam Rübhelke-Alo, Verena Timmer, Dr. Ulrike Eberle, Maren Raß

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driving sustainable change



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